



Tel: +44(0) 800 368 8681

Fax: +44(0) 161 504 8003

info@ translationlinx.co.uk

www.translationlinx.co.uk

Confidentiality Agreement

I, do hereby acknowledge and understand that any work I perform for, with, or on behalf of Translation Linx Ltd (“the Company”), that I, as an independent contractor, may have access to, become familiar with, or receive information of a personal, private or sensitive nature pertaining to the Company’s clients, as well as the customers, clients, and/or patients of those clients. This information may consist of, but is not limited to, the identities of persons participating in a face to face interpreting, telephone interpreting call, document translation, as well as these persons’ business dealings or personal information. I understand that all information I encounter – whether verbal or written, constitutes private and confidential information of a client and/or the client’s customer or patient, and will hereafter be referred to as “Confidential Information.”

I may also have access to, become familiar with, receive or generate information that is confidential and proprietary to the Company, such as specialised business methods, techniques, plans and know how relating to the business of the Company; materials and concepts; methods for developing and maintaining business relationships with clients; client names, addresses and contact persons; information pertaining to special needs of clients and customers regarding products and services provided by the Company; information pertaining to the prices of products and services provided by the Company; the Company’s procedural manual(s); ideas, technical data, products, processes, know-how, and compilations of information; software or engineering processes developed or used by the Company in the conduct of its business; contents of contracts between the Company and its clients. I understand and acknowledge that this information constitutes the trade secrets of the Company, and will also be referred to herein as “Confidential Information.” All of the foregoing Confidential Information is protected from disclosure by law.

I do hereby promise to hold in strict confidence, and not to divulge any Confidential Information in whole or in part, whether verbal or written, to any third party, nor to make any use of any of the said Confidential Information which may come to my knowledge as a result of providing my language services for the Company. I further understand that anyone for whom I interpret/translate for, Translation Linx Ltd may seek legal recourses against me, to the full extent of the law, if it is found that I have breached the confidentiality of the information obtained. I understand that any breach of this Agreement constitutes irreparable harm, and that I may be subject to injunction as well as monetary damages. I agree to maintain absolute neutrality both in tone, modality, and content of my translation and in no case will I add, delete, or opine on the matter to be interpreted.

I agree that I will not, either during the term of this agreement with the Company, solicit or take away, or attempt to solicit or take away, any of the Company's clients with whom I became acquainted, called on, dealt with or otherwise knew by virtue of my work for the Company, or whom I otherwise know or have reason to know as a business or contractual relationship with the Company. This Agreement applies whether the prospective solicitation or contact is contemplated for me directly, or on behalf of any other person, company or organisation.

I realise that failure on my part to uphold my promise may result in harm to those whom the Company seeks to serve, as well as the Company, and its staff and contractors.