



**Senior Assistance Center**  
Small Charity. Great Work.

**EMPLOYEE CONFIDENTIALITY AGREEMENT (Agreement)**

The Senior Assistance Center (SAC) has developed and uses confidential and proprietary information in connection with its business. This confidential and proprietary information pertains to, but not limited to, computer programs and/or systems developed and improved by SAC, any and all future technical developments with which to enhance its business capabilities, and data unique and exclusive to SAC business operations. This Agreement also applies to all confidential information between SAC and its clients and prospective clients, its suppliers, its archives of benefactors, and any other business relationship that may exist or may develop in the future.

I understand that the SAC confidentiality and proprietary information is vital to the success of organization and I am in contact with such information daily as part of my duties as an employee. Therefore, I agree to the following:

**Article 1. Confidential Information**

- 1.1 I shall not reveal or disclose to person (s) and/or entity (ties) unaffiliated with SAC, any confidential and proprietary information without the proper written consent from SAC;
- 1.2 I shall not use the confidential and proprietary information for my personnel enrichment or for the enrichment of third parties;
- 1.3 I shall upon request by SAC promptly deliver all documents, memorandums, records, and any other items or information in my possession.

**Article 2. Enforcement**

I agree that if I breach any provision (s) of Article 1 Confidential Information, SAC shall reserve the right to terminate my employment and pursue enforcement of this Agreement in any court of equity jurisdiction. I agree that any breach of this Agreement by me will cause irreparable damages including monetary damages. Therefore, SAC shall reserve the right to pursue against me all legal remedies afforded by law.

**Article 3. Non-Disclosure**

I understand that this Agreement does not prevent me from working for any other employer subsequent to the termination of my employment with SAC. However, I agree to uphold this Agreement and the provisions in Article 1, Section 1.1.

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**Article 4. Legal Jurisdiction**

I fully understand that this Agreement shall be governed and executed in accordance with the laws of the state of Colorado.

AGREED AND ACCEPTED:

EMPLOYEE

Name: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Senior Assistance Center  
2839 West 44<sup>th</sup> Avenue  
Denver, Colorado 80211-1428  
Tel: (303) 455-9642

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_