

Applicants Confidentiality Agreement

THIS AGREEMENT made effective the ____ day of _____, 20__ (the “Effective Date”)

BETWEEN:

Seniors Centre Without Walls., () a non-profit corporation
pursuant to the laws of Saskatchewan

(OF THE FIRST PART

-and-

_____, of the City of _____, Print
your Name in the Province of Saskatchewan
(the “EMPLOYEE/VOLUNTEER/Contract worker”)

4. CONFIDENTIALITY

- 4.1** The Employee, contract worker and/or volunteer agrees that certain matters are confidential to Seniors Centre Without Walls Saskatchewan Inc. and that certain matters are the exclusive property of the Employer, including but not limited to:
- (a) participant lists and personal information pertaining to participants;
 - (b) donor lists and information pertaining to donations;
 - (c) business plans, practices, policies and marketing strategies;
 - (d) trade secrets and know-how;
 - (e) policies;
 - (f) accounting, pricing, salary and other financial information; and
 - (g) negotiations and contracts.
- (collectively the “Confidential Information”)
- 4.2** The Employee, volunteer, and/or contract worker acknowledges that the foregoing is intended to be illustrative and that other Confidential Information may currently exist or arise in the future.
- 4.3** The Employee, volunteer, and/or contract worker acknowledges that they have and may have access to information and knowledge, including Confidential Information, relating to all aspects of the business of Seniors Without Walls the disclosure of any of which to Seniors Without Walls participants, or the general public may be highly detrimental to the best interests of Seniors Without Walls Accordingly, the Employee, volunteer, and/or contract worker undertakes to hold in confidence all Confidential Information and not to disclose it to any third party or use it for any purpose, either during their time with Seniors Centre Without Walls (except as may be necessary in proper discharge of the Employee’s and volunteer duties) or after the termination of employment, except as required by statute or court order.
- 4.4** All notes, data, reference items, memoranda, records, software or any other materials, paper or electronic, containing or in any way relating to any of the Confidential Information produced by the Employee, volunteer, and/or contract worker or coming into the Employees and volunteer possession, shall belong exclusively to Seniors Centre Without Walls The Employee, volunteer, and/or contract

worker agrees not to reproduce such materials in any form and to turn over to Seniors Centre Without Walls all materials and any copies of such materials and all Confidential Information in their possession or control, immediately if requested to do so by Seniors Centre Without Walls and, in any event, on the termination of their position with Seniors Centre Without Walls.

All Seniors Centre Without Walls information must be kept in a secure area such as a locked filing cabinet or locked/or secure area not accessible by the public.

4.5 Volunteers, staff, adhere to a business relationship only with our clients and are prohibited from contacting the clients and/or participants for personal reasons. Any such contact will result in termination. All staff, employees, volunteers must resign their position with Seniors Centre Without Walls, before developing any other relations other than a specified work arrangement with clients and /or participants.

IN WITNESS WHEREOF this Agreement has been executed the ____ day of __. __., 2023.

**Seniors Centre Without Walls Saskatchewan
Inc.**

__R Wedhorn__

PER: Ronda Wedhorn

this Agreement has been executed the ____ day of _____, 20__.

Name and signature

and Date

EMPLOYEE OR VOLUNTEER
