

# Intern Confidentiality and Conduct Agreement

This Intern Confidentiality and Conduct Agreement ("Agreement") is made between **[Company Name]** ("Company") and **[Intern Name]** ("Intern").

## 1. Confidentiality

During the course of the internship, the Intern may have access to confidential information belonging to the Company, including but not limited to business strategies, customer data, proprietary processes, financial information, and other trade secrets. The Intern agrees to:

- Keep all confidential information strictly confidential and not disclose it to any third party.
- Not use confidential information for any purpose other than authorized activities related to the internship.
- Return or destroy any documents or materials containing confidential information upon request or at the end of the internship.

## 2. Conduct

The Intern agrees to:

- Abide by all Company policies and procedures.
- Act professionally and with integrity at all times.
- Respect Company property and the rights of all employees and customers.
- Promptly report any concerns or violations to their supervisor.

## 3. Term & Termination

This Agreement is effective as of **[Start Date]** and continues for the duration of the internship, unless terminated earlier by either party. Obligations of confidentiality survive the end of the internship.

## 4. Acknowledgement

By signing below, the Intern acknowledges that they have read, understood, and agree to the terms of this Agreement.

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date