

# **VioPixel In-Office Non-Disclosure Agreement (NDA) Policy**

Effective: 03/21/2020

## **Purpose:**

The purpose of this policy is to ensure the strict protection of VioPixel's proprietary information, client data, internal processes, trade secrets, intellectual property, and any other confidential or sensitive information within VioPixel Headquarters. This policy is established to mitigate the risk of unauthorized disclosure and to ensure compliance with Texas state laws governing trade secrets and confidential information.

## **Scope:**

This policy applies to any individual entering VioPixel Headquarters, including but not limited to:

- Clients, prospective clients, and their representatives.
- Partners, collaborators, and business associates.
- Third-party vendors, suppliers, and service providers.
- Contractors, freelancers, temporary staff, and interns.
- Any other non-employee gaining access to the premises for any reason.

## **Policy Details:**

### **1. Execution of NDA:**

- An NDA is a mandatory prerequisite for entry into VioPixel Headquarters.
- The NDA must explicitly cover the protection of proprietary information, trade secrets, client data, internal processes, and intellectual property, as well as prohibiting the disclosure, misuse, or distribution of any confidential information obtained on the premises.
- Individuals are required to sign the NDA digitally through a secure platform or in person at the designated front desk area prior to entry.
- Refusal or failure to sign the NDA will result in immediate denial of entry.

### **2. Security and Access Control:**

- Visitors who sign the NDA will be issued a temporary access badge, valid only for the duration of their authorized visit.
- Access will be strictly limited to pre-approved areas relevant to the visit. Unauthorized access to other areas is prohibited.
- VioPixel staff are responsible for escorting visitors and ensuring compliance with access restrictions.

### **3. Confidentiality Obligations:**

- All individuals covered by this policy are prohibited from using, reproducing, sharing, or disseminating any confidential information obtained within VioPixel Headquarters without explicit written consent.
- Any notes, documents, recordings, or other materials containing confidential information must be surrendered upon exit or properly disposed of as directed by VioPixel personnel.

### **4. Enforcement and Consequences of Violation:**

- Breaches of confidentiality or any unauthorized disclosure of information will be considered a violation of this policy and the signed NDA.
- Violators may face legal action under Texas Uniform Trade Secrets Act (TUTSA), including but not limited to civil litigation, monetary damages, and injunctive relief.
- VioPixel reserves the right to permanently ban violators from the premises and terminate any ongoing professional relationships.

### **5. Employee Responsibility and Accountability:**

- Employees are responsible for ensuring that their visitors are aware of and comply with this policy.
- Employees must immediately report any suspected breaches or violations to their direct supervisor or the Human Resources department.

### **6. Periodic Review and Compliance:**

- This policy will be reviewed on an annual basis or as required by changes in Texas law or VioPixel's operational practices.

- Failure to adhere to this policy may result in disciplinary action for employees, including termination of employment.

**Acknowledgment:**

By entering VioPixel Headquarters, all individuals acknowledge that they understand and agree to comply with this policy. Failure to do so will result in denial of entry or removal from the premises.