

Internal Employee Secrecy Agreement

This Internal Employee Secrecy Agreement ("Agreement") is entered into by and between:

- **Employer:** _____
- **Employee:** _____

Effective as of: _____

1. Confidential Information

For purposes of this Agreement, "Confidential Information" includes all non-public information disclosed to the Employee in any form by the Employer, including but not limited to business operations, strategies, customer lists, financial data, designs, documentation, and other proprietary materials.

2. Obligations of the Employee

The Employee agrees to:

- Hold all Confidential Information in strict confidence.
- Not disclose, share, or use the Confidential Information except as required for employment duties.
- Take all reasonable steps to protect the confidentiality of such information.

3. Exclusions

The obligations above do not apply to information that:

- Is or becomes publicly available without breach of this Agreement.
- Is lawfully received from a third party without restriction.
- Is rightfully known by the Employee prior to disclosure by the Employer.

4. Return of Property

Upon termination of employment, the Employee shall promptly return all documents and materials containing Confidential Information to the Employer.

5. Duration

The Employee's duty to protect Confidential Information remains in effect during and after the term of employment.

6. Miscellaneous

This Agreement is governed by the laws of _____. If any provision is found unenforceable, the remainder will remain in effect.

Employer Signature / Date

Employee Signature / Date

