

Blank Non-Disclosure Policy Template for Businesses

1. Introduction

This Non-Disclosure Policy ("Policy") outlines the obligations of confidentiality for employees, contractors, and any other third parties engaged by **[Business Name]** ("Company"). This Policy is intended to protect sensitive, confidential, and proprietary information.

2. Definition of Confidential Information

"Confidential Information" includes, but is not limited to:

- Business plans, strategies, and operations
- Customer and supplier information
- Trade secrets and know-how
- Financial data and reports
- Product designs, formulas, and technologies
- Any other information identified as confidential, whether oral or written

3. Obligations

- Confidential Information must not be disclosed to unauthorized persons inside or outside the Company.
- Information is to be used solely for the purposes of performing work for the Company.
- Reasonable care must be taken to protect the security of Confidential Information.

4. Exclusions

The obligations described in this Policy do not apply to information that:

- Is or becomes publicly available through no fault of the recipient
- Is obtained lawfully from another source without restriction
- Is independently developed without reference to Confidential Information
- Must be disclosed by law or a valid court order (with notice to the Company where permitted)

5. Duration

The confidentiality obligations under this Policy shall continue during and after the termination of employment, contract, or engagement, for a period of **[Duration, e.g., two (2) years]** unless otherwise specified in a separate agreement.

6. Return of Materials

Upon termination of employment, contract, or at the Company's request, all documents and materials containing Confidential Information must be returned or destroyed as directed by the Company.

7. Breach and Remedies

Any unauthorized disclosure or use of Confidential Information may result in disciplinary action, termination, and/or legal proceedings.

8. Acknowledgement

By signing below, you acknowledge that you have read, understood, and agree to comply with the terms outlined in this Non-Disclosure Policy.

Signature

Name (Printed)

Date