

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- Unpublished product roadmaps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