

## Employee Handbook Data Protection Highlights (March 24, 2019)

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The following are highlight summaries of company expectations from staff:

1. Employees must undertake Data Protection training and awareness.
2. Employees are personally committed to adhering to the data protection principles as set out in GDPR and local data protection laws, and to acting in accordance with Keter's Data Protection Policy ([www.keter.com/privacy](http://www.keter.com/privacy)), which may be amended from time to time.
3. Employees must report any violations of the Data Protection Policy to their supervisor, or to Data Protection Officer.
4. Employees are responsible for reporting any personal data breach to the Data Protection Officer / Head of IT / CIO.
5. Disciplinary action may be taken for data protection breaches. Breaches of data protection law and the data protection policy may lead to termination for cause.
6. Employees to respect privacy and data of co-employees, and may not post details or photographs of them without their permission.
7. The Employee HR notice is available <https://keteronline.sharepoint.com/sites/keterportal/Pages/DocumentsProcedures.aspx>

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