Confidentiality & Non-Disclosure Policy

In the process of the work you will be undertaking, you will encounter confidential information relating to COMPANY NAME (hereinafter referred to as “The Company”) and the Company’s Suppliers and Clients.

The company enacts this policy with specific reference to:

* Company Operating and Strategic Budgets
* Employee Salaries
* Company Profit Objectives
* Company Profit History

Information concerning the company, suppliers or clients must be treated with the utmost confidentiality and must not to be disclosed to or discussed with other people, either inside or outside the Company without the specific approval of the appropriate manager and/or the SENIOR MANAGER ROLE.

The requirement for confidentiality continues after your employment/contract with the Company ceases until such time as the material in question comes into the public domain through some other legitimate way.

Should it be found that you have breached the terms of this policy by intent or negligence the matter will be investigated. In the event that a breach of procedure is verified it may be considered as an act of Gross Misconduct with potential sanction of up to and including dismissal in line with the company’s disciplinary policy.

Such is the importance of confidentiality of information that any breach may provide grounds for legal action.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_

 (Block Print)

Acknowledge that I have read this confidentiality and non-disclosure agreement and accept these as a term of employment/contract with the Company.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_

*(On behalf of Company)*

Date \_\_\_\_\_\_\_\_\_\_\_\_\_