

Girls Inc. of Chattanooga  
Employee Confidentiality Agreement

1. Confidential Information.

- a. Employee agrees that during the term of her/his employment and at all times thereafter, Employee shall hold in strictest confidence, and not use, except for the benefit of Girls Inc., or disclose to any person, firm, or corporation without written authorization of Girls Inc., any Confidential Information of Girls Inc. Employee understands that “Confidential Information” means any Company information of any kind or nature, including, without limitation, proprietary information, technical data, trade secrets, or know-how, including, but not limited to, research, plans, products, services, donor lists, member information, sponsor lists, markets, software, developments, inventions, innovations, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances, or other information disclosed to Employee by Girls Inc. either directly or indirectly in writing, orally, or by drawings or observation of parts or equipment.
  
- b. All files, records, documents, blue prints, specifications, information, letters, notes, media lists, original artwork/creative, notebooks, and similar items relating to the business of Girls Inc. or its members, whether prepared by Employee or otherwise coming in Employee’s possession, shall remain the exclusive property of Girls Inc. or its members. Employee shall not retain any copies of the foregoing without Girls Inc.’s prior written permission. Upon the termination of employment (regardless of the nature of said termination), or whenever requested by Girls Inc., Employee shall immediately deliver to Girls Inc. all such files, records, documents, specifications, information, and other items in Employee’s possession or under Employee’s control.

2. By signing below, I agree to this Confidentiality Statement.

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Print Employees Full Name

\_\_\_\_\_

Employee’s Signature

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Date Signed