



TOCICO Non-Disclosure Agreement

For TOCICO Employees, TOCICO Board Members, TOCICO Committee Members, TOCICO Volunteers, TOCICO Contractors, TOCICO Vendors, TOCICO Partners, TOCICO Certification developers, translators, graders, proctors, and/or administrators

I, _____, a TOCICO employee, TOCICO Board Member, TOCICO Committee Member, TOCICO Volunteer, TOCICO Contractor, TOCICO Vendor, TOCICO Partner, and/or TOCICO Certification developer, translator, grader, proctor, and/or administrator, working with TOCICO recognize that I may become aware of information that is the confidential property of TOCICO (“Confidential Information”). For the purposes of this agreement, any business, financial, employee, strategic, product, certification, or other information, material or data that has been identified to me as confidential, sensitive, or proprietary, or would in the exercise of reasonable judgment be understood to be confidential, sensitive, or proprietary, and is not in the public realm, shall be defined as Confidential Information, whether or not it is explicitly marked as such.

I understand that Confidential Information may be in various forms and may come to my attention from various activities or sources.

I agree that I will strictly maintain the confidentiality of Confidential Information, will protect Confidential Information from disclosure or distribution to others, will not use Confidential Information for my own personal purposes or gain, and will not allow such Confidential Information to be used for the gain or competitive advantage of any other organization or entity, unless TOCICO has granted me explicit written permission to disseminate such Confidential Information to others, or to allow such third party use.

I agree that I will destroy any Confidential Information in my possession covered under this Agreement within the immediate 30-day period following the expiration of my participation with TOCICO, except for materials that I have been advised by TOCICO in writing to retain for a longer period, or materials that I have been asked to return to TOCICO, which I will do within the time required.

Signature: _____ Date: _____

Printed Name (please print): _____

IMPORTANT: If you are returning your form via email, you may affix an electronic signature to the form. Note that typing your name on the signature line is not sufficient. By placing your electronic signature on this document, you agree to be bound by its terms.