

Employee Confidentiality Agreement

Finance Department

This Confidentiality Agreement ("Agreement") is entered into on this _____ day of _____, 20____, by and between _____ ("Employee") and _____ ("Company"), with respect to the Employee's assignment within the Finance Department.

1. Confidential Information

Employee acknowledges that during the course of employment, they will have access to confidential and proprietary information relating to the Company's financial matters, including but not limited to financial statements, reports, budgets, forecasts, strategies, payroll information, and other sensitive data ("Confidential Information").

2. Obligations of Employee

- Employee agrees not to use, disclose, or communicate any Confidential Information to any person or entity outside the Company, except as required by law or as necessary in the ordinary course of assigned duties.
- Employee will take all reasonable steps to protect the confidentiality of such information, both during and after employment.

3. Return of Materials

Upon termination of employment, Employee will return to the Company all documents and materials containing Confidential Information, whether in physical or electronic form.

4. Duration

This Agreement and Employee's obligation to maintain confidentiality shall survive termination of employment and remain in effect for a period of five (5) years from the date of such termination.

5. Remedies

Employee understands that unauthorized disclosure of Confidential Information may result in disciplinary action, legal action, and/or termination.

6. Governing Law

This Agreement shall be governed in accordance with the laws of the State/Province of _____.

Employee Signature

Date

Company Representative Signature

Date