

Pursuant to the Article 426 of the Companies Act, the Company's Article of Association for the Company PROTECH AUTOMATION d.o.o. , PIN: 18519254541, Company Reg. No.: 040350451, from Rijeka, Primorska 1/A, as of 06 July 2016, the Data Secrecy Act (Official Gazette no. 108/96 , 79/07, 86/12) of the Board of Directors of the Company PROTECH AUTOMATION d.o.o., consisting of Ivan Jurjako, PIN /OIB/: 68456112172, Gregori Belušić, PIN /OIB/: 02236987393, Miki Manojlović, PIN /OIB/: 21672283922, Denis Manojlović, PIN /OIB/: 15646675688 and Hrvoje Biondić, PIN /OIB/: 52370527826, renders the following

ORDINANCE ON TRADE AND PROFESSIONAL SECRETS

PROTECH AUTOMATION d.o.o.

I.

FUNDAMENTAL PROVISIONS

Article 1

This Ordinance prescribes that all trade data of the company PROTECH AUTOMATION d.o.o. are determined as secret, types of secrets, obligation to keep secret data, authorization to disclose secret information, safety and handling these types of data, as well as all other questions of interest for keeping secret data.

Article 2

Data in the context of this Ordinance is a document, i.e. every written, multiplied, drawn, picture, printed, recorded, photographed, magnet, optical, electronic or any other record of data, as well as annexes, information, measures, procedure, subject, oral disclosure or information, which, regardless of its content, has confidentiality and completeness importance for its owner. All information was created within the scope of performing activities of the company PROTECH AUTOMATION d.o.o.

Article 3

Data according to the classification of secrecy of the company PROTECH AUTOMATION d.o.o. can be:

- Trade secret
- Professional secret

II.

TRADE SECRET

Article 4

Pursuant to the Regulation (EU) 2016/679 of the European Parliament and Council of 27 April 2016 on protection of natural persons concerning personal data processing and free movement of such data and repealing Directive 95/46/EZ (hereinafter: General Data Protection Regulation), of Art. 30 of the Ordinance on collecting, processing, using and protection of personal data of the Company PROTECH AUTOMATION d.o.o., it has been established that personal data which are collected, processed, used and protected secret trade data (trade secrets).

Article 5

Trade data of the company PROTECH AUTOMATION, except the data from Article II of this Ordinance, are considered trade secrets established by law or any other regulation rendered based the existing act and this Ordinance.

This Ordinance prescribes that the data which are used in business of the company PROTECH AUTOMATION d.o.o. considered as trade secrets are established as following :

- Data in the offers to Clients
- Data on prices
- Data on Clients
- Data on suppliers
- Data on sub-contractors
- Data from Agreements entered into with the company PROTECH AUTOMATION d.o.o. as one contractual party
- Data from purchase order
- Data on visas, work permits
- Data on projects
- Data on access to administrative interfaces of computer services
- Data and documents on claims and obligations of the company PROTECH AUTOMATION d.o.o.
- Data and documents on business of the documents based on IBAN, balance and profit
- Documents and software which employee, subcontractor, i.e. third parties receive from the company PROTECH AUTOMATION d.o.o. or directly from the Client for purpose of performing work
- Other data and documents of the company PROTECH AUTOMATION d.o.o., whose publication due to their nature and significance would be against the interest of the company PROTECH AUTOMATION d.o.o. and their business partners
- Data and documents classified as secret by business partners

Article 6

All data on worker's inventions on work or work-related are considered as a business secret.

The Employee is required to notify PROTECH AUTOMATION d.o.o. as an employer of his/her invention on work or work-related, and all invention data must be kept as a business secret and not disclose it to the third party without approval of the employer PROTECH AUTOMATION d.o.o.

Worker's invention on work or work-related belongs to the employer, and the employee is entitled to remuneration established by the employment agreement or any special agreement. If the remuneration is not determined, the court shall establish it adequately.

The Employee is required to inform the employer of all non-related inventions, if the invention is related to employer's category of activities and offer him cession of rights with the regard to this invention.

While waiting the employer to decide on offer, and at the most a month, the data on invention represent the trade secret and mustn't be disclosed to the third party.

Provisions of the obligational right to pre-emption are applied to cession of rights to employee's invention which wasn't created in relation to work or at work.

Article 7

Business secret is considered technical improvement proposed by the employee. The employee is entitled to remuneration determined by the employment agreement or special agreement for the abovementioned improvement, this will be established adequately by the court.

Article 8

Business secrets are not data which are significant for business connections of the company PROTECH AUTOMATION d.o.o. with third parties.

III.

PROFESSIONAL SECRET

Article 9

Professional secret is defined as data of personal or family life of employees, client, subcontractors, suppliers and third parties with whom the company PROTECH AUTOMATION d.o.o. enters into business relationship while performing its activities, and which information is learned while performing activities of the company PROTECH AUTOMATION d.o.o. and whose non-authorized disclosure could harm the interest of the person to whom that information applies or to members of his/her family.

All data on wage decrease are considered a professional secret as well.

IV.

OBLIGATION OF KEEPING TRADE AND PROFESSIONAL SECRETS

Article 10

Each employee of the company PROTECH AUTOMATION d.o.o. is required to keep trade and professional secret, regardless of how he/she learned about it, obtained it or acquired, but one thing that is not questionable is that is a secret.

Breach of keeping a trade secret is considered a serious violation of employment obligations.

Article 11

Trade and professional secret is kept by the client, subcontractor, suppliers and third parties with whom the company PROTECH AUTOMATION d.o.o. enters into business relationship, which obligation is separately prescribed by the Agreement.

Breach of keeping a trade secret is considered a serious violation of business and contractual relationship.

Article 12

Obligation of keeping business secrets is effective until the individual member of the board of directors PROTECH AUTOMATION d.o.o., solely and independently, does not decide that the necessity of keeping confidentiality ended.

Article 13

Confidential data should not be disclosed or made available to unauthorized persons.

Article 14

Obligation of keeping secret refers to all persons from Article 10 and 11 of this Ordinance and after termination/expiry / or any other method of termination of Agreement (for example Agreement on business co-operation, Employment Agreement) and similar, i.e. any method of termination of performing work, all until all these data are determined by the PROTECH AUTOMATION d.o.o. as data which are not considered business or professional secret or the data is outdated or are available and known to public.

Article 15

It's not considered breach of data secrecy disclosing of data which are considered a trade secret, if the data are disclosed to physical and legal entities to which these data must be disclosed:

- Based on laws or any other regulations
- Based on workplace authorizations of the employee in accordance to the Employment Agreement
- Based on legitimate interest of the company PROTECH AUTOMATION for managing, promoting and provision of services to clients

Person who discloses those data is required to warn all present that these data are considered a type of trade secret, but that their disclosure is not a breach of trade secret.

Article 16

It is not considered a breach of data secrecy keeping in one of the following cases:

- If those data are given to the court's request or bodies authorized for supervision performance
- If data is given to natural persons, state administration bodies, institutions, and other authorized subjects in accordance with the existing regulations,
- If data are disclosed based on approval of one of the members of the board of directors of the company PROTECH AUTOMATION d.o.o., solely and individually,
- If the data is given based on the description of workplace duties based on the Employment Agreement
- If those data are given based on the Business Co-operation Agreement, i.e. any other agreement, which an employment relationship is instituted
- If the data are disclosed solely for exercising scope of activities of the company PROTECH AUTOMATION d.o.o.
- When filing an offense or criminal charges

Person disclosing those data is required to warn all present that these data are considered a type of trade secret, but in this concrete situation is not obligatory to keep a trade secret.

V.

AUTHORIZATION FOR ACCESS AND DISCLOSURE OF SECRET DATA

Article 17

Access to secret data is allowed without limitations to the members of the Board of Directors of the company PROTECH AUTOMATION d.o.o., solely and independently and with limitations to:

- Workers pursuant to the Employment Agreement, within the frame of work duties performance
- Clients, sub-contractors, suppliers and third parties entering into a business relationship with the company PROTECH AUTOMATION d.o.o., within the frame of work duties performance of the company PROTECH AUTOMATION d.o.o.

Article 18

When entering into the Employment Agreement with employees and Business Co-operation Agreement, i.e. other agreement with which is entered into a business relationship with the company PROTECH AUTOMATION d.o.o. it is obligatory to enter a clause that the contractual parties confirm that they are informed with the Ordinance on Trade and Professional Secret of the company oi PROTECH AUTOMATION d.o.o. and to keep the data as trade secret.

Article 19

Data subject of this Ordinance can be disclosed to representatives of media solely with prior consent of one of the members of the Board of Directors of the company PROTECH AUTOMATION d.o.o., solely and independently.

Article 20.

Every employee that notices irregularities with the regard to keeping and protection of data secrecy or determined activity oriented to disclosure of secret data, removal, unauthorized disclosure of secret data, is required immediately upon learning about it to inform one of the Board of Directors of the company PROTECH AUTOMATION d.o.o., solely and independently

VI.

SUPERVISION AND PROTECTION MEASURES

Article 21

The company PROTECH AUTOMATION d.o.o. implements adequate technical and organisational measures which insure data keeping and protection. Scope of such measures to insure the data is not automatized, without individual's intervention, available to unlimited number of individuals.

Pursuant to par 1 of this Art. Technical and organisational measures insuring keeping and protection of personal data are classified as following:

-Measures of information safety, which particularly includes protection of system from internal and external risk, in a way that access authorizations are clearly established to individual organisational applications to members of the Board and employee who is authorized to access the individual categories of personal data, within the frame of duties of his/her workplace, pursuant to the Employment Agreement, in relation to which all members of the Board of Directors are authorized to access all organisational applications, and employees to individual organisational applications, pursuant to authorisations of accessing individual categories of personal data, within the frame of duties of his/her workplace in accordance to the Employment Agreement. The protection of internal risks is ensured by assigning access passwords for individual organisational application to which the employee is authorized to access individual categories of personal data, within the description of his/her workplace pursuant to Employment Agreement, which is assigned to the employee by the member of the Board, solely and independently, and informs of that other members of the Board (it is forbidden to send or share passwords of the computer or e-mail, i.e. their public disclosure) and external risks, especially in a way that individual organisational applications within the information system comply this the minimal conditions of information safety (all computers must have anti-virus protection).

-Measures of technical protection, which includes protection of non-authorized access, not only to organisational applications within the information system, which are particularly protected by passwords, but also, the protection from non-authorized access to personal data in physical form, in such way that all secret data stored in physical form are kept in safe deposits and/or file folders, wardrobes, in the premises in which the unauthorized access is disabled, and are locked by key, of which one is for each member of the Board, solely and independently. With the copy of the key, the member of the Board, solely and independently, attributes and informs other members of the Board of a deposit safe and or a locker to the employee authorized to access individual categories of secret data, within the scope of a workplace, in accordance with the Employment Agreement. All members of the board and employees must keep keys with them and not available in the premises of the company PROTECH AUTOMATION d.o.o.

It is strictly forbidden to take out the documentation, information equipment and data holders without the consent of the responsible person PROTECH AUTOMATION d.o.o., one of the members of the Board, solely and independently.

-Organisational measures, which include prescribing general and implementation of data protection acts.

Article 22

Persons who work on preparation, copying and multiplication of documents, which comprise of personal data considered secret, are required to destroy all evidence of unsuccessful copies.

Article 23

Keeping trade secrets is a responsibility of the members of the Board of the company PROTECH AUTOMATION d.o.o., solely and independently.

Article 24

Supervision of implementation of business secret of the company PROTECH AUTOMATION d.o.o, solely and independently.

Article 25

This Ordinance is effective from the day of issuance and shall be published for information purposes on the bulletin board of the company PROTECH AUTOMATION d.o.o. and web page of the company PROTECH AUTOMATION d.o.o.

Rijeka, 12 July 2018

Members of the Board of Directors

Ivan Jurjako

Gregori Belušić

Miki Manojlović

Denis Manojlović

Hrvoje Biondić
