I, the undersigned employee, understand that in the course of my employment with COMPANY NAME, I may have access to and become acquainted with information of a confidential, proprietary or secret nature which is, or may be, either applicable or related to the present or future business of the company, personnel investigations, its research and development, or the business of its customers.

I acknowledge that confidential and privileged information is provided to me. **Confidential and privileged information includes personnel matters during an investigation.**

Such trade secret, confidential and privileged information includes, but is not limited to, processes, compilations of information, policies, procedures, personnel records, personal information and data concerning employees, customers and/or vendors of this company or other organizations and entities.

**I also agree that all confidential and privileged information provided to me as it relates to personnel matters during an investigation shall not be disclosed, disseminated, or discussed with any other employers, managers or other parties outside of the organization.**

I understand that any breach of the above disclosure/confidentiality agreement will be grounds for immediate termination from employment, with cause (if applicable). I further understand that any such breach of this agreement will be prosecuted to the fullest extent of the law.

I have read and understand this Confidentiality and Non-Disclosure Agreement and I agree to adhere to the terms of this Agreement.

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

Name of Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee