

# Employee Non-Disclosure Agreement

## I. Introduction

Data represents one of the most valuable assets for any organization. This agreement delineates our understanding of data usage and confidentiality as it relates your work with Multimedia Content & Communications Ltd.

## II. Definitions

*Client* refers to organizations or individuals who have contracted with or intend to contract with Multimedia Content & Communications Ltd. *Employee* refers to the individual employed by or serving as a contractor for Multimedia Content & Communications Ltd., 3/11, Humayun Road, Block B, Mohammadpur, Dhaka-1207 refers to MCC Ltd.

## III. Data and Operational Information Usage

You have access to Client data and information about a Client's internal processes so that you can perform your job as it relates to that client. When you remove client data from a site, it is still the property of the client, and is to be treated as confidential.

You have access to MCC Ltd. data and information about MCC Ltd.'s internal processes, including analysis and design processes, so you can perform your work for MCC Ltd.. Unnecessary or unauthorized discussion of confidential matters related to a client including client data, client operations, MCC Ltd. data, and MCC Ltd. operations are prohibited.

I have read and understand the Employee Non-Disclosure Agreement, and acknowledge that violations of this agreement may result in civil and/or criminal prosecution. I understand that this agreement is part of my employment record, and that MCC Ltd. will provide copies of this agreement to Clients upon request.

Akhter Al Amin

Date: 20-3-13

Suny Md. Ashraf Khan  
CEO

for Multimedia Content & Communications Ltd.

Date: