

CONFIDENTIALITY ACKNOWLEDGMENT

As an employee of _____ (“Company”), I acknowledge that as of _____, 20__, I was informed of the confidential nature of Project _____ and I hereby agree to abide by the following procedures:

- I will not talk about Project _____ to anyone (including other employees, my spouse or significant other) unless I am certain such person is a member of the Project _____ team.
- All information concerning Project _____, including the status and nature of the transaction, the terms of the transaction, party names and timing, must be held in strict confidence.
- If I am approached by someone regarding inquiries or rumors related to Project _____, I will not respond or comment that I am aware of a potential transaction or otherwise allude to the existence of Project _____ in any way and will not question the person as to how he or she learned of Project _____. If the person I am approached by is a Company employee, I will promptly advise [General Counsel] of the matter.
- I will not leave any materials or documents concerning Project _____ in plain view or in non-secure locations.
- I will ensure that all conversations regarding Project _____ are held in confidential surroundings and cannot be overheard by others.
- I will hold all telephone conversations regarding Project _____ behind closed doors.

Agreed and Acknowledged

Name: _____
Date: _____