



BRIGHT MIND INTERNATIONAL ACADEMY

An English Medium School with Islamic Values

📍 590 Nayatola, Modhubagh, Mogbazar, Dhaka

☎ +88 01746-87759
+88 02226663183

Date:

UNDERTAKING

This Undertaking is made on this Day: _____ of Month: _____, Year: _____ by:

Institution Name: Bright Mind International Academy

Employee Name:

Designation:

(Hereinafter referred to as "the Employee")

WHEREAS:

- The Employee is currently employed by Bright Mind International Academy in the capacity of Designation: _____, and has had access to various virtual and online platforms, as well as sensitive information pertaining to the operations, students, and staff of the institution.
- The Employee is hereby required to fully hand over all virtual and online access credentials, materials, and any other digital or physical resources in their possession that are the property of the institution or have been used for the benefit of the institution during their tenure.
- The Employee understands and agrees that they are prohibited from engaging in any form of propaganda or misinformation campaign against the institution. This includes, but is not limited to, online posts, physical or verbal communications with guardians, students, or staff that may harm the reputation or operational integrity of the institution.

NOW, THEREFORE, THE EMPLOYEE UNDERTAKES AS FOLLOWS:

Handover of Access and Materials:

- The Employee shall immediately hand over all virtual and online access credentials, including but not limited to usernames, passwords, email accounts, social media accounts, administrative access to any platforms, and any other online tools or resources that they have utilized during their employment. Additionally, they will return any physical documents, electronic devices, and any other materials belonging to the institution.

Prohibition of Propaganda and Misinformation:

- The Employee acknowledges that they are strictly prohibited from engaging in any form of online, physical, or verbal activities that may propagate false information, misguide or divert guardians, students, or staff, or otherwise harm the reputation of the institution. This includes the use of false identities or anonymous accounts to spread such information.



BRIGHT MIND INTERNATIONAL ACADEMY

An English Medium School with Islamic Values

📍 590 Nayatola, Modhubagh, Mogbazar, Dhaka

☎ +88 01746-87759
+88 02226663183

Non-Disclosure of Confidential Information:

- The Employee shall not disclose any confidential information they have obtained during their employment to any third parties. This includes, but is not limited to, personal data of students, staff, financial information, or any other sensitive information.

Legal Consequences of Breach:

- The Employee understands and agrees that any breach of this undertaking may result in legal action, including but not limited to claims for damages, injunctions, or other legal remedies available to the institution.

Duration of Obligations:

- The Employee understands and agrees that the obligations outlined in this undertaking shall remain in force indefinitely, even after the termination of the Employee's employment with the institution.

SIGNATURES

Signed by the Employee:

Name:
Date:

Witnessed by:

Name:
Designation:
Date:

Stamp and Seal of the Institution:

Authorized Signatory
Bright Mind International Academy
Date: _____