

# 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.

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Signature

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Name (Printed)

Date