
Procedure Section:	Operational
Procedure Title:	Non-Disclosure Agreement
Procedure Number:	RCJTC AP.04.06
Date Published:	December 21, 2013
Date Reviewed:	
Year of Next Review:	

~ S A M P L E ~

I, *<employee name>*, on behalf of *<company name>*, acknowledge that the information received or generated, directly or indirectly, while working as a Consultant for the Renfrew County Joint Transportation Consortium on contract is confidential and that the nature of the business of the Renfrew County Joint Transportation Consortium is such that the following conditions are reasonable, and therefore:

I warrant, covenant, and agree as follows:

I, or any others employed or engaged by *<company name>*, agree not to disclose, directly or indirectly, any information with respect to any business conducted by the Renfrew County Joint Transportation Consortium. Without restricting the generality of the foregoing, it is agreed that we will not disclose:

- Financial information, business plans, strategies for development or growth, or any other proprietary information not known generally to the public or in the public domain relating in any way to the business of the Renfrew County Joint Transportation Consortium, or any other information regarding the management or method of operation of the Renfrew County Joint Transportation Consortium, and
- That we will not copy or reproduce, in any form, information provided to us by the Renfrew County Joint Transportation Consortium for the purpose of distribution or use outside the scope of the attached contract, and that all documentation provided to us will either be disposed of or be returned to the Renfrew County Joint Transportation Consortium upon completion of the project unless otherwise approved, in writing, by the Renfrew County Joint Transportation Consortium.

This obligation of confidence shall continue after the conclusion of the contract and for a term period of two (2) years.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the Renfrew County Joint Transportation Consortium and are reasonable given the nature of the business carried on by the Renfrew County Joint Transportation Consortium. I agree that this agreement shall be governed by and construed in accordance with the Province of Ontario. I agree that each provision of this agreement is separate and distinct and is severable from all other separate and distinct provisions.

If any of the activities, periods of time, or other matters contained in this agreement are considered by a court of competent jurisdiction as being unreasonable, the court shall have the authority to limit such matters as the court deems proper in the circumstances and if any provision is void or unenforceable in all or in part, it shall not affect the enforceability of the balance of this agreement. The Renfrew County Joint Transportation Consortium shall be entitled and has the right to obtain an injunction to ensure compliance with this agreement.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at the City of <Pembroke>, in the Province of Ontario, this <##> day of <month>, 20<##>.

Name _____

Company _____

Signature _____

Related RCJTC Policy

P.04 Operational Policy

Related RCJTC Administrative Procedures

Related RCJTC Forms

F.04.06 Non-Disclosure Agreement