**Confidentiality Agreement**

This Agreement is made between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_("Employee") and (“Ridgeview Institute – SMYRNA) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_.

Employee will perform services for Ridgeview Institute - Smyrna which may require RIDGEVIEW

INSTITUTE - Smyrna to disclose confidential and proprietary information ("Confidential

 Information") to Employee. (Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to Employee's services for RIDGEVIEW INSTITUTE -

Smyrna, the business, or operations of RIDGEVIEW INSTITUTE - Smyrna, and/or the products,

program services, policies, plans, processes, or other data of RIDGEVIEW INSTITUTE - SMYRNA.

Accordingly, to protect RIDGEVIEW INSTITUTE - Smyrna Confidential Information that will be disclosed to Employee, the Employee agrees as follows:

A. Employee will hold the Confidential Information received from RIDGEVIEW INSTITUTE - Smyrna in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.

B. Employee will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by RIDGEVIEW INSTITUTE - SMYRNA.

C. Employee will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for RIDGEVIEW INSTITUTE – SMYRNA.

D. Employee will, upon the request or upon termination of his/her relationship with RIDGEVIEW INSTITUTE - SMYRNA deliver to RIDGEVIEW INSTITUTE - SMYRNA any notes, documents, equipment, and materials received from RIDGEVIEW INSTITUTE - SMYRNA or originating from its activities for RIDGEVIEW INSTITUTE - SMYRNA.

E. RIDGEVIEW INSTITUTE - SMYRNA shall have the sole right to determine the treatment of any information that is part or program specifically received from Employee, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as RIDGEVIEW INSTITUTE - SMYRNA may deem

appropriate.

F. RIDGEVIEW INSTITUTE - SMYRNA reserves the right to take disciplinary action, up to and including termination for violations of this agreement.

The employee represents and warrants that it is not under any preexisting obligations inconsistent with the

provisions of this Agreement.

Signing below signifies that the Employee agrees to the terms and conditions of the agreement stated above.

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Employee Signature HR Rep Signature

RIS: 1/2017: Smyrna: P & P:HR Forms: HR: Confidentiality Agreement