

# REMOTE WORK INTELLECTUAL PROPERTY AND CONFIDENTIALITY AGREEMENT

This Remote Work Intellectual Property and Confidentiality Agreement (the "Agreement") is entered into as of , by and between the parties listed below.

## Company Information:

Company Name:

Address:

## Employee / Contractor Information:

Full Name:

Remote Work Address:

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## 1. Purpose

The Employee/Contractor is engaged by the Company to perform services from a remote location. In connection with this engagement, the Employee/Contractor will have access to the Company's proprietary information, intellectual property, and confidential data. This Agreement establishes ownership rights and confidentiality obligations to protect the Company's business interests.

## 2. Intellectual Property (IP) Ownership

The Employee/Contractor agrees that all intellectual property, including but not limited to discoveries, inventions, software, code, designs, business processes, documents, and written materials, created or developed by the Employee/Contractor during the course of their engagement with the Company (collectively, "Work Product"), shall belong solely and exclusively to the Company.

The Employee/Contractor hereby assigns and transfers all rights, titles, and interests in and to the Work Product to the Company. This assignment applies regardless of whether the Work Product was created at the Employee/Contractor's designated remote workspace or during standard business hours, provided it relates to the Company's business activities or resulted from tasks assigned by the Company.

## 3. Confidentiality Obligations

The Employee/Contractor acknowledges that they will have access to "Confidential Information," which includes trade secrets, customer lists, financial data, marketing strategies, source code, and any information marked as confidential or that should reasonably be understood to be confidential due to the nature of its disclosure.

During and after their engagement with the Company, the Employee/Contractor agrees to:

- Maintain the absolute confidentiality of all Confidential Information.
- Not disclose, copy, or distribute Confidential Information to any third party without prior written consent from the Company.
- Only use Confidential Information for the sole purpose of performing services for the Company.

## 4. Remote Work Security Measures

The Employee/Contractor agrees to maintain a secure remote working environment to protect Company intellectual property and confidential data. The Employee/Contractor agrees to:

- Secure all physical documents containing confidential information.
- Use secure, password-protected internet connections and virtual private networks (VPNs) as specified by the Company.
- Ensure that unauthorized individuals (including family members and cohabitants) do not have access to Company devices or sensitive information.
- Promptly report any suspected security breach, unauthorized access, or loss of Company equipment.

## 5. Return of Property

Upon termination of the engagement for any reason, or upon the Company's request, the Employee/Contractor shall immediately return to the Company all Company-owned hardware, storage devices, documents, files, and any copies thereof containing Confidential Information or Work Product.

## 6. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of , without regard to its conflict of law principles.

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## 7. Execution and Signatures

By signing below, the parties acknowledge that they have read, understood, and agree to be bound by the terms of this Agreement.

### For the Company:

Authorized Representative Signature:

Name:

Title:

Date:

### For the Employee/Contractor:

Signature:

Name:

Title:

Date: