

## Non-Disclosure and Confidential Agreements

Without formal agreement, Global Metal Finishing, Inc. considers all nonpublic information of any kind, furnished by its clients or any of its officers, employees, or agents, to be “Confidential Information”.

Confidential Information includes, but is not limited to:

- *nonpublic information about the client or:*
- *about its owners, officers, directors and employees;*
- *about its business plans, actual or prospective licensees and other business customers, licensees, joint ventures, vendors and suppliers;*
- *about its marketing, financial, cost or pricing information;*
- *about its market or competitive strategies and assessments;*
- *about its research and development, concepts, ideas, creations, discoveries, improvements, enhancements (whether or not patentable or copyrightable);*
- *about its products, services, know-how, formula, processes, technical data, designs, methodologies and trade secrets; all its negotiations, proposals and agreements between the parties, whether or not executed; and third-party information held in confidence by the client.*

Confidential Information may take any form, tangible or intangible, including, without limitation: letters, specifications, reports, discussions, blueprints, drawings, memoranda, plans, production, software (including source code and object code), hardware, firmware and related documentation, flow charts, documents, machinery, equipment, processes, product, and technical requirements.

Global Metal Finishing, Inc. agrees to enter into a formal, signed “Non-Disclosure and Confidentiality Agreement” with its clients.