

# Workforce Confidential Information Non-Disclosure Form

This Non-Disclosure Agreement ("Agreement") is entered into between the undersigned workforce member ("Recipient") and [Company/Organization Name] ("Discloser").

**Purpose:** In connection with [work assignment, employment, or project], Recipient may have access to certain confidential, proprietary, or sensitive information.

## 1. Definition of Confidential Information

"Confidential Information" means all non-public information disclosed in any form, including (but not limited to) business operations, financial data, customer information, trade secrets, strategies, and any information marked or reasonably understood as confidential.

## 2. Obligation of Non-Disclosure

Recipient agrees to:

- Maintain confidentiality and not disclose Confidential Information to any unauthorized parties.
- Use Confidential Information solely for purposes related to assigned duties.
- Take reasonable precautions to protect Confidential Information from unauthorized access or use.

## 3. Exclusions

Confidential Information does not include information that (a) is or becomes publicly available through no fault of Recipient; (b) was already lawfully in Recipient's possession; (c) is received lawfully from a third party; or (d) is independently developed by Recipient without reference to the Confidential Information.

## 4. Term

This Agreement remains in effect both during and after the Recipient's association with the Discloser, until such time as all Confidential Information becomes publicly available through no breach of this Agreement.

## 5. Return of Materials

Upon termination of relationship or upon request, Recipient agrees to return or destroy all documents and materials containing Confidential Information.

## 6. Acknowledgment

By signing below, Recipient acknowledges having read, understood, and agreed to abide by the terms of this Non-Disclosure Form.

Name:

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Title/Role:

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Signature:

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Date:

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[Company/Organization Name]