

POLICY NAME:	NDA	DATE:	JANUARY 2026
POLICY REVISION:	01	BY	JONATHAN CLARK
REVIEW PERIOD:	ANNUALLY	REVIEW:	JANUARY 2027



NDA POLICY



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CONTENTS

1. AMENDMENTS AND UPDATES	3
2. PURPOSE	3
3. SCOPE	3
4. DEFINITIONS.....	3
5. POLICY STATEMENT.....	3
6. RESPONSIBILITIES	3
7. STANDARD TERMS.....	3
8. NDA ADMINISTRATION AND STORAGE.....	3
9. BREACHES AND ENFORCEMENT	4
10. REVIEW AND CONTINUOUS IMPROVEMENT	4

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1. AMENDMENTS AND UPDATES

ISSUE	DATE	AMENDMENT / CHANGE
FIRST	Jan 2026	

2. PURPOSE

The purpose of this policy is to define Glass and Framing Solutions Limited's process for entering in to, managing, and enforcing Non-Disclosure Agreements. This ensures that Glass and Framing Solutions Limited intellectual property (IP) is protected and that we fulfil our contractual obligations to third parties.

3. SCOPE

This policy applies to all Bilateral (Mutual) and Unilateral (One-Way) NDAs. It covers all employees, particularly those in Sales, Procurement, R&D, and Senior Management who interact with the external vendors or clients.

4. DEFINITIONS

- **Disclosing Party:** The party sharing secret information.
- **Receiving Party:** The party receiving the secret information.
- **Confidential Information:** Technical data, manufacturing processes, pricing, customer lists, or designs not in the public domain.
- **Permitted Purpose:** The specific reason the information is being shared (e.g. To enable pricing a specific project).

5. POLICY STATEMENT

Glass and Framing Solutions Limited will only disclose Confidential Information once a valid NDA is signed. All NDAs received from external sources must be reviewed by Senior Management.

6. RESPONSIBILITIES

- **Directors:** Authorised to sign NDAs or approve for others to sign.
- **Employees:** Responsible for ensuring an NDA is in place before any sensitive drawings or data are shared.
- **Data Protection Lead:** Responsible for maintaining the NDA Register and ensuring the documents comply with UK GDPR (Where personal data is involved).

7. STANDARD TERMS

All NDAs entered in to by Glass and Framing Solutions Limited should ideally include:

- **A Defined Term:** Usually, 3 to 5 years for manufacturing.
- **Return or Destruction:** A clause requiring the other party to delete or return our data once the project ends.
- **Carve-outs:** Standard exceptions (e.g. Information already in the public domain or required by law / police).
- **Governing Law:** Must be English Law and the jurisdiction of English Courts.

8. NDA ADMINISTRATION AND STORAGE

- **The Register:** Every signed NDA must be logged in the central NDA Register, noting the expiry date.
- **Secure Storage:** Digital copies must be stored in [ENTER SHARED DRIVE / FILE LOCATION] with restricted access.
- **Expiry Monitoring:** 6 Months before an NDA expires, the relevant manager must decide if a renewal is required.

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9. BREACHES AND ENFORCEMENT

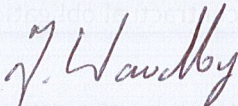
Any suspected leak of information covered by an NDA must be reported immediately to a Senior Manager or Director.

We reserve the right to seek injunctive relief and financial damages for any breach.

10. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be:

- Reviewed annually by Senior Management or more frequently if legislation or business operations change.
- Updated as necessary to ensure continued compliance and effectiveness.
- Supported by periodic audits and feedback mechanisms to identify and address potential weaknesses.

SIGNED:	
NAME:	Tony Waudby
TITLE:	Managing Director
SIGNED FOR:	Glass and Framing Solutions Limited
DATE:	15 th January 2026