

Facility Tour Visitor Confidentiality Agreement

Please read this agreement carefully before participating in the facility tour. This agreement is designed to protect proprietary, confidential, and trade secret information that may be observed or disclosed during your visit.

1. Visitor Information

Visitor Full Name:

Representing (Company/Organization):

Email Address:

Phone Number:

2. Confidentiality Obligations

During the tour of the facility, you may have access to, or observe, confidential and proprietary information, including but not limited to:

- Manufacturing processes, techniques, and machinery.
- Product designs, prototypes, and specifications.
- Business operations, logistics, and software systems.
- Any other information marked confidential or reasonably understood to be confidential.

By entering the facility, you agree to:

- Maintain strict confidentiality regarding all information observed or disclosed during the tour.
- Not copy, photograph, video record, audio record, or otherwise document any part of the facility, equipment, or processes.
- Not use any confidential information for your own benefit or the benefit of any third party.

3. Photography and Recording Devices

All cameras, mobile devices with camera capabilities, and recording equipment must remain put away and are strictly prohibited from use during the tour unless express written permission is granted by facility management.

4. Liability and Safety

You agree to comply with all safety instructions, wear required personal protective equipment (PPE) provided to you, and stay with your designated tour guide at all times. You assume all risks associated with your presence on the facility premises.

5. Acknowledgment and Signature

By typing your name below, you acknowledge that you have read, understood, and agreed to the terms of this Facility Tour Visitor Confidentiality Agreement.

Visitor Signature (Type Full Name):

Date:

Facility Host Name: