

**Choctaw Archiving Enterprise  
Corporate Employee and/or Associate  
Confidentiality Agreement**

This agreement, between Choctaw Archiving Enterprise and \_\_\_\_\_  
\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 201\_ , binds the employee  
to the following conditions:

The Employee/Associate:

Will not divulge, reveal or publicize any information dealt with during the period of his  
or her employment/association by Choctaw Archiving Enterprise.

Will not disseminate any oral or written information obtained as a result of marketing the  
capability of Choctaw Archiving Enterprise, negotiating or financing of contracts or the  
daily execution of resulting contracts.

Will not remove documents from the place of performance, except as approved in  
advance by the Managing Officer with permission of the Management Committee.

Who become privy to information relative to the day to day operations of Choctaw  
Archiving Enterprise, are automatically bound by the International Covenants of Non-  
Disclosure and Non-Circumvention for a period of two (2) years from the date of  
termination.

Who violates this Covenant and its intent herein shall be liable for all damages, legal fees  
and court costs as may be allowed by law.

IN WITNESS WHEREOF the employee/associate hereto, intending to be legally bound  
and with full authority to do so, has caused this Agreement to be executed  
this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

\_\_\_\_\_  
Employee/Associate Signature

\_\_\_\_\_  
Date