

# Staff Member Confidentiality Agreement

This Confidentiality Agreement ("Agreement") is entered into as of the date set forth below by and between:

**Company/Organization Name:** \_\_\_\_\_

**Staff Member Name:** \_\_\_\_\_

## 1. Confidential Information

The staff member understands that during their employment, they may have access to confidential and proprietary information belonging to the company, including but not limited to business operations, client data, trade secrets, financial information, and internal procedures ("Confidential Information").

## 2. Non-Disclosure

The staff member agrees not to disclose, discuss, or use any Confidential Information for any purpose other than in the proper performance of their duties, both during and after their period of employment.

## 3. Return of Materials

Upon termination of employment or upon request, the staff member will return all documents, files, and materials containing Confidential Information to the company.

## 4. Duration

This Agreement shall remain in force during the period of employment and shall survive the termination of employment.

## 5. Acknowledgement

The staff member acknowledges that unauthorized disclosure of Confidential Information may result in disciplinary and/or legal action.

\_\_\_\_\_  
Staff Member Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_