

**YOUR LOGO HERE**

**ADDRESS**

**CITY, STATE ZIP**

## **Statement of Confidentiality Agreement**

**PROTECTION OF CONFIDENTIAL INFORMATION:** In view of the fact that Employee's work as an employee will bring them into close contact with many confidential affairs of Company and its affiliates, including business matters such as information about costs, profits, vendors, inventory, service techniques, technical manuals, Customer needs and lists, markets, sales, discounts and other information not readily available to the public, and Company's employing or continuing to employ Employee, Employee hereby covenants and agrees, as an essential condition of he/her employment or continued employment by Company as follows:

- a). To keep secret all confidential matters of Company and its affiliates and not to disclose them to anyone outside of Company, either during or after Employee's employment with Company, except with Company's consent;
- b). To avoid discussing any matters of a confidential nature with competitors or their employees. This includes discussions regarding Company's Customers, pricing, policies, etc. Employee is reminded that any such discussions may cause Company, and Employee personally, to have violated anti-trust laws including the Sherman and Clayton Acts. Sanctions of up to three (3) years imprisonment and fines up to \$100,000 have been imposed on individual employees who violate such laws.
- c). To deliver promptly to Company upon termination of Employee's employment, or at any time Company may so request, all memoranda, notes, records, reports, technical manuals and other documents (and all copies thereof) relating to Company's and its affiliate's businesses which Employee may then possess or have under Employee's control.

I agree that if I violate this duty, during my tenure or after my employment has been completed, it may provide sufficient and adequate grounds from my position as to be suspended or terminated or result in future legal action as determined by the Company.

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Signature

Date