

Legal - Non-Disclosure Agreement Policy

CONFIDENTIALITY AND NDA POLICY

1. Confidential Information

- Trade secrets and proprietary technology - Customer lists and business strategies - Financial data and pricing information - Unpublished product roadmaps - Employee personal information

2. Employee Obligations

- Sign NDA within first week of employment - Protect confidential information during and after employment - No disclosure to third parties without written authorization - Return all confidential materials upon termination

3. Third-Party NDAs

- Required before sharing any company information with vendors - Legal department must review all NDAs before signing - Standard NDA template available on legal portal - Mutual NDAs preferred for partnerships

4. Data Handling

- Encrypt all confidential documents - Use secure file sharing platforms only - No printing of highly sensitive documents - Shred physical confidential documents when disposing

5. Violations

- Immediate termination for intentional breaches - Legal action may be pursued - Report suspected breaches to legal@company.com immediately

Legal Team: legal@company.com