



Nondisclosure for Temporary Work Applicants

During the course of your application for a temporary work assignment at Amazon UK Services Limited (“Amazon”, “us” or “we”) and, if you are engaged to carry out a temporary work assignment at Amazon, you may receive information relating to the business or affairs of Amazon or any company within the Amazon.com, Inc Group, or its or their customers, suppliers, business associates, employees, temporary workers or contractors that amounts to confidential or commercially sensitive information. We call this our “Confidential Information”.

Our Confidential Information includes by way of example only:

- the way that we work;
- the business, operational and/or employment policies, procedures and practices which we follow;
- the layout of our premises;
- the technology that we use including computers and machinery;
- that goods that we stock and the way that they are stored;
- the people we work and interact with;
- the people and companies who deliver to us and collect from us;
- any details about our customers, including their names, addresses and what they buy;
- anything to do with finance;
- anything to do with advertising or marketing plans; and
- anything that you hear which could be confidential to Amazon's business and ways of working.

Our Confidential Information is very important to our business and it is vital to us that our Confidential Information does not become known to third parties. We will take all legal steps necessary to protect our Confidential Information.

In consideration of Amazon’s willingness to provide you with Confidential Information during the course of your application for a temporary work assignment and, if your application is successful, Amazon’s agreement to you carrying out a temporary work assignment, you must agree to the following commitments, which will apply from the date you sign this Agreement and during and after the termination of any temporary work assignment at Amazon:

1. you will comply with the terms set out in this Agreement in respect of all Confidential Information;
2. you will keep all Confidential Information confidential and will not disclose or use any Confidential Information for any purposes other than as legitimately and reasonably required for the purpose of carrying out any temporary work assignment to Amazon or unless otherwise agreed in writing by Amazon
3. if you are unsure whether something is Confidential Information, you will check with the site HR Manager as a matter of urgency;
4. you will use your best endeavours to prevent the misuse or unauthorised communication disclosure of any Confidential Information by any person (including, without limitation, other temporary workers or third parties), and will inform the site HR Manager immediately upon being aware, or suspecting, that any person has disclosed without authorisation or otherwise misused any Confidential Information;
5. all our Confidential Information will remain our property;
6. you will not trade stocks or shares in Amazon.com, Inc based on our Confidential Information;
7. you will return immediately any and all materials containing our Confidential Information to us at our request and in any event on the termination of any temporary work assignment; and
8. you will not disclose information to us that is confidential to any third party.

Nothing in this Agreement will prevent you from disclosing information which is in the public domain other than through your breach of this Agreement or which you are required to disclose by the order of a court of competent jurisdiction or an appropriate regulatory authority or as otherwise required by law.

You warrant that you are making a genuine application in good faith for a temporary work assignment at Amazon for the sole purpose of obtaining gainful work and not for the illegitimate purpose of obtaining, using or disclosing Confidential Information for your own

personal benefit or the benefit of a third party, including but not limited to any print or broadcast media business undertaking. You agree that if you breach or violate any of the terms of this Agreement damages alone may not compensate for such breach or violation and that relief by way of injunction or interdict is reasonable and essential to safeguard the interests of Amazon and that an injunction or interdict in addition to any other remedy may accordingly be obtained by Amazon.

This is a legal agreement.

If a provision of this Agreement is held invalid under any applicable law, such invalidity will not affect any other provision of this Agreement that can be given effect without the invalid provision. Further, all terms and conditions of this Agreement will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

Amazon is relying upon your promise to comply strictly with this Agreement. Any violation of this Agreement may cause substantial and irreparable harm to Amazon. Accordingly, without limiting any other available remedies, this agreement is specifically enforceable by Amazon.

Any failure by Amazon to enforce your strict performance of any provision of this Agreement will not constitute a waiver of Amazon's right to subsequently enforce such provision or any other provision of this Agreement.

I understand and agree to abide by the promises I make in this Agreement to protect Amazon's Confidential Information. I agree that my promises also apply for the benefit of other Amazon companies.

Signature.....

Date.....

Print Name.....

Time.....

Other important information relating to your job application

Please read the following carefully and sign and the end to confirm that you understand and agree

Work Assignment

Whilst we will try to place you in an area that best matches your skills and experience, all Associates will need to show the flexibility to work in any of the Amazon departments. In addition, due to the intrinsic requirements of the role of an Associate, all Associates may be required to walk, stand and individually lift items of up to 23kg in weight throughout their work shift by utilising supporting lift equipment such as carts or pump trucks. Associates must also be able and willing to handle the full range of products sold by Amazon and its Marketplace sellers, including but not limited to age restricted products, food (including nuts, beef and pork), alcohol and chemicals.

There may be occasions where you are moved from your current department, and asked to go to another area due to the needs of the business.

If there is a genuine reason why you could not work in a certain department, carry out particular types of work or handle certain types of products sold by Amazon and its Marketplace sellers, please state below. If you have previously worked at Amazon, then we will endeavour to place you in the department you previously worked if this is your preference, please also state below.

Have you previously worked for Amazon? No / Yes (**please delete as appropriate**) If Yes, please state department(s) worked, and the dates worked:

.....

Is there a department you could not work in? No / Yes (**please delete as appropriate**) If yes, please state department(s) and reason:

.....

Are you able to walk, stand and lift items of up to 23kg in weight throughout your work shift by utilising supporting lift equipment such as carts or pump trucks if required? No / Yes (**please delete as appropriate**) If no, please state any concerns you may have or known restrictions on your mobility:

.....

Are you able and willing to handle the full range of products sold by Amazon and its Marketplace sellers if required, including but not limited to age restricted products, food (including nuts, beef and pork), alcohol and chemicals? No / Yes (**please delete as appropriate**) If no, please state the products that you are unable or not willing to handle and your reason:

.....

Stop and Search policy

- Amazon does not tolerate theft in any form.
- Nor does Amazon permit any inappropriate items that may harm you or others or put you or others at risk or otherwise be unsuitable to be brought into the workplace, such as:
 - drugs;
 - alcohol;
 - counterfeit goods; and
 - pornographic materials.
- To combat the risk of theft and to keep the workplace as safe as possible, Amazon has a **stop and search policy** with which you are required to cooperate and comply as a condition of your temporary work assignment.

This policy applies to all employees and anyone working at or visiting Amazon's Fulfilment Centres, Sortation Centres or Delivery Stations.

Amazon reserves the right to search you and/or any of your property on its premises (this includes any motor vehicle which you may have parked in Amazon's car parks) and you agree that Amazon may search you and/or your property:

- at any time, if Amazon honestly and reasonably believes or suspects that you may be in possession of, have destroyed, tampered with, concealed or handled stolen goods or has evidence of any theft or attempted theft; or
- if it reasonably believes or suspects that you may have drugs and or alcohol and/or other inappropriate items in the workplace; or
- as part of its random searching policy; or
- when you enter or leave Amazon's premises.

Issued Identification badge must be worn and displayed at all times onsite.

Failure to comply with this may result in your release from assignment at Amazon

Drug and Alcohol policy and Criminal Background Check

Amazon is committed to maintain a safe and secure environment for all employees and customers. To the extent necessary for the job you apply for, Amazon may – depending on the job you apply for and the country where the job position is based - perform a drug and alcohol test and criminal background check at the end of the application process.

If a worker refuses a drug test, they will be removed from site.

If a positive result is produced from the drug test then the worker will be removed from site. If the drug test is pending then the worker will be suspended until the test is confirmed.

We will inform you by way of a separate notice if a criminal background check is required for your application. Please visit our EU Candidate Privacy Notice which can be found at Privacy and Data to learn more on how we process your personal data during the application process (https://www.amazon.jobs/en/privacy_page).

Dress and Grooming policy

Although Amazon recognises that dress is a matter of personal taste, it is essential that employees, temporary workers and independent contractors on site wear dress that complies with health and safety regulations as well as that which is appropriate to the business environment, the team atmosphere and the professional standards in which Amazon takes pride.

Amazon reserves the right to determine whether a particular item of clothing is inappropriate or likely to cause offence to other members of staff, customers or the public.

General Dress and Grooming Standards

- All pictures, symbols, statements, and slogans on clothing, accessories, personal protective equipment (PPE) (e.g. masks/gloves), or visible tattoos must not be explicit and generally not offensive to a reasonable person in compliance with our Anti-Harassment Policy. Offensive material is not permitted.
- Revealing clothing, including bare midriffs, is not permitted.
- Excessively loose, torn or dirty clothing is not permitted.
- Clothing, accessories or paraphernalia that indicates affiliation or membership with any organized crime or illegal activity/group is prohibited. Written guidelines regarding this prohibited attire will be distributed locally to ensure consistent and clear standards.
- Clothing & personal grooming must be neat and clean. This includes hair, teeth, ears and fingernails.
- Name Tags must contain the employees' name and be visible at all times while working; Lanyards must be Amazon issued/approved, and the breakaway type.
- Amazon branded, and network issued/approved pins, buttons, badges and insignia (e.g. Amazon Peccy) or those that identify support for, or opposition to, a labor organization, or otherwise legally protected, are permitted. Pins/buttons that indicate an employee is able to communicate with hearing impaired individuals are also permitted. Any such permitted accessories must comply with Amazon's Anti-Harassment policy (e.g. no vulgar messaging).

Personal Protective Equipment (PPE)

- All PPE (Personal Protective Equipment), including gloves, masks, vests and eyewear protection, must be worn in accordance with Site Safety guidelines. All aprons must have a safety break-away clasp.
- Employees identified as working in high-risk areas are required to wear Safety Shoes as personal protective equipment. If an associate reports to work without Safety Shoes they will not be permitted to work in the high-risk area. Employees located in the UK should follow the UK Safety Footwear Policy.

Clothing

- Fully enclosed shoes are permitted, with the exception of slippers, moccasins, flip-flops and clogs which are prohibited.
- Light jackets (e.g. hooded sweatshirts, fleece sweatshirts) may be worn but must be free of extraneous hanging articles, such as chains, drawstrings or other articles that are considered unsafe. Hoods should not interfere with front or side vision.

Grooming

- Hair should be styled in a manner that does not interfere with front or side vision. While in the work area, employees must pin or tie up long hair to a length that does not exceed the top of the shoulder.

Employees are expected to maintain their personal hygiene, including mitigation of unpleasant breath or body odor. They should avoid running hands through their hair, biting their nails, putting fingers or hands in their mouth, and coughing or sneezing without a tissue. Hair should be clean, and long hair should be pinned or tied up above the neck when working with food products, or completely restrained by a hat (where applicable), visor or hairnet. Long facial hair must be netted. Fingernails must be clean and trimmed to prevent nails snagging or tearing into food. Nail polish and artificial nails are prohibited. Regular handwashing is imperative including: washing hands before handling product, before returning to work from breaks, upon re-entry into the production area, when in contact with a non-food surface or dirty equipment, handling allergens, or whenever the sanitary condition of the employees 'hands have been compromised.

Accessories

- Sunglasses may not be worn indoors.
- Hats and other headgear are generally permitted but must not limit visibility and must comply with Amazon's Anti-Harassment policy.
- Headphones and ear buds are not permitted; unless Amazon issued and provided as PPE
- Excessively loose jewelry and body piercings which pose a safety hazard are not permitted.

Please sign below to show you understand the work assignment, stop and search, drug test, and dress code requirements and policy.

Signature.....

Date.....

Print Name.....

Agency.....