**Standard Employee Confidentiality Agreement**

In conformity to the required standards and for the protection of the interest of my employer, [insert employers name], including its subsidiaries affiliated therein (the “Employer”), I hereby execute this Employee Confidentiality Agreement (the “Agreement”) as follows:

1. During and after my employment, I agree that I shall protect with utmost diligence and care any and all of the Employer’s security information such as the password of any device of the Employer. I will not share the information to any unauthorised person of the security information.
2. I understand and acknowledge that my employment with the Employer enables me to access the Confidential of the Employer, the identities, its associations and relations with clients and business partners (hereinafter known as “Third Parties”).
3. In consideration of my acceptance to be employed by the Employer, I will not, at any time, whether directly or indirectly, disclose, share, reproduce, transfer, in whole or in part, any confidential information without knowledge or consent of the Employer.
4. In case of termination of my employment, I agree to return all materials containing confidential information such as data, documents, memoranda, and other properties of the Employer under my control, including copies thereof.
5. I understand and/or as it has been explained to me, “Confidential Information” means any information that is proprietary or sensitive, including but not limited to, customer, client, or business affiliate information and other data, contracts, processes, formulas, trade secrets, and other library sources that are essential and incidental to the business of the Employer, except that information which is available to the general public.
6. I agree that the provisions of this Agreement are severable. Should any of the provisions found herein be considered by a competent court to be unjust, unreasonable, or invalid, the said shall only affect the said provision. The remaining provisions shall continue to remain valid and enforceable.
7. I agree to refraining from discussing with people any internal information that is privileged within the Employer’s premises, or any other privileged information from any others, whether employed by the Employer or not, for that which is specifically indicated as classified information as declared by the Employer or its management.

**By signing below, I understand that:**

1. The execution of the Agreement makes it legally binding upon me
2. This agreement shall take effect upon me signing it
3. Any modifications to this Agreement shall be required to be in writing and signed by both parties.

Employee Name

Employee Signature

Date