About the Document

name	**PC-ALL-1510-M. Non-Disclosure Agreement for Exploratory Discussion**
owner	HR
access & use	HR or Hiring Manager
what it is	An agreement to protect the Company's interests when company-confidential information is shared during exploratory discussion. Candidates confirm in writing their understanding and agreement that any non-public Company information discussed during the interviewing process is deemed strictly confidential. Used for: - Job candidates - Prospective contractor or consultant - Any other person with whom we may need to discuss company confidential information

Why This Process is Important

When we talk to people about the possibility of working with us, we sometimes have to share company confidential or unpublished information. Some of those people may go on to work with us and sign a formal non-disclosure, but some may not. By signing a non-disclosure, candidates agree not to share what they learn about the Company with anyone else outside the Company.

To protect the Company's best interests, make sure anyone you talk to about company confidential information signs a non-disclosure before the conversation begins.

Document Owner: HR

Last Updated: <insert date>

This template is included in the ConnectsUs HR™ Toolkits.

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FOR SMALL BUSINESS

HR Toolkit™
FOR HR CONSULTANTS

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A complete HR Toolkit for small business to create and maintain your HR fundamentals.

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- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides

- Download your HR folders

- Identify your HR priorities

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- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients

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- COVID-19 Portal

- Legislation Portal

- Remote Workforce Portal

- Mental Health Portal

- Diversity & Inclusion Portal

- Weekly updates, email notifications

- Help & support. With real humans!

4. Send a scanned copy of the signed agreement—or forward the confirmation email string—to the person in the Company who keeps agreement or contract files.

5. If the person who signed the agreement is part of the recruitment process for a position, also keep a copy of the signed agreement—or the confirmation email string—in the position folder.

Sample Email Scripts

Sample email scripts for sending a non-disclosure agreement to a candidate ahead of a scheduled meeting.

Email script – with written signature

During the course of our preliminary discussions, you may obtain knowledge and materials related to plans and information that are confidential and not public. I kindly ask that you sign off on the attached Non-Disclosure Agreement.

If you agree to and accept the terms of the attached Non-Disclosure Agreement, please:

- *Review, print and sign the Agreement.*
- *Obtain a witness signature.*
- *Scan and return to me by email by insert deadline date.*

Email script – with email signature

During the course of our preliminary discussions, you may obtain knowledge and materials related to plans and information that are confidential and not public. I kindly ask that you sign off on the attached Non-Disclosure Agreement.

Time is of the essence. If you agree to and accept the terms of the attached Non-Disclosure Agreement, please:

- *Forward **this email** to me so that your reply includes my original email **and** the attachment by insert deadline date.*
- *Indicate your acceptance and agreement to the terms of the Non-Disclosure Agreement, by including the following copy with your reply:*

  "I accept and agree to the terms of the attached Non-Disclosure Agreement by email and in doing so, my agreement is and will remain as effective and binding as if they included my original signature."

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