

# Confidentiality Contract for HR Managers

This Confidentiality Contract ("Agreement") is entered into by and between the undersigned Human Resources Manager ("HR Manager") and [Company Name] ("Company") effective as of the date signed below.

## 1. CONFIDENTIAL INFORMATION

The HR Manager acknowledges that, during employment, they may have access to confidential and proprietary information including but not limited to employee records, compensation details, business strategies, and other sensitive Company information ("Confidential Information").

## 2. OBLIGATION OF CONFIDENTIALITY

The HR Manager agrees not to disclose, discuss, or permit access to Confidential Information to any unauthorized person or entity, both during and after the period of employment with the Company, except as required by law.

## 3. USE OF CONFIDENTIAL INFORMATION

Confidential Information shall be used solely for the purpose of fulfilling HR-related duties and shall not be used for personal benefit or to the detriment of the Company.

## 4. RETURN OF MATERIALS

Upon termination of employment or at the Company's request, the HR Manager shall return all documents, files, and materials containing Confidential Information to the Company.

## 5. DURATION

This Agreement remains in effect both during employment and for a period of five (5) years following the end of employment, unless otherwise specified by law.

## 6. BREACH AND REMEDIES

The HR Manager acknowledges that any violation of this Agreement may result in disciplinary action, termination of employment, and/or legal remedies available to the Company.

## 7. GOVERNING LAW

This Agreement shall be governed by the laws of the jurisdiction in which the Company operates.

## 8. ACCEPTANCE

By signing below, the parties acknowledge that they have read, understood, and agreed to the terms of this Confidentiality Contract.

HR Manager Signature

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Name:

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Date:

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Authorized Company Signature

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Name & Title:

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Date:

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