## **Confidentiality Policy**



ZENITH is a corporate finance firm and as such, in all the services it offers, our clients demand a high degree of confidentiality from the first contact, be it in person, online or by phone, and through oral, graphic or written information.

The principles and commitments that ZENITH assumes, in terms of confidentiality, are listed in the following points:

Los principios y compromisos que ZENITH asume, en materia de confidencialidad, se enumeran en los siguientes puntos:

- 1. Both potential clients and those who have entrusted us with their mandate, have our commitment to handle their data, information and comments with the highest standards of confidentiality.
- 2. The existence of this policy does not replace the importance of signing -in due time- a None Disclosure Agreement (NDA), nor our commitment to comply with current legislation regarding the handling of private data and the like., in each country in which we operate.
- 3. The information that is exchanged between our clients and ZENITH for a specific objective or purpose, must not reach the public domain, and hence confidentiality must be kept.
- 4. At ZENITH we are fully aware of the potential losses or damages that the improper handling of information or its loss may cause for our clients, therefore, the partners, work team and allies will be duly informed and will assume the same degree of commitment.
- 5. ZENITH adopts for its clients the same confidentiality measures that it normally adopts for its confidential information, avoiding as far as possible its loss, theft or theft.
- 6. The obligation of confidentiality will not apply when the information is in the public domain at the time of its provision or when current legislation or a court order requires its disclosure, in which case ZENITH will notify the client and will do everything possible to guarantee that the information is treated confidentially.
- 7. If the case warrants it, at the appropriate time, ZENITH will sign a NDA with the client, which in general is a set of clauses that describe:
  - the obligation of confidentiality and its exceptions in situations in which the disclosure of information is allowed and in situations so that it remains confidential,
  - the consequences of non-compliance,
  - the obligations and responsibilities that the parties agree to in the framework of this contract.
  - Typically an NDA includes:
    - the identification of the parties that sign it;
    - the position that each party occupies as disseminator and recipient;
    - a description of the collaboration, negotiation or joint project that generates or from which confidential information is shared;
    - the condition of total or partial confidentiality for the information that will be confidential;
    - the duration of the confidentiality agreement;
    - if necessary, a certain penalty for non-compliance.
    - if necessary, an annex is included in which the information that is subject to secrecy and confidentiality is listed as a list.