

Confidentiality Agreement

Our company _____ in _____ and the personnel thereof, wish to remain private and anonymous. We do NOT seek publicity, nor wish to be published in newspapers or magazines, to be interviewed on TV, or to receive awards of recognition. We do not seek customers and do not advertise. We do not want unsolicited requests from companies or individuals.

We wish to maintain normal private lives, as you do too. So, as to maintain this status, all employees and independent contractors are to keep a “low profile” and not to discuss our broader work to any other person, except on a “need to know basis” if they directly benefit from a particular project or program. Even in those cases, only “minimum information” as needed, is to be shared with them.

Jeff is the Assistant Director to the Director, or Philanthropic Donor, who wishes to remain anonymous. Jeff reports to him for final authorization of fund endowments.

Business cards and name badges will have your first name only on them, to protect your private life as well. You can simply say “I work for a Foundation that helps society.” If they ask further, you can say “Our programs are private, without publicity.” Business cards are only to be given to those involved in a specific program, and NOT to the general public, friends, or family.

Do NOT discuss wages or benefits with anyone else, as we only want “sincere” personnel – not those just looking for higher pay. We are looking for wise and intelligent people with good hearts wanting to help humanity. We offer wages and benefits above the average office.

Your spouse, or partner, must also sign his/her own Confidentiality Agreement, if he/she is to know more about your work and benefits – he/she must also agree to NOT share our Foundation’s activities and benefit information with anyone else.

One of the employee and independent contractor benefits are contributions to your 401k Retirement Fund. If employee, spouse-partner, or independent contractor breach this confidentiality agreement, Golden Family Foundation has the right to retrieve or “claw-back” funds previously contributed to your 401k Retirement Fund.

Employee / Spouse-Partner / Independent Contractor hereby agrees:

Signed _____ Date _____

Printed _____