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## Agreement Not to Disclose or Use Trade Secrets Policy

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I, the undersigned employee, understand that in the course of my employment with **[insert Company Name]** (hereinafter the “Company”), I may have access to and become acquainted with information of a confidential, proprietary, or secret nature which is or may be either applicable or related to the present or future business of the Company, its research and development, its customer information, or the business of its customers. For example, trade secret information includes, but is not limited to, devices, secret inventions, processes and compilations of information, records, specifications, and information concerning customers or vendors (including customer lists and records).

I agree that, as consideration for my continued employment, I will not disclose any of the above mentioned trade secrets or confidential information, directly or indirectly, or use them in any way, either during the term of my employment or at any time thereafter, except as required in the course of my employment with the company.

I further understand that I am an at-will employee of this company and that this agreement is not to be construed as constituting a promise of continued employment.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date