



## **Terms and Conditions for Forms, Checklists, and Procedures**

Forms, checklists, and procedures at HospitalityLawyer.com are provided as informational, educational, and illustrative purposes only.

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## **Protection of Confidential Information Clause for Hospitality Entities**

*I recognize that during my employment I will receive, develop, or otherwise utilize various kinds of information which is of a secret or confidential nature. Except as authorized by the company (in writing, if after termination of my employment), I will not disclose or use, directly or indirectly, either during or after my employment, any information of the company I obtained during my employment relating to ideas; recipes; sales and marketing techniques or processes; products; future location specifications; future marketing plans; future market expansion plans; sales leads; sales prospects; contact information for prior, current, and targeted future clients; policies; and all other information and knowledge in whatever form used in managing, marketing, general operations, or otherwise concerning the business of the company which is of a secret or confidential nature (whether or not acquired, initiated, or developed in whole or in part by me) and however documented or stored, including hard copy or electronically.*

*I acknowledge that the company claims as trade secrets, and by this agreement intends to prohibit disclosure of the following: \_\_\_\_\_.* [LIST AS SPECIFICALLY AS POSSIBLE THE INFORMATION THAT YOU WOULD LIKE TO IDENTIFY AS TRADE SECRETS HERE.]

*I agree to deliver to the company promptly upon request or on the date of termination of my employment all documents (including any copies/electronic back-ups of those documents in my possession) and any other materials in my possession relating to any of the types of information identified above however stored.*

*Employee Signature*

*Date*