

Company Non-Disclosure Policy Draft

This Company Non-Disclosure Policy ("Policy") sets forth the obligations of all employees, contractors, agents, or any other persons ("Personnel") who may have access to confidential information owned or controlled by [Company Name].

1. Purpose

The purpose of this Policy is to protect proprietary and confidential information from unauthorized disclosure or use.

2. Definition of Confidential Information

For the purposes of this Policy, "Confidential Information" includes, but is not limited to, trade secrets, client lists, business plans, financial data, technical processes, source code, software, designs, and any other non-public information, whether oral, written, electronic, or in any other form.

3. Obligations

1. Personnel must not disclose, share, or distribute any Confidential Information to unauthorized persons inside or outside of the Company.
2. Personnel must use Confidential Information solely for work-related purposes and in the best interest of the Company.
3. Personnel must take reasonable measures to secure and protect Confidential Information at all times.
4. If a Personnel member is unsure whether information is confidential, they should seek guidance from their manager or the Legal department.

4. Exclusions

This Policy does not apply to information that:

- Was lawfully in public domain at the time of disclosure;
- Becomes publicly available through no fault of the Personnel;
- Is lawfully received from a third party without breach of confidentiality;
- Is independently developed by Personnel without reference to Confidential Information of the Company.

5. Duration

The obligation not to disclose Confidential Information remains in effect both during and after the period of employment or engagement with the Company, for as long as the information remains confidential.

6. Breach and Penalties

Any unauthorized disclosure or misuse of Confidential Information may result in disciplinary action, including termination of employment or contract, and possible legal action.

7. Acknowledgement

All Personnel must acknowledge receipt and understanding of this Policy and agree to comply with all stated

terms and conditions.

[Company Name]

Date: _____