

Workplace Confidentiality Obligation Document

1. Purpose

This document establishes the obligation of confidentiality for all employees, contractors, or representatives ("Employee") of [Company Name] regarding the protection and non-disclosure of confidential information obtained during their engagement.

2. Definition of Confidential Information

"Confidential Information" includes but is not limited to all business, financial, technical, and personal information, trade secrets, know-how, and other material disclosed or made available, whether orally, in writing, or otherwise, during the course of employment or engagement with [Company Name].

3. Obligations

The Employee agrees to:

- Not disclose Confidential Information to any third party without prior written consent from [Company Name].
- Only use Confidential Information for the purposes of fulfilling their job responsibilities.
- Take reasonable steps to protect and prevent unauthorized access to Confidential Information.

4. Exclusions

Confidentiality obligations do not extend to information that:

- Is or becomes publicly available through no fault of the Employee;
- Is required to be disclosed by law, provided prompt written notice is given to [Company Name];
- Was lawfully obtained prior to disclosure by [Company Name].

5. Duration

These confidentiality obligations apply during and after the Employee's period of engagement with [Company Name], until such time as the Confidential Information becomes publicly available by lawful means.

6. Acknowledgement

By signing below, the Employee acknowledges, understands, and agrees to adhere to the above confidentiality obligations regarding all Confidential Information to which they have access during their engagement with [Company Name].

Signature

Date:

Name:

Position:

