

# Onboarding Non-Disclosure Agreement (NDA)

This Onboarding Non-Disclosure Agreement ("Agreement") is made between **[Company Name]** ("Company") and the undersigned employee ("Employee") as of the Effective Date below.

## 1. Definition of Confidential Information

"Confidential Information" includes all non-public information, whether written, oral, or electronic, disclosed to the Employee during the course of onboarding and employment. This includes but is not limited to business processes, customer data, product plans, financial information, and any proprietary information.

## 2. Obligations of the Employee

- Maintain the confidentiality of all Confidential Information.
- Not disclose Confidential Information to any third party without prior written consent from the Company.
- Use Confidential Information solely for purposes related to the Employee's role at the Company.

## 3. Exclusions

This Agreement does not apply to information that is:

1. Publicly available through no fault of the Employee;
2. Rightfully received from a third party without restriction or breach of agreement; or
3. Independently developed by the Employee without use of Confidential Information.

## 4. Return of Materials

Upon termination of employment, Employee agrees to promptly return all Company property and Confidential Information in any form.

## 5. Term

The Employee's obligation to protect Confidential Information survives the term of employment and remains in effect for a period of two (2) years following the end of employment, unless otherwise required by law.

## 6. Governing Law

This Agreement shall be governed by the laws of the State/Province of **[Jurisdiction]**.

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Employee Signature

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Date

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Company Representative

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Date