

Confidentiality and Non-Disclosure Policy

The Company may provide and make available to you certain information regarding our business and our clients'/customers' business, including without limitation:

1. Various sales and marketing information;
2. Actual and potential customer and lead names, addresses, telephone numbers, and specific characteristics;
3. Mailing labels;
4. Sales report forms;
5. Pending projects or proposals;
6. Methods of production (including quality control and packaging);
7. Business plans and projections, including new product, facility or expansion plans;
8. Pricing information (such as price lists, quotation guides, previous or outstanding quotations, equipment prices, or billing information);
9. Estimating programs and methodology;
10. The techniques used in, approach, or result of any market research;
11. Advertising sources;
12. Financial information of the Company or of our clients'/customers' companies;
13. Customer information reports;
14. Mailing plans and programs; and
15. All known employment contract language or terms, except for salary information. Employers may not prohibit, or discriminate or retaliate against an employee for inquiring about another employee's wages, disclosing his or her own wages, discussing his or her own wages or the wages of others, or aiding someone else in any of these activities – this does not create an obligation to disclose wages, however.

Whether written or verbal, or contained on computer hardware or software, disk, tape, microfiche or other media, or in any electronic or digital form ("Information"), this Information is of substantial value, highly confidential and is not known to the general public. It is the subject of reasonable efforts to maintain its secrecy, constitutes the professional and trade secrets of the Company or our clients/customers,

and is being provided and disclosed to you solely for use in connection with your employment by the Company.

In consideration of your employment and receipt of the Information, you agree that you:

1. Will regard and preserve the Information as highly confidential and the trade secrets of the Company or our clients/customers;
2. Will not disclose, nor permit to be disclosed, any of the Information to any person or entity, absent written consent and approval from the Company;
3. Will not photocopy or duplicate, and will not permit any person to photocopy or duplicate, any of the Information without the Company's written consent and approval;
4. Will not upload any such Information to a personal cloud storage such as, for example, Dropbox or Google Docs without the Company's written consent and approval;
5. Will not make any use of Information for their own benefit or the benefit of any person or entity other than the Company;
6. Will return all Information to the Company immediately upon request and, in any case, upon separation from employment for any reason, and not retain copies of same in any form whatsoever, including but not limited, to written, electronic, or digital; and
7. Will immediately contact the Company if any client or customer of the Company contacts you after termination or resignation of your employment with the Company.