Pinecrest Analytics, Inc.
600 Congress Ave, Suite 1400, Austin, TX 78701

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people@pinecrest.example
pinecrest.example

Pinecrest Analytics, Inc., 600 Congress Ave, Austin

Alex Kim
Attn: Alex Kim
4510 Duval St
Austin, TX 78751

NDA # PA-NDA-2027-044

DATE Jul 12, 2027

EFFECTIVE DATE Jul 19, 2027

CONTACT Monica Reyes

Alex,

Welcome to Pinecrest. Before your first day we ask every employee to sign this agreement. It explains what information we treat as confidential, how to handle it, and what you are always free to do. Please read it, ask us anything that is unclear, and sign it by July 19.

The agreement in brief

A one-way agreement: Pinecrest shares confidential information, and you agree to protect it.

STARTS	LASTS	TRADE SECRETS
Jul 19, 2027	**+3 years**	**Longer**
Your first day	After employment ends	While they stay secret

COVERS	DOES NOT COVER	YOUR RIGHTS
Our data	**Public info**	**Kept**
And our clients' data	Or your general skills	See clause 6

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Confidential information

1. Purpose

1.1 Pinecrest Analytics, Inc. (the Company) employs Alex Kim (the Employee). To do the job, the Employee will see information the Company and its clients keep confidential.

2. What is confidential

2.1 Confidential Information means non-public information about the Company's business, products, technology, clients and people that the Employee learns through the job, in any form.

2.2 It includes source code, data models and algorithms; client data and dashboards; pricing and contracts; product roadmaps; and security settings, credentials and keys.

3. What is not

3.1 Information that is public through no fault of the Employee, that the Employee knew before joining, or that the Employee receives lawfully from someone free to share it.

3.2 The Employee's general knowledge, skills and experience are not Confidential Information, even if gained at the Company.

4. The Employee's duties

4.1 Use Confidential Information only to do the job, share it only with people at the Company or its clients who need it for their work, and keep it on Company systems and devices.

4.2 Report any loss or suspected leak to security@pinecrest.example within 24 hours.

What this means day to day

Examples, not a complete list. When in doubt, ask your manager or the security team.

INFORMATION	EXAMPLES	HOW TO HANDLE IT
Client data	Sales records, customer lists in client dashboards	Only in client workspaces; never download to personal devices
Source code	Data pipelines, models, internal tools	Company repositories only; no public code sites
Business plans	Roadmaps, pricing, deals in progress	Do not share outside the Company
Credentials	Passwords, API keys, tokens	In the password manager only; never in chat or email

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Company devices

You will get a company laptop on your first day. It is encrypted and managed by our IT team, and it is the only device that should hold client data or source code.

Personal phones may be used for email and chat through the company app, which keeps work data separate.



Rights, term and remedies

5. Returning materials

5.1 When employment ends, or when the Company asks, the Employee returns all Company devices and deletes any Confidential Information on personal accounts, and confirms this in writing.

6. What the Employee is always free to do

6.1 Nothing in this agreement stops the Employee from discussing wages, hours or working conditions, reporting possible violations of law to a government agency, or giving truthful testimony.

6.2 Under the Defend Trade Secrets Act, an individual is not liable for disclosing a trade secret in confidence to a government official or an attorney solely to report or investigate a suspected violation of law, or in a sealed court filing.

7. Term

7.1 The duties in this agreement start on the Employee's first day and last for 3 years after employment ends, and for trade secrets for as long as they remain trade secrets.

8. Remedies

8.1 The Company may ask a court to stop a breach as well as claim damages. This agreement does not change at-will employment.

9. Governing law

9.1 This agreement is governed by the laws of the State of Texas.

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Questions new hires ask

Plain answers. If yours is not here, ask the People team before you sign.

Can I tell friends where I work and what I do?	Yes. Your job title, the kind of work you do and the Company's name are not confidential. Client names and project details are.
Can I talk about my pay?	Yes. Nothing in this agreement limits discussing wages, hours or working conditions with coworkers or anyone else.
Can I put my work in my portfolio or on GitHub?	Not Company code or client work. You can describe your role and the skills you used, without confidential details.
Is this a non-compete?	No. This agreement only covers confidential information. It does not stop you from working for anyone after you leave.
What if I share something by mistake?	Tell the security team within 24 hours. Reporting quickly is what matters; it helps us contain the problem.

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First day and last day

FIRST DAY

- ☐ Security training, 45 minutes
- ☐ Password manager and 2-factor set up
- ☐ Acceptable use policy read and signed

LAST DAY

- ☐ Laptop and badge returned
- ☐ Personal accounts checked for work files
- ☐ Return confirmation signed

Signed

Please sign by Jul 19, 2027. You will get a copy of the signed agreement.

CUSTOMER

_____

SIGNATURE

Alex Kim

Name: _____

Date: ____ / ____ / _____

SUPPLIER

_____

SIGNATURE

Pinecrest Analytics, Inc.

Name: _____

Date: ____ / ____ / _____

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