

# Simple Confidentiality Clause for Employees

As an employee of the Company, you agree that during your employment and at all times thereafter, you will keep strictly confidential and not disclose, use, or permit the use of any Confidential Information belonging to the Company, except as required in the normal course of your employment or as expressly authorized in writing by the Company.

"Confidential Information" includes, but is not limited to, all business, technical, financial, or proprietary information of the Company that is not publicly available, including customer lists, trade secrets, business strategies, processes, inventions, and any other information designated as confidential.

Upon termination of your employment, you agree to return all documents and materials containing Confidential Information to the Company and not to retain any copies, notes, or summaries thereof.

## Employee Acknowledgement

By signing below, you acknowledge that you have read, understood, and agree to comply with the terms of this Confidentiality Clause.

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_