



CONFIDENTIALITY AGREEMENT

I understand that in the course of my employment with Outsource Telecom (OST) / Building Technology Staffing (BTS); I will become acquainted with TRADE SECRET information of a confidential and proprietary nature. The TRADE SECRET information follows:

- Names of OST/BTS Clients
- Names of people within the Clients
- The phone number(s) of OST/BTS Clients and Contacts within Clients.
- The OST/BTS hiring process
- The OST/BTS Training process
- OST/BTS Policies and Procedures

I understand that the items listed above are TRADE SECRETS of Outsource Telecom/Building Technology Staffing and that all of the above are vital to the financial success of Outsource Telecom/Building Technology Staffing.

Therefore, I agree that I will not disclose any of the above mentioned TRADE SECRETS, directly or indirectly to any of Outsource Telecom/Building Technology Staffing competitors, staffing companies or anyone outside of the Outsource Telecom/ Building Technology Staffing organization.

If at any time I disclose any of Outsource Telecom’s TRADE SECRETS, I understand that I may be vulnerable to a lawsuit from Outsource Telecom/Building Technology Staffing.

Signing below signifies that you agree to the terms and conditions of the agreement stated above.

Employee Name

Date

Employee Signature

OST/BTS Employee Signature

Date