

Workplace Confidentiality Commitment

This Confidentiality Commitment ("Commitment") is entered into by and between the undersigned employee ("Employee") and the Company as a condition of employment and continued employment. The Employee acknowledges the importance of maintaining confidentiality regarding the Company's sensitive and proprietary information.

1. DEFINITION OF CONFIDENTIAL INFORMATION

"Confidential Information" includes all non-public business, technical, financial, or personal information relating to the Company, its employees, clients, and business partners, in any form.

2. OBLIGATIONS OF THE EMPLOYEE

- Maintain all Confidential Information in strict confidence.
- Not disclose or discuss Confidential Information with unauthorized persons, inside or outside the Company.
- Use Confidential Information solely for the purpose of fulfilling job responsibilities.
- Protect all physical and electronic forms of Confidential Information from unauthorized access.

3. DURATION OF COMMITMENT

The obligation to maintain confidentiality extends throughout employment and continues after employment ends.

4. RETURN OF PROPERTY

Upon termination of employment, the Employee agrees to return all documents, files, devices, or materials containing Confidential Information.

5. ACKNOWLEDGMENT

The Employee acknowledges understanding of this Commitment and agrees to comply with its terms. Violation of this Commitment may result in disciplinary or legal action.

Employee Name:

Signature:

Date: