



# do N key

## Non-Disclosure Agreement (NDA) for Employees

This Non-Disclosure Agreement ("Agreement") is entered into as of 20 Feb 2024, by and between 'do N key Deliveries,' hereinafter referred to as the "Company," and the undersigned employee: Vijayan R M, hereinafter referred to as the "Employee."

### 1. Definition of Confidential Information

For the purposes of this Agreement, "Confidential Information" shall include, but not be limited to, all proprietary information, trade secrets, business strategies, technical data, customer lists, software code, algorithms, designs, financial information, marketing plans, and any other information disclosed by the Company to the Employee.

### 2. Obligations of the Employee

1. Confidentiality: The Employee agrees to hold all Confidential Information in strict confidence and to take all reasonable precautions to prevent unauthorized disclosure or use.
2. Non-Disclosure: The Employee shall not disclose, reproduce, distribute, or use the Confidential Information for any purpose other than the performance of their duties for the Company.
3. Data Protection: The Employee shall not sell, steal, or leak Confidential Information, including but not limited to customer data, company secrets, or any other proprietary information, using their own device or any other means.
4. Duration of Obligations: The obligations of confidentiality and non-disclosure shall continue during the term of employment and after the termination of employment.

### 3. Exceptions

The obligations of confidentiality and non-disclosure shall not apply to information that is:

- Already known to the Employee at the time of disclosure.
- Publicly available or becomes publicly available without breach of this Agreement.
- Independently developed by the Employee without reference to or reliance upon the Confidential Information.

R.M.



Chinnalapatti, Dindigul



support@donkeydeliveries.com



www.donkeydeliveries.com



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#### 4. Return of Materials

Upon termination of employment, or upon the Company's request, the Employee shall promptly return or destroy all documents, records, and other materials containing or relating to the Confidential Information.

#### 5. Remedies

Any unauthorized use or disclosure of the Confidential Information may cause irreparable harm to the Company. In the event of a breach or threatened breach of this Agreement, the Company shall be entitled to seek injunctive relief, in addition to any other legal remedies.

#### 6. Company Contact Information

- Company Number: 9444555194
- Company Email: career@donkeydeliveries.in

#### 7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of Tamilnadu, India.

IN WITNESS WHEREOF, the parties hereto have executed this Non-Disclosure Agreement as of the Effective Date first above written.

Company:

'do N key Deliveries'

**For do N key Deliveries**



**Proprietor**

**KESAVANANDHAN**

Employee:



**VIJAYAN R M**

20 Feb 2024

Place: Thammanna Nagar, Krishnagiri



Chinnalapatti, Dindigul



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## Employee Interpersonal Agreement

This Employee Interpersonal Agreement ("Agreement") is entered into as of 20 Feb 2024, by and between the undersigned employee: Vijayan R M, hereinafter referred to as the "Employee," and 'do N key Deliveries,' hereinafter referred to as the "Company."

### 1. Non-Interaction with Clients

The Employee agrees not to directly or indirectly interact with clients or customers of 'do N key Deliveries' for a period of three (3) months following the termination of their employment. This includes, but is not limited to, soliciting business, offering services, or engaging in any activities that may divert business away from the Company. This restriction extends to any personal services or business endeavors unrelated to 'do N key Deliveries.'

### 2. Notice of Termination

The Employee agrees to provide the Company with at least one (1) month's notice before terminating their employment. This notice period is intended to allow the Company sufficient time to plan for a smooth transition.

### 3. Personal Relationships

The Employee acknowledges that personal relationships formed during employment are unrelated to the business operations of 'do N key Deliveries.' The Company respects the personal lives of its employees and does not interfere in personal relationships.

### 4. Confidentiality and Non-Disclosure

The Employee reaffirms their commitment to the confidentiality and non-disclosure obligations outlined in the Employee Agreement signed upon commencement of employment. This includes protecting the Company's proprietary information, trade secrets, and confidential data.

R.M. ✓



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This Agreement shall be governed by and construed in accordance with the laws of Tamilnadu, India.

IN WITNESS WHEREOF, the Employee has executed this Employee Interpersonal Agreement as of the Effective Date first above written.

R.M. 2-7

20 Feb 2024

Place: Thammanna Nagar, Krishnagiri