# Non-Disclosure Agreement (NDA)

EXAMPLECOMPANY NON-DISCLOSURE AGREEMENT (NDA)  
  
1. PURPOSE  
This NDA aims to protect ExampleCompany’s confidential information shared with employees, contractors, and partners.  
  
2. DEFINITION OF CONFIDENTIAL INFORMATION  
Includes trade secrets, financial data, business strategies, client information, software code, and internal communications.  
  
3. OBLIGATIONS  
- Employees must not disclose confidential information to any unauthorized person or entity.  
- Confidential data must not be used for personal benefit or external work.  
- Information must be protected even after termination of employment.  
  
4. EXCEPTIONS  
Information publicly available or already known to the employee before joining ExampleCompany is excluded.  
  
5. DURATION  
The NDA remains in effect during employment and for 2 years after separation.  
  
6. BREACH OF AGREEMENT  
Any violation will result in disciplinary action, including termination and legal proceedings.