

# Visitor Non-Disclosure and Confidentiality Agreement

Please read this Visitor Non-Disclosure and Confidentiality Agreement ("Agreement") carefully before entering the premises. By signing below, you agree to comply with the terms and conditions outlined herein.

## 1. Parties and Visit Details

Host Company:

Visitor Name:

Representing (Company/Organization):

Date of Visit:

Purpose of Visit:

## 2. Definition of Confidential Information

During the course of your visit, you may be exposed to, observe, or receive information that is proprietary, confidential, or trade secrets of the Host Company. This includes, but is not limited to: business plans, customer lists, product designs, software, source code, research and development activities, manufacturing processes, financial data, and any other information marked as confidential or that should reasonably be understood to be confidential given the nature of the information or the circumstances of disclosure.

## 3. Obligations of the Visitor

The Visitor agrees to:

- Maintain all Confidential Information in strict confidence.
- Not disclose, publish, or disseminate any Confidential Information to any third party without prior written consent from the Host Company.
- Not use any Confidential Information for their own benefit or for the benefit of any third party.
- Not take photographs, screenshots, audio recordings, or video recordings during the visit unless explicitly authorized in writing by a Host Company representative.
- Comply with all safety, security, and access control policies of the Host Company while on the premises.

## 4. Term and Termination

The obligations of confidentiality under this Agreement shall survive the conclusion of the visit and remain in effect for a period of five (5) years from the date of the visit, or until such time as the Confidential Information becomes publicly known through no fault of the Visitor.

## 5. No License

Nothing in this Agreement shall be construed as granting the Visitor any license, patent, copyright, or trademark rights to the Confidential Information disclosed during the visit.

## 6. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction in which the Host Company's primary business office is located.

## 7. Acknowledgment and Signature

By signing below, the Visitor acknowledges that they have read, understood, and agreed to be bound by the terms of this Agreement.

### Visitor Signature

Visitor Signature (Print Name to Sign):

Date:

### Host Representative Acknowledgment

Host Representative Name:

Host Representative Signature:

Date: