



ABCD Confidentiality Agreement

I acknowledge the importance to Action for Boston Community Development, Inc. (“ABCD”) of protecting its Confidential Information (as defined below). In consideration of my initial and/or ongoing employment, engagement, internship or volunteer relationship ABCD and my being granted access to the Confidential Information, I agree as follows:

All Confidential Information is and will remain the property of ABCD. I agree that, except as required to properly do my job, I will not use or disclose any Confidential Information during or after my employment or other association with ABCD. “Confidential Information” means any and all information of ABCD, in any form, that is not generally available to the public. Examples of Confidential Information include client information, financial information, computer user account information, business relationships, plans and strategies, technology and security systems, personal information of other employees and any information received by ABCD from any third party with any understanding that it will not be disclosed. I acknowledge that Confidential Information should never be shared (including through social media postings) with the media, current and potential clients, personal contacts, friends or family or other third parties, and that I may not, at any time, use Confidential Information for my own personal purposes or the business purposes of myself or other third parties. Upon termination of my employment or other association with ABCD, or at any earlier time when ABCD may request, I will return all Confidential Information, and other ABCD property, to ABCD.

Nothing in this Agreement limits or restricts me from communicating with any governmental agency or entity (or any official or staff person of a governmental agency or entity), concerning possible legal violations or other matters relevant to the governmental agency or entity.

Nothing in this agreement alters the at-will nature of my employment with ABCD.

Acknowledged and agreed:

Signature: _____

Printed Name: _____

Date: _____