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**Employee and Employer Confidentially Agreement**

Being employed at FuzeO means, I will have access/knowledge to personal and financial information within the company. I hereby agree to the following rules for FuzeO protection and access to confidential information:

I FURTHER AGREE THAT:

* I will only access information that is needed to perform my job
* I will protect and maintain financial and personal employee information
* I will keep data and passwords secret unless otherwise directed
* In order to access information I will log on/out on the login sheet and make sure to inform Human Resources
* I will not be careless with FuzeO information
* I will be held responsible if information becomes leaked and will suffer a consequence
* I am responsible for my own passwords

By signing this, I agree to the rules above.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_