[Company Name]

CONFIDENTIAL INFORMATION AND INVENTION ASSIGNMENT AGREEMENT

As a condition of my becoming employed (or my employment being continued) by [Company Name], a [Delaware corporation], or any of its current or future subsidiaries, affiliates, successors or assigns (collectively, the “**Company**”), and in consideration of the Company’s promise to provide me Confidential Information (as defined below) and my employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Relationship**.** This Confidential Information and Invention Assignment Agreement (this “**Agreement**”) will apply to my employment relationship with the Company, and is effective as of my first day of employment with the Company (the “**Effective Date**”). I understand and acknowledge that my employment with the Company is for no specified term and is and shall continue to be at-will, as defined under applicable law. I understand that any representation to the contrary is unauthorized and not valid unless in a separate written agreement signed by the Company’s Chief Executive Officer and me. Accordingly, I understand and acknowledge that either I or the Company may terminate the employment relationship at any time for any reason or no reason, without further obligation or liability, other than those provisions of this Agreement that explicitly survive the termination of my employment relationship. If my employment relationship ends and the Company, within a year thereafter, either reemploys me or engages me as a consultant, I agree that this Agreement will also apply to such later employment or consulting relationship, unless the Company and I otherwise agree in writing. Any such employment or consulting relationship between the Company and me, whether commenced prior to, upon or after the date of this Agreement, is referred to herein as the “**Relationship**.”
2. Confidential Information**.**
	1. **Protection of Information.** The Company promises to provide me and will provide me, during the Relationship, Confidential Information (as defined below), without which I would not be able to perform my duties to the Company. I agree, at all times during the term of the Relationship and thereafter, except as provided in Section 9 hereof, to hold in strictest confidence, and not to use, except for the benefit of the Company to the extent necessary to perform my obligations to the Company under the Relationship, and not to disclose to any person, firm, corporation or other entity, without written authorization from the Company in each instance, any Confidential Information that I obtain, access or create during the term of the Relationship, whether or not during working hours, until such Confidential Information becomes publicly and widely known and made generally available through no wrongful act of mine or of others who were under confidentiality obligations as to the item or items involved. I will take all reasonable precautions to prevent the inadvertent disclosure of Confidential Information.
	2. **Confidential Information.** I understand that “**Confidential Information**” means information and physical material not generally known or available outside the Company and information and physical material entrusted to the Company in confidence by third parties. Confidential Information includes, without limitation: (i) Company Inventions (as defined below); (ii) technical data, trade secrets, know-how, research, product or service ideas or plans, software codes and designs, algorithms, developments, inventions, patent applications, laboratory notebooks, processes, formulas, techniques, biological materials, mask works, engineering designs and drawings, hardware configuration information, agreements with third parties, lists of, or information relating to, employees and consultants of the Company (including, but not limited to, the names, contact information, jobs, compensation, and expertise of such employees and consultants); (iii) lists of, or information relating to, suppliers and customers (including, but not limited to, customers of the Company on whom I called or with whom I became acquainted during the Relationship); (iv) price lists, pricing methodologies, cost data, market share data, marketing plans, licenses, contract information, business plans, financial forecasts, historical financial data, budgets or other business information disclosed to me by the Company either directly or indirectly, whether in writing, electronically, orally, or by observation; (v) any notes or records, relating to any confidential, proprietary or secret information of the Company; (vi) information concerning acquisition opportunities in or directly related to the Company; (vii) the Company’s marketing methods, strategies and related information regarding the relationship between the Company and any entity with which it has contracted; (viii) the Company’s software, technology, developments, improvements and methods of operation; (ix) the descriptions, specifications, numbers, names, vendors/suppliers, characteristics, costs, prices, performance, suitability, and other information relating to the Company’s products or services; (ix) sources, leads or methods of obtaining new business; and (x) all other trade secrets and confidential information proprietary to the business of the Company or any of its affiliates; provided, however, it is understood that Confidential Information shall not include any information which (1) is in the public domain at the time of disclosure to me, (2) becomes known in the industry or in the public domain generally, in each case through no wrongful act by me, or (3) becomes known to me on or after the date hereof from a third party on a non-confidential basis who is not known by me to be bound by any confidentiality obligation.
	3. **Third Party Information.** My agreements in this Section 2 are intended to be for the benefit of the Company and any third party that has entrusted information or physical material to the Company in confidence.
	4. **Other Rights.** This Agreement is intended to supplement, and not to supersede, any rights the Company may have in law or equity with respect to the protection of trade secrets or confidential or proprietary information.
	5. **Defend Trade Secrets Act Notice.** I understand that, notwithstanding the nondisclosure obligations herein, pursuant to 18 U.S.C. Section 1833(b), I will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made: (1) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney, and solely for the purpose of reporting or investigating a suspected violation of law; or (2) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.
3. Ownership of Inventions**.**
	1. **Inventions Retained and Licensed.** I have attached hereto, as **Exhibit A**, a complete list describing with particularity all Inventions (as defined below) that, as of the Effective Date, (i) are owned by me or in which I have an interest and were made or acquired by me prior to my date of first employment by Company, (ii) may relate in any way to Company’s actual or proposed businesses, products, services, or research and development, and (iii) are not to be assigned to Company under this Agreement. If no such list is attached, I represent that there are no such Inventions as of the Effective Date of this Agreement.
	2. **Use or Incorporation of Inventions.** If in the course of the Relationship, I use or incorporate into a product, service, process or machine any Invention in which I have an interest not covered by Section 3(d) of this Agreement, I will promptly so inform the Company in writing. Whether or not I give such notice, I hereby irrevocably grant to the Company a nonexclusive, fully paid-up, royalty-free, assumable, perpetual, worldwide license, with right to transfer and to sublicense, to practice and exploit such Invention and to make, have made, copy, modify, make derivative works of, use, sell, import, and otherwise distribute such Invention under all applicable intellectual property laws without restriction of any kind. To the extent that any third parties have rights in any Invention in which I have an interest not covered by Section 3(d) of this Agreement, I hereby represent and warrant that such third party or parties have validly and irrevocably granted to me the right to grant the foregoing license. I agree that I will not incorporate into any Company software or otherwise deliver to Company any software code licensed under the GNU General Public License or Lesser General Public License or any other license that, by its terms, requires or conditions the use or distribution of such code on the disclosure, licensing, or distribution of any source code owned or licensed by Company, except in strict compliance with Company’s policies regarding the use of such software.
	3. **Inventions.** I understand that “**Inventions**” means discoveries, developments, concepts, designs, ideas, know how, improvements, inventions, trade secrets and/or original works of authorship, whether or not patentable, copyrightable or otherwise legally protectable. I understand this includes, but is not limited to, any new product, machine, article of manufacture, biological material, method, procedure, process, technique, use, equipment, device, apparatus, system, compound, formulation, composition of matter, design or configuration of any kind, or any improvement thereon. I understand that “**Company Inventions**” means any and all Inventions that I may solely or jointly author, discover, develop, conceive, or reduce to practice during the period of the Relationship, except as provided in Section 3(g) below.
	4. **Assignment of Company Inventions.** I agree that I will promptly make full written disclosure to the Company, will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title and interest throughout the world in and to any and all Company Inventions and all patent, copyright, trademark, trade secret and other intellectual property rights therein. I further acknowledge that all Company Inventions that are made by me (solely or jointly with others) within the scope of and during the period of the Relationship are “works made for hire” (to the greatest extent permitted by applicable law) and are compensated by my salary. I hereby waive and irrevocably quitclaim to the Company or its designee any and all claims, of any nature whatsoever, that I now have or may hereafter have for infringement of any and all Company Inventions. Any assignment of Company Inventions includes all rights of attribution, paternity, integrity, modification, disclosure and withdrawal, and any other rights throughout the world that may be known as or referred to as “moral rights,” “artist’s rights,” “droit moral,” or the like (collectively, “**Moral Rights**”). To the extent that Moral Rights cannot be assigned under applicable law, I hereby waive and agree not to enforce any and all Moral Rights, including, without limitation, any limitation on subsequent modification, to the extent permitted under applicable law.
	5. **Maintenance of Records.** I agree to keep and maintain adequate and current written records (in the form of notes, sketches, drawings and in any other format that is required by the Company) of all Company Inventions made or conceived by me (solely or jointly with others) during the term of the Relationship, which records will be available to and remain the sole property of the Company at all times. I agree to deliver all such records (including any copies thereof) to the Companyat the time of termination of the Relationship as provided for in Sections 4 and 5.
	6. **Patent and Copyright Rights.** I agree to assist the Company, or its designee, at its expense, in every proper way to secure the Company’s, or its designee’s,rights in the Company Inventions and any copyrights, patents, trademarks, mask work rights, Moral Rights, or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company or its designee of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments, recordations, and all other instruments which the Company or its designee shall deem necessary in order to apply for, obtain, maintain and transfer such rights, or if not transferable, waive and agree never to assert such rights, and in order to assign and convey to the Company or its designee, and any successors, assigns and nominees the sole and exclusive right, title and interest in and to such Company Inventions, and any copyrights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, when it is in my power to do so, any such instrument or papers shall continue during and at all times after the end of the Relationship and until the expiration of the last such intellectual property right to expire in any country of the world. I hereby irrevocably designate and appoint the Companyand its duly authorized officers and agents as my agent and attorney-in-fact, to act for and in my behalf and stead to execute and file any such instruments and papers and to do all other lawfully permitted acts to further the application for, prosecution, issuance, maintenance or transfer of letters patent, copyright, mask work and other registrations related to such Company Inventions. This power of attorney is coupled with an interest and shall not be affected by my subsequent incapacity.
	7. **Exception to Assignments.** I understand that Company Inventions will not include, and the provisions of this Agreement requiring assignment of inventions to the Companydo not apply to, any invention which qualifies fully for exclusion under the provisions of applicable state law, if any, attached hereto as **Exhibit A**. In order to assist in the determination of which inventions qualify for such exclusion, I will advise the Company promptly in writing, during and after the term of the Relationship, of all Inventions solely or jointly conceived or developed or reduced to practice by me during the period of the Relationship.
4. Company Property; Returning Company Documents**.** I acknowledge and agree that I have no expectation of privacy with respect to the Company’s telecommunications, networking or information processing systems (including, without limitation, files, e-mail messages, and voice messages) and that my activity and any files or messages on or using any of those systems may be monitored or reviewed at any time without notice. I further agree that any property situated on the Company’s premises and owned by the Company, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice. I agree that, at the time of termination of the Relationship, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, laboratory notebooks, materials, flow charts, equipment, other documents or property, or reproductions of any of the aforementioned items developed by me pursuant to the Relationship or otherwise belonging to the Company, its successors or assigns.
5. Termination Certificate**.** In the event of the termination of the Relationship, I agree to sign and deliver the “**Termination Certificate**” attached hereto as **Exhibit B**; however, my failure to sign and deliver the Termination Certificate shall in no way diminish my continuing obligations under this Agreement.
6. Notice to Third Parties**.** I agree that during the periods of time during which I am restricted in taking certain actions by the terms of this Agreement (the “**Restriction Period**”), I shall inform any entity or person with whom I may seek to enter into a business relationship (whether as an owner, employee, independent contractor, or otherwise) of my contractual obligations under this Agreement. I also understand and agree that the Company may, with or without prior notice to me and during or after the term of the Relationship, notify third parties of my agreements and obligations under this Agreement. I further agree that, upon written request by the Company, I will respond to the Company in writing regarding the status of my employment or proposed employment with any party during the Restriction Period.
7. Non-Solicitation Obligations**.** In exchange for the Company’s promise to provide me Confidential Information, which I acknowledge and agree includes information relating to the Company’s employees, consultants, customers and others, I will not use or disclose such Confidential Information except as authorized by the Company. In further consideration for the Company’s promise to provide me Confidential Information, I agree as follows:
	1. **Employees, Consultants.** I agree that during the term of the Relationship and for twelve months after the end of the Relationship regardless of the reason, I shall not directly or indirectly solicit, induce, recruit or encourage any of the Company’s employees or consultants to terminate their relationship with the Company, or attempt to solicit, induce, recruit, encourage or take away employees or consultants of the Company, for myself or for any other person or entity.
	2. **Other Parties.** I agree that during the term of the Relationship and for twelve months after the end of the Relationship regardless of the reason, I shall not directly or indirectly solicit or accept business from any of the Company’s clients, licensors, licensees or customers with whom I had contact or about whom I had Confidential Information during my employment.[[1]](#footnote-1)
8. Representations and Covenants**.**
	1. **Facilitation of Agreement.** I agree to execute promptly, both during and after the end of the Relationship, any proper oath, and to verify any proper document, required to carry out the terms of this Agreement, upon the Company’s written request to do so.
	2. **No Conflicts.** I agree that during the term of my employment with the Company, I will not engage in or undertake any other employment, occupation, consulting relationship, or commitment that is directly related to the business in which the Company is now involved or becomes involved or has plans to become involved, nor will I engage in any other activities that conflict with my obligations to the Company. I represent that my performance of all the terms of this Agreement does not and will not breach any agreement I have entered into, or will enter into, with any third party, including without limitation any agreement to keep in confidence proprietary information or materials acquired by me in confidence or in trust prior to or during the Relationship. I will not disclose to the Company or use any inventions, confidential or non-public proprietary information or material belonging to any previous client, employer, or any other party. I will not induce the Company to use any inventions, confidential or non-public proprietary information, or material belonging to any previous client, employer, or any other party. I further agree that if I have signed a confidentiality agreement or similar type of agreement with any former employer or other entity, I will comply with the terms of any such agreement to the extent that its terms are lawful under applicable law. I represent and warrant that after undertaking a careful search, I have returned all property and confidential information belonging to all prior employers and/or other third parties I have performed services for in accordance with the terms of an applicable agreement. Moreover, I agree to fully indemnify the Company, its directors, officers, agents, employees, investors, shareholders, administrators, affiliates, divisions, subsidiaries, predecessor and successor corporations, and assigns for all verdicts, judgments, settlements, and other losses incurred by any of them resulting from my breach of my obligations under any agreement with a third party to which I am a party or obligation to which I am bound, as well as any reasonable attorneys’ fees and costs if the plaintiff is the prevailing party in such an action, except as prohibited by law.
	3. **Voluntary Execution.** I certify and acknowledge that I have carefully read all of the provisions of this Agreement, that I understand and have voluntarily accepted such provisions and that I will fully and faithfully comply with such provisions.
9. Protected Activities. Notwithstanding anything to the contrary herein, no provision of this Agreement shall be applied or interpreted so as to impede me (or any other individual) from reporting possible violations of law to any government agency or entity, including but not limited to the Department of Justice, the Securities and Exchange Commission, the Congress, and any agency Inspector General, or making other disclosures under the whistleblower provisions of federal or state law or regulation. I do not need the prior authorization of the Company to make any such reports or disclosures and I will not be required to notify the Company that such reports or disclosures have been made. This provision supersedes any prior agreement or Company policy that provides to the contrary.
10. General Provisions**.**
	1. **Governing Law.** The validity, interpretation, construction and performance of this Agreement shall be governed by the laws of the District of Columbia, without giving effect to the principles of conflicts of law that may result in the application of the laws of any jurisdiction other than the District of Columbia. I hereby expressly consent to the personal and exclusive jurisdiction and venue of the state and federal courts located in the District of Columbia.
	2. **Entire Agreement.** This Agreement sets forth the entire agreement and understanding between the Company and me relating to its subject matter and merges all prior discussions between us. No amendment to this Agreement will be effective unless in writing signed by both parties to this Agreement. The Company shall not be deemed hereby to have waived any rights or remedies it may have in law or equity, nor to have given any authorizations or waived any of its rights under this Agreement, unless, and only to the extent, it does so by a specific writing signed by a duly authorized officer of the Company, it being understood that, even if I am an officer of the Company, I will not have authority to give any such authorizations or waivers for the Company under this Agreement without specific approval by the Board of Directors of the Company. Any subsequent change or changes in my duties, obligations, rights or compensation will not affect the validity or scope of this Agreement.
	3. **Notices.** Any notice, demand or request required or permitted to be given under this Agreement shall be in writing and shall be deemed sufficient when delivered personally or by overnight courier or sent by email, or 48 hours after being deposited in the U.S. mail as certified or registered mail with postage prepaid, addressed to the party to be notified at such party’s address as set forth on the signature page, as subsequently modified by written notice, or if no address is specified on the signature page, at the most recent address set forth in the Company’s books and records.
	4. **Severability.** If one or more of the provisions in this Agreement are deemed void or unenforceable to any extent in any context, such provisions shall nevertheless be enforced to the fullest extent allowed by law in that and other contexts, and the validity and force of the remainder of this Agreement shall not be affected. The Company and I have attempted to limit my right to use, maintain and disclose the Company’s Confidential Information, and to limit my right to solicit employees and customers, only to the extent necessary to protect the Company from unfair competition. Should a court of competent jurisdiction determine that the scope of the covenants contained in Section 7 exceeds the maximum restrictiveness such court deems reasonable and enforceable, the parties intend that the court should reform, modify and enforce the provision to such narrower scope as it determines to be reasonable and enforceable under the circumstances existing at that time.
	5. **Successors and Assigns.** This Agreement will be binding upon my heirs, executors, administrators and other legal representatives, and my successors and assigns, and will be for the benefit of the Company, its successors, and its assigns. The Company may freely assign this Agreement upon notice to me.
	6. **Remedies.** I acknowledge and agree that violation of this Agreement by me may cause the Company irreparable harm, and therefore agree that the Company will be entitled to seek extraordinary relief in court, including, but not limited to, temporary restraining orders, preliminary injunctions and permanent injunctions without the necessity of posting a bond or other security (or, where such a bond or security is required, I agree that a $1,000 bond will be adequate),in addition to and without prejudice to any other rights or remedies that the Company may have for a breach of this Agreement.
	7. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and all of which together shall constitute one and the same agreement. Counterparts may be delivered via email or other transmission method (including pdf or any electronic signature complying with applicable law) and any counterpart so delivered shall be deemed valid and effective for all purposes.
	8. **Electronic Delivery.** The Company may, in its sole discretion, decide to deliver any documents related to the Relationship or any notices required by applicable law or the Company’s Certificate of Incorporation or Bylaws by email or any other electronic means. I hereby consent to (i) conduct business electronically, (ii) receive such documents and notices by such electronic delivery and (iii) sign documents electronically and agree to participate through an online or electronic system established and maintained by the Company or a third party designated by the Company.
	9. **Advice of Counsel.** I ACKNOWLEDGE THAT, IN EXECUTING THIS AGREEMENT, I HAVE HAD THE OPPORTUNITY TO SEEK THE ADVICE OF INDEPENDENT LEGAL COUNSEL, AND I HAVE READ AND UNDERSTOOD ALL OF THE TERMS AND PROVISIONS OF THIS AGREEMENT. THIS AGREEMENT SHALL NOT BE CONSTRUED AGAINST ANY PARTY BY REASON OF THE DRAFTING OR PREPARATION OF THIS AGREEMENT.

[*Signature Page Follows*]

**IN WITNESS WHEREOF**, I hereby execute and agree to this Confidential Information and Invention Assignment Agreement.

**EMPLOYEE:**

Sign:

Name:

Email:

Address:

Date:

ACKNOWLEDGED AND AGREED:

[Company Name]

By:

Name:

Title:

EXHIBIT A

LIST OF PRIOR INVENTIONS AND ORIGINAL WORKS OF AUTHORSHIP
EXCLUDED UNDER SECTION 3(a)

The following is a complete list describing with particularity all Inventions that, as of the Effective Date, (i) are owned by me or in which I have an interest and were made or acquired by me prior to my date of first employment by Company, (ii) may relate in any way to Company’s actual or proposed businesses, products, services, or research and development, and (iii) are not to be assigned to Company under this Agreement.

|  |  |  |
| --- | --- | --- |
| Title  | Date  | Identifying Number or Description |
|  |  |  |

Except as indicated on this **Exhibit A**, I have no inventions, improvements or original works to disclose pursuant to Section 3(a) of this Agreement.

**EMPLOYEE:**

Sign:

Name:

EXHIBIT B

TERMINATION CERTIFICATE

This is to certify that I do not have in my possession, nor have I failed to return, any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, laboratory notebooks, flow charts, materials, equipment, other documents or property, or copies or reproductions of any aforementioned items belonging to [Company Name], a [Delaware corporation], its subsidiaries, affiliates, successors or assigns (collectively, the “**Company**”).

I further certify that I have complied with all the terms of the Company’s Confidential Information and Invention Assignment Agreement signed by me, including the reporting of any Inventions (as defined therein), conceived or made by me (solely or jointly with others) covered by that agreement, and I acknowledge my continuing obligations under that agreement.

I further agree that, in compliance with the Confidential Information and Invention Assignment Agreement, I will preserve as confidential all trade secrets, confidential knowledge, data or other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, data bases, other original works of authorship, customer lists, business plans, financial information or other subject matter pertaining to any business of the Company or any of its employees, clients, consultants or licensees.

**EMPLOYEE:**

Sign:

Name:

Date:

1. The District of Columbia will only allow post-employment noncompetes for an employee earning “the minimum qualifying annual compensation” which for 2024 is $155,000 (or if the employee is a medical specialist, $250,000). The annual amounts will increase with the Consumer Price Index. Compensation includes all monetary remuneration including hourly wages, salary, bonuses, cash incentives, commissions, overtime premiums, vested stock (including restricted stock units) and other payments but excludes fringe benefits. Employers must provide 14 days advance notice of requiring an employee to sign a noncompete.

The statute is silent about whether it applies to this type of post-employment customer non-solicit. Advice of counsel should be sought regarding inclusion of this provision. [↑](#footnote-ref-1)