

**Statement by  
external contractor**

***This statement must be sent to Fluxys (procurement@fluxys.com) prior to the start of the assignment.***

The undersigned, ..... ,  
domiciled at .....

hereby makes a commitment to FLUXYS\*:

1. to **maintain the confidentiality** of all confidential FLUXYS information and all information concerning net users, insofar as this information is not already public knowledge, to **refrain from divulging such information to anyone and from copying such information**, unless in a specific case FLUXYS has granted him/her written authorisation to do so, and to **refrain from using the said information for other purposes** than (i) the performance of his/her task (in respect of confidential FLUXYS information) or (ii) to enable the access to and use of FLUXYS' distribution net (in respect of information concerning net users). This confidentiality obligation is applicable during the performance of the mission for FLUXYS and until 10 years after its termination.

**"Confidential FLUXYS information"** means any information relating to activities of FLUXYS or any other directly or indirectly affiliated company within the FLUXYS group, or personal data, which has become known to him/her or which has been disclosed to him/her in the context of his/her mission.

**"Information concerning net users"** means all commercial data relating to a net user or applicant, including the application itself, whether or not directly communicated to FLUXYS.

2. to fully, exclusively and definitively transfer to FLUXYS the pecuniary **intellectual property** rights to, for example, the work, preparations, creations, studies, research, experiences, patentable and other inventions, programmes, instructions and reports created or performed in performing the task, from the moment that the said rights arise. The price of this transfer is included in the fee provided by FLUXYS for the services.
3. that he/she has read and understood the **instructions and rules** applicable within FLUXYS (which are available on Fluxnet) and that he/she will apply them in the context of the performance of his/her mission. These include the following instructions and rules, amongst others:\*\*
  - a. Safety instructions applicable in Fluxys' offices and at external locations

\* Fluxys Belgium nv, Fluxys nv and Fluxys LNG nv

- b. Guidelines on information management and the use of ICT infrastructure, including the "Data Management Policy (DMP)" and "Keep our process infrastructure safe"
  - c. The principles of responsible and professional use of social media
  - d. The principles set out in the instruction "Can I accept gifts?"
  - e. The basic principles of ethical behaviour as summarized in the Code of Ethical Conduct
  - f. The purchase policies and procedure and the typology and purchase manual
  - g. The non-smoking policy applicable in FLUXYS offices
  - h. Specific guidelines that are relevant for the performance of his/her specific mission and that have been communicated to him/her
4. that he/she consents to the monitoring FLUXYS can perform on his/her **use of Fluxys ICT infrastructure** pursuant to the principles of the guideline "Policy on the monitoring of the use of ICT infrastructure" (as available on Fluxnet).
  5. that he/she has read the **Fluxys Privacy Statement**, which explains how Fluxys processes his/her personal data.
  6. that he/she declares that, inasmuch he/she shall, while performing his/her mission, become aware of **a lot of and/or privacy-sensitive personal data**, he/she shall undertake to:
    - a. be extra vigilant and careful when handling said personal data;
    - b. maintain a suitable level of confidentiality regarding both external parties and colleagues;
    - c. follow the guidelines on information management and the use of ICT infrastructure, especially those concerning the storage and communication of data;
    - d. understand that this is a key aspect of his/her mission and that compliance with this statement is essential.
  7. not to **represent FLUXYS towards third parties** unless this has been expressly requested by FLUXYS by way of exception and to sign all emails, faxes, letters and other correspondence and documents in which he/she represents FLUXYS at the express request of FLUXYS with the signature "acting in the name and on behalf of Fluxys Belgium nv".\*\*\*

Signed in ..... on .....

Signature .....

**FLUXYS contract No:**

*\*\* References in these documents to disciplinary sanctioning by Fluxys, hierarchical superiors at Fluxys, Fluxys' work rules or Fluxys company CBAs are not applicable to the undersigned (without prejudice however, in respect of external contractors bound by an employment agreement, to the hierarchical and disciplinary powers of their employer). When reference is made in these documents to a consultation with the hierarchical superior at Fluxys, the undersigned can consult with the head of the Fluxys department with which he cooperates most closely when performing his mission.*

*\*\*\* Or "acting in the name and on behalf of Fluxys nv" or "acting in the name and on behalf of Fluxys LNG nv", as applicable.*