

Confidentiality & Non-Disclosure Agreement (NDA)

Purpose

This agreement ensures that employees protect confidential and proprietary information of the organisation and its clients, both during and after their employment.

Scope

Applies to all employees, contractors, consultants, interns, and any individual with access to organisational or client information.

Key Elements

Definition of Confidential Information: Includes client data, financial information, trade secrets, intellectual property, business strategies, software code, reports, and any non-public information.

Obligations of the Employee: Not to disclose confidential information to unauthorised persons; Not to copy, reproduce, or transmit such information without approval; To use confidential information solely for official business purposes.

Duration: The confidentiality obligation continues during employment and for a period of two (2) years after cessation of employment (or as per specific client contract requirements).

Exceptions: Information already in the public domain, or disclosed under legal compulsion, is exempted.

Breach: Any violation may result in disciplinary action, legal proceedings, and recovery of damages.