

SC Workers' Compensation Commission

Confidentiality Agreement

This Agreement is made between _____ ("EMPLOYEE") and SC Workers' Compensation Commission, on _____ 20_____.

EMPLOYEE will perform services for SC WORKERS' COMPENSATION COMMISSION which may require SC WORKERS' COMPENSATION COMMISSION to disclose confidential and proprietary information ("Confidential Information") to EMPLOYEE. (Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to Employee's services for SC WORKERS' COMPENSATION COMMISSION, the business or operations of SC WORKERS' COMPENSATION COMMISSION, and/or the products, information, processes, or other data of SC WORKERS' COMPENSATION COMMISSION). Accordingly, to protect the SC WORKERS' COMPENSATION COMMISSION Confidential Information that will be disclosed to EMPLOYEE, the EMPLOYEE agrees as follows.

- A. EMPLOYEE will hold the Confidential Information received from SC WORKERS' COMPENSATION COMMISSION in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- B. EMPLOYEE will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by SC WORKERS' COMPENSATION COMMISSION.
- C. EMPLOYEE will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for SC WORKERS' COMPENSATION COMMISSION.
- D. EMPLOYEE will, upon the request or upon termination of his/her relationship with SC WORKERS' COMPENSATION COMMISSION, deliver to SC WORKERS' COMPENSATION COMMISSION any notes, documents, equipment, and materials received from SC WORKERS' COMPENSATION COMMISSION or originating from its activities for SC WORKERS' COMPENSATION COMMISSION.
- E. SC WORKERS' COMPENSATION COMMISSION reserves the right to take disciplinary action, up to and including termination for violations of this agreement.

EMPLOYEE represents and warrants that he/she is not under any preexisting obligations inconsistent with the provisions of this Agreement.

Signing below signifies that the EMPLOYEE agrees to the terms and conditions of the agreement stated above.

SC WORKERS' COMPENSATION COMMISSION

EMPLOYEE

Human Resources Signature/Date

Employee Signature/Date