

# Employee Non-Disclosure Agreement (NDA)

This **non-disclosure contract form sample** is designed to protect confidential information shared with employees during their employment. It ensures that sensitive company data remains secure and undisclosed to unauthorized parties. Employers can customize this template to suit their specific confidentiality requirements.

## 1. Parties

**Employer:** .....

**Employee:** .....

## 2. Definition of Confidential Information

For the purpose of this agreement, "Confidential Information" refers to any data or information, oral or written, that relates to the company's business, finances, technology, operations, clients, suppliers, or other internal matters that have not been made public.

## 3. Employee Obligations

- Employee shall not disclose any Confidential Information to unauthorized parties.
- Employee shall take reasonable steps to protect and secure confidential materials.
- Upon termination of employment, Employee will return all confidential documents and materials to the Employer.

## 4. Exclusions

This agreement does not apply to information that is publicly available, already in the Employee's possession prior to disclosure, or required to be disclosed by law.

## 5. Term

The obligations of this agreement shall survive the termination of employment and remain in effect for a period of .....[insert duration]..... years thereafter.

## 6. Acknowledgement

By signing below, the Employee acknowledges that they have read, understood, and agree to the terms of this Non-Disclosure Agreement.

\_\_\_\_\_  
Employee Signature                      Date: .....

\_\_\_\_\_  
Employer Representative Signature    Date: .....