
(NAME OF LAW FIRM)
EMPLOYEE CONFIDENTIALITY AGREEMENT

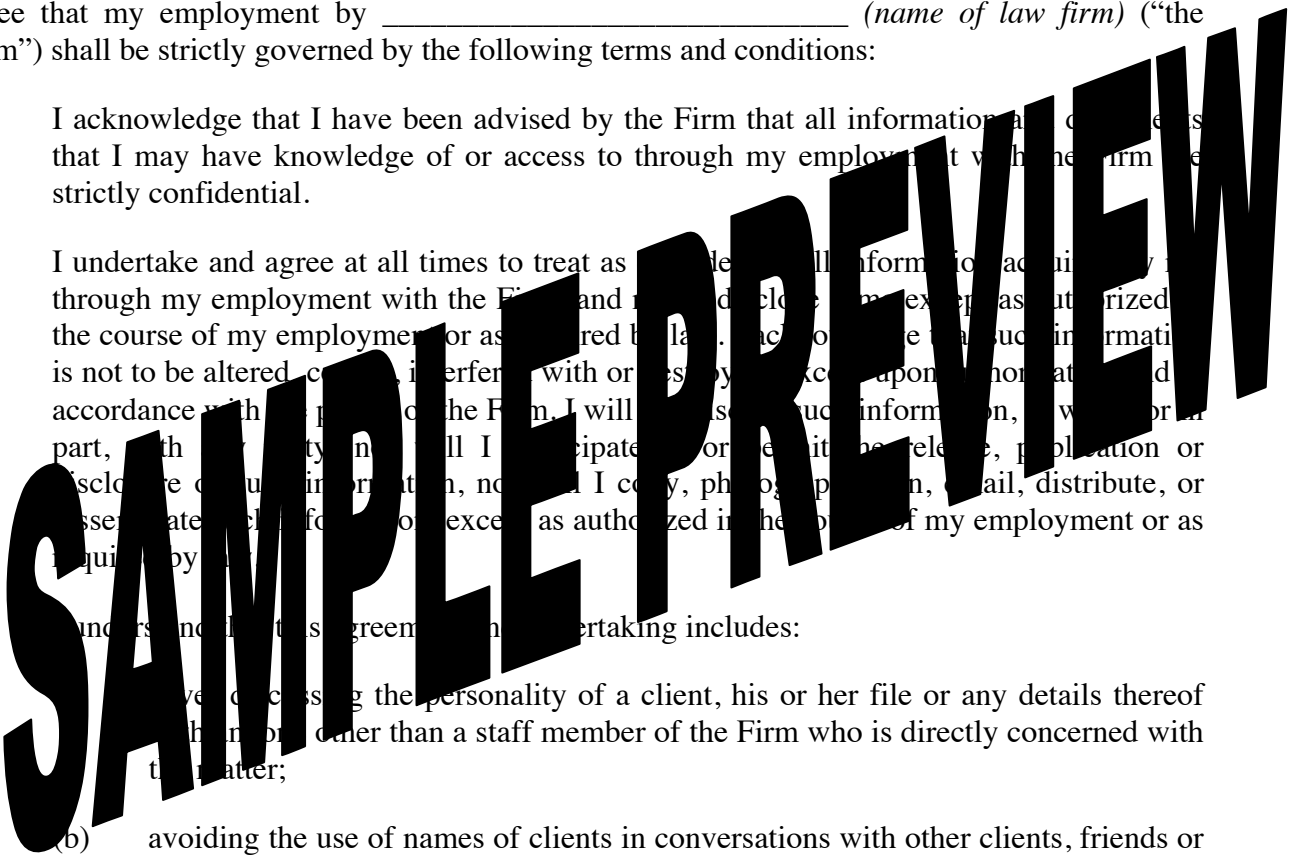
I, _____ (name of employee) of

(address),
_____, (city/town) in the _____ (state/province) of

(name of state/province)

agree that my employment by _____ (name of law firm) ("the Firm") shall be strictly governed by the following terms and conditions:

1. I acknowledge that I have been advised by the Firm that all information and documents that I may have knowledge of or access to through my employment with the Firm are strictly confidential.
2. I undertake and agree at all times to treat as confidential all information acquired by me through my employment with the Firm and not to disclose same except as authorized in the course of my employment or as required by law. Each of us agrees that such information is not to be altered, copied, interfered with or destroyed except upon authorization in accordance with the policies of the Firm. I will not disseminate such information, in whole or in part, to any person, nor will I participate or be involved in the release, publication or disclosure of such information, nor will I copy, photograph, scan, email, distribute, or disseminate such information, except as authorized in the course of my employment or as required by law.



Understand that this agreement which I am undertaking includes:

- (a) avoiding discussing the personality of a client, his or her file or any details thereof with anyone other than a staff member of the Firm who is directly concerned with the matter;
- (b) avoiding the use of names of clients in conversations with other clients, friends or relatives;
- (c) ensuring that disclosures of information are made only to persons entitled to that information;
- (d) ensuring that conversations regarding clients or other Firm business are not conducted in the elevator or at reception areas where conversations may be heard by persons other than staff members of the Firm; and
- (e) ensuring that confidential or personal matters about or concerning Firm staff members are not divulged or discussed unnecessarily with other staff members.

THIS IS A 2-PAGE FORM.