

Non-Disclosure Policy

A Non-Disclosure Policy, also called a non-disclosure or confidentiality agreement, is a legally binding agreement between a company and its employee, signed at the time of recruitment. It makes sure no sensitive company information is leaked or shared outside the company.

Purpose

- The agreement states that no company information specified in the contract may be shared, published or otherwise used with anyone who is not part of the company.
- [Name of the Company](#) firmly requires that employees do not share information about its employees and their personal data, its clients, business data, financial condition or company meetings during their employment.
- Employees must take responsibility for not discussing any names or descriptions with a third party.
- No one may share any of this information with a third party anywhere in the world without written consent, unless there is a legal duty to disclose it.

Scope

The Non-Disclosure Agreement applies to every newly recruited employee, whatever their position in the office, throughout their employment.

Confidentiality of Outside Businesses

Employees of [Name of the Company](#) must not disclose confidential information belonging to other companies or to former employees of [Name of the Company](#).

Non-Disclosure of Intellectual Property

No employee may share intellectual property created by any employee during their time at [Name of the Company](#), even after they stop working for [Name of the Company](#).

Non-Competition

Confidential information held by [Name of the Company](#) must not be used with a third party to compete, or to gain an unfair advantage in any way, outside [Name of the Company](#).

Return of Information

On leaving, every employee must immediately return assets that hold or reflect [Name of the Company](#)'s confidential information, such as mobile phones, laptops, charts, models, source code and other belongings.

Exceptions

The confidentiality agreement does not apply to confidential information that:

1. Is already lawfully held by a person who has the right to hold it.
2. Is public now, or becomes public later, other than through a breach of this agreement.
3. Is promptly returned by the receiving party to the other party, in documents, prints or other recorded, tangible form, when the business purpose ends or on written request.

Indemnification

An employee of [Name of the Company](#) is responsible for any violation of the statements in this policy and must pay for the damages it causes. A breach of this policy may lead to the employee's termination from [Name of the Company](#).

Binding of the Agreement

If the employee breaches this agreement in any circumstances, the undersigned accepts that it may be enforced without affecting the charges for the breach.

This agreement is signed for the benefit of the parties, their successors and their personal representatives.

In witness whereof, each party to this agreement has caused it to be executed at [Name of the Company](#).

Company

Employee

Authorized signature

Authorized signature

Name

Name