

# Workplace Secrecy Agreement

This Workplace Secrecy Agreement ("Agreement") is made between:

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

## 1. Confidential Information

For the purposes of this Agreement, "Confidential Information" means any non-public information, whether written, oral, or otherwise, disclosed to the Employee regarding the business, finances, technology, or operations of the Company.

## 2. Obligations of Employee

1. The Employee agrees to keep all Confidential Information strictly confidential and not to disclose it to any third party without written permission from the Company.
2. The Employee will use Confidential Information solely for purposes required by their employment and not for any personal benefit or the benefit of any other party.
3. Upon termination of employment, the Employee shall return or destroy all Confidential Information in their possession.

## 3. Exceptions

The obligations above do not apply to information that:

- Is or becomes publicly available through no breach of this Agreement;
- Is lawfully received from a third party not under any confidentiality obligation;
- Is independently developed by the Employee without reference to Confidential Information;
- Is required to be disclosed by law or court order.

## 4. Term

This Agreement shall remain in effect during the Employee's employment and for a period of \_\_\_\_\_ years after termination.

## 5. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of

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Employee Signature   Date: \_\_\_\_\_

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Employer Representative   Date: \_\_\_\_\_