

Contractor Non-Disclosure Agreement (NDA)

Effective Date:

Company: An Extra Hand

Contractor:

1. Purpose

The purpose of this Agreement is to protect the Company's confidential information while allowing the Contractor to discuss approved public information for the sole purpose of promoting sales.

2. Definition of Confidential Information

For this Agreement, "Confidential Information" includes, but is not limited to:

Any information, discussions, files, data, or visuals shared during internal meetings (including Zoom or in-person).

Internal processes, strategies, client details, pricing structures, and employee or contractor information.

Any non-public operational details or business plans.

3. Permitted Disclosures

Contractor may discuss the Company's publicly approved materials, services, products, and mission for sales and marketing purposes only.

Approved talking points will be provided by the Company.

Contractor must not imply or disclose any non-public strategies, numbers, or operational details while promoting the Company.

4. Restrictions

Contractor shall not:

Share, record, or reproduce any part of internal meetings (verbal, visual, or written).

Discuss or disclose any Confidential Information with anyone outside of authorized Company personnel.

Use Confidential Information for personal benefit or the benefit of any third party.

5. Duration

This NDA remains in effect for two (2) years after the end of the Contractor's engagement with the Company.

6. Enforcement

Any breach of this NDA may result in immediate termination of the Contractor's role and possible legal action for damages.

The Company may seek injunctive relief, monetary damages, and any other remedies available under law.

7. Return of Materials

Upon termination of the Contractor's engagement, all Company property, files, notes, and other materials must be returned immediately.

Acknowledgment

By signing below, the Contractor agrees to the terms of this Non-Disclosure Agreement and understands that violation of these terms may result in legal and financial consequences.

Contractor's Signature

Date

Company Rep Name:

Rana Adamchick

Signature:

Rana Adamchick

Date: 8/12/2025