

# Workplace Confidential Information Agreement

This Workplace Confidential Information Agreement (â€œAgreementâ€) is made between:

**Company Name:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

## 1. Definition of Confidential Information

For the purpose of this Agreement, â€œConfidential Informationâ€ refers to all non-public information disclosed to the Employee by the Company, in any form, including but not limited to:

- Business plans, strategies, and financial information
- Technical data, designs, processes, or systems
- Customer and supplier lists
- Personnel information
- Any other information designated as confidential

## 2. Obligations of Employee

The Employee agrees to:

- Not disclose Confidential Information to any third party
- Use Confidential Information solely for the benefit of the Company and within the scope of employment
- Safeguard all Confidential Information and prevent unauthorized use or disclosure

## 3. Exceptions

Confidential Information does not include information that:

- Is or becomes publicly available through no fault of the Employee
- Is lawfully received from a third party without restriction
- Is independently developed by the Employee without reference to Confidential Information
- Is required to be disclosed by law or court order

## 4. Term

This Agreement shall remain in effect during the Employeeâ€™s employment and for a period of two (2) years after termination of employment.

## 5. Return of Materials

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

## 6. Acknowledgment

The Employee acknowledges that any breach of this Agreement may cause irreparable harm to the Company and may result in legal action.

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Employee Signature

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Date

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Company Representative Signature

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Date