



Tour Instruction 参观细则

- 1. CONFIDENTIALITY AGREEMENT FOR FACILITY TOUR** --- (“Iron Mountain”) facility tour will include information that may be confidential and proprietary to Iron Mountain. (“Company”) and its authorized representatives, as listed by name and title on the above Authorization Form, hereby covenant that any Confidential Information received during the facility tour shall be used solely for (i) the purposes of discussing and evaluating business opportunities; (ii) conducting business between the Parties; and (iii) for any services provided by either Party to the other Party. The general manager of the facility shall have the sole discretion to limit the time and the scope of the tour. Company may enter an audit request in order to expand this tour beyond such time and scope, for which a return trip may be scheduled at a time and manner as determined in the sole discretion of the facility’s general manager.

“Confidential Information” as used herein means any and all information, data, know-how, trade secrets, specifications, formulae and design, testing data, evaluation, marketing, construction and process information, whether patentable or not patentable, information regarding Iron Mountain’s processes, systems, policies, procedures, and security which Iron Mountain uses to protect and manage the data stored by its customers and all such other business, operational and financial information learned about Iron Mountain, any information not generally known to the public or within the industry or trade in which Iron Mountain competes, including technical information pertaining to the configuration and operation of Iron Mountain’s products, services, inventions and ideas, whether tangible or intangible, and regardless of how stored, compiled or memorialized, whether physically, electronically, graphically, photographically or in writing. Such Confidential Information shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate Iron Mountain. To the extent practical, Confidential Information shall be disclosed in documentary or tangible form and marked “Confidential” but may also be disclosed orally and/or visually. Failure to provide a notice of confidentiality shall not give rise to an inference that the information disclosed is non-confidential.

Company covenants that it:

- (a) Shall protect and keep in strict confidence Iron Mountain’s information using the same degree of care and safeguards it uses to protect its own Confidential Information of like importance but in any case no less than a reasonable degree of care.
- (b) May disclose Confidential Information received hereunder to its employees, agents, consultants and affiliates on a need-to-know basis for the purposes of this Agreement and who are bound to protect the Confidential Information from unauthorized use and disclosure under the terms of a written agreement.
- (c) Shall not copy, reproduce or otherwise duplicate in whole or in part Iron Mountain’s Confidential Information without Iron Mountain’s express written consent.

While Company and/or its authorized representatives are on Iron Mountain premises, they agree to comply with the Iron Mountain safety and security policies. If it is deemed that



Company and/or its authorized representatives are not complying with Iron Mountain safety and security policies, they may be denied access while on Iron Mountain premises and the facility tour shall be concluded and deemed satisfactory to Company.

参观设施的保密协议——铁山档案的设施参观将包括属于铁山档案的机密专有信息。我公司及其授权代表（如以上授权列表上的人员）特此承诺，在参观设施期间收到的任何机密信息均应仅用于(i)讨论和评估商业机会的目的；(ii)在双方之间开展业务；(iii)任何一方向另一方提供的任何服务。运营经理有权自行决定限制参观的时间和范围。我公司在审核过程可能提出超出原定的参观时间和范围，设施经理可以根据实际情况自行决定对应的时间和范围的调整。

此处使用的“机密信息”是指任何和所有信息、数据、专有技术、商业秘密、规格、配方和设计、测试数据、评估、营销、施工和工艺信息，无论是否可申请专利，有关铁山档案用于保护和管理其客户和所有其它业务所存储数据的流程、系统、政策、程序和安全性的信息，了解有关铁山档案的运营和财务信息，公众或铁山档案竞争的行业或贸易中不为公众所知的任何信息，包括与铁山档案的产品、服务、发明和想法的配置和运营有关的技术信息，无论是有形的或无形的，无论如何存储、编译或记忆，无论是物理的、电子的、图形的、照片的还是书面的。除评估铁山档案外，不得复制、使用或披露全部或部分机密信息。在可行的范围内，机密信息应以书面或有形的形式披露或标明“机密”，但也可以口头和/或视觉方式披露。未提供保密通知不应导致推断所披露信息为非保密信息。

我公司承诺：

- (a)应使用和保护自己的同等重要机密信息相同的谨慎程度和保障措施保护铁山档案的信息并严格保密，在任何情况下不得低于合理的谨慎程度。
- (b)处于本协议的目的，可能会在需要了解的情况下向其员工、代理人、顾问和关联公司披露根据本协议收到的机密信息，并且根据书面协议的条款，他们义务保护机密信息免遭未经授权的使用和披露。
- (c)未经铁山档案明确书面同意，不得复制、或者以其它方式复制铁山档案的全部或部分机密信息。

当我公司和/或其授权代表在铁山档案场所时，他们同意遵守铁山档案的安全和安保政策。如果我公司/或其授权代表被认为不遵守铁山档案安全和安保政



策，他们可能会在铁山档案场所被拒绝进入，设施参观应结束将应被视为我公司同意。

2. This registration form is solely for verifying visitors for the facility tour to Iron Mountain records management center. Iron Mountain will keep the registered information strictly confidential.

本登记表仅为访客到铁山文档管理中心参观时核实身份之用，铁山将对所登记资料严格保密。

3. Prior to the visit, visitors must complete all fields of the form and send stamped copy (with company chop) via courier, fax, or email to Iron Mountain at least 1 working day before the visit.

参观前，到访机构须提前至少 1 个工作日将完整填写所有信息并加盖所属机构公章及骑缝章的本登记表快递、传真或电邮至铁山公司。

4. Upon the facility tour, all visitors must bring his/her photo ID registered on this form and present to Iron Mountain security personnel to verify before entering Iron Mountain facility.

参观当日，访客须携带本登记表中登记的身份证件，在进入铁山文档管理中心前向铁山安保人员出示以便核对身份。

5. During the facility tour, visitors will be guide & accompanied by Iron Mountain staff. Under all circumstances, visitor shall wear visitor badge or vest, follow the instruction of Iron Mountain staff and stay within the visitor area. Visitor may not carry camera, mobile phone with camera, food, beverage, lighter, match, or other flammable or explosive items into the facility. Visitor may not enter any restricted area, or take any photo or video during the whole tour. Otherwise, Iron Mountain is entitled to terminate the tour immediately.

参观时，访客须全程佩戴访客胸卡或穿戴访客背心，听从铁山陪同人员指挥，仅在访客区停留。访客不得随身携带照相机、有照相功能的手机、食品饮料、打火机、火柴或其他易燃易爆物品进入库区，不得进入访客区以外的区域，不得拍摄照片或视频，如有违反，铁山公司有权随时终止参观行程。

6. In case of emergency, visitors shall follow the instruction of Iron Mountain staff to evacuate from the emergency exit immediately.

参观时如遇紧急状况，访客须听从铁山陪同人员指挥，立即从紧急出口撤离。

Visitor Organization Company Chop

到访机构公章
