

Employee Confidentiality Clause

This Confidentiality Clause ("Clause") forms part of the employment agreement between:

Employer: _____

Employee: _____

(Collectively referred to as "the Parties")

1. Confidential Information

For the purpose of this Clause, "Confidential Information" means any non-public information or material, whether oral, written, or electronic, disclosed to or obtained by the Employee during the course of employment, including but not limited to business strategies, financial data, client lists, trade secrets, and internal processes.

2. Obligation of Confidentiality

The Employee agrees not to disclose, use, share, or permit the use of any Confidential Information, directly or indirectly, for any purpose other than in the proper performance of their duties or as expressly authorized by the Employer in writing.

3. Duration

This obligation of confidentiality shall remain in effect during the term of employment and shall continue for a period of _____ [months/years] following the termination of employment, regardless of the reason for termination.

4. Return of Materials

Upon termination of employment or upon request of the Employer, the Employee shall promptly return all documents, records, or other materials containing or related to Confidential Information.

5. Breach

The Employee acknowledges that unauthorized disclosure or misuse of Confidential Information may result in legal action and/or damages.

6. General

This Clause shall be governed and construed in accordance with the laws of _____ [Jurisdiction].

Employer Signature:

Name:

Title:

Employee Signature:

Name:

Date:
