

# Mutual Confidentiality Form for Staff

## 1. Introduction

This Mutual Confidentiality Form ("Agreement") is entered into between the undersigned staff member ("Staff") and the organization ("Organization"). The purpose of this Agreement is to protect confidential and proprietary information exchanged between the parties during the course of employment.

## 2. Definition of Confidential Information

"Confidential Information" includes, without limitation, business operations, financial data, trade secrets, employee and client data, intellectual property, and any non-public information, whether written, oral, or electronic, obtained during employment.

## 3. Obligations

Both parties agree not to disclose, use, copy, or permit the use of Confidential Information for any purpose other than as necessary in the course of employment, unless otherwise authorized in writing by the other party or required by law.

## 4. Term

This Agreement is effective from the date of signature and remains in effect throughout the staff member's employment and for two (2) years after employment ends.

## 5. Return of Materials

Upon termination of employment, the staff member agrees to return all documents and property containing Confidential Information to the Organization.

## 6. General Provisions

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements on this subject. Any amendments must be in writing and signed by both parties.

---

Staff Signature

---

Date

---

Organization Representative

---

Date