

## NON-DISCLOSURE AGREEMENT (NDA)

Between Business Owner and HR Manager

Company: ApexBridge Solutions, LLC

This Non-Disclosure Agreement ("Agreement") is entered into on the date of the last signature below by and between ApexBridge Solutions, LLC ("Company"), and Jordan Avery ("Employee"), HR Manager.

### 1. Purpose

The Employee will have access to certain confidential or sensitive information. This Agreement ensures confidentiality and supports non-repudiation.

### 2. Definition of Confidential Information

Includes employee records, PII, HR system data, internal communications, audit logs, and any sensitive operational information.

### 3. Exclusions

Information is excluded if publicly available, previously known, obtained lawfully, independently developed, or required by law to be disclosed.

### 4. Employee Obligations

Employee agrees to access data only for legitimate employment purposes, follow all security requirements, refrain from illegal activity, and report any unauthorized access.

### 5. Duration

Effective upon signing and remains in force for the employment duration and full data lifecycle.

### 6. Return or Destruction

Employee must return/delete confidential information upon termination or request.

### 7. Remedies

Company may seek injunctive relief, monetary damages, and legal fee recovery.

### 8. Intellectual Property

No rights are transferred to the Employee.

9. Governing Law

Laws of the State of Colorado apply.

10. Employment Status

Does not alter at-will employment.

11. Entire Agreement

Represents the full NDA between the parties.

SIGNATURES

ApexBridge Solutions, LLC

By: \_\_\_\_\_

Name: Taylor Morgan

Title: Business Owner

Date: \_\_\_\_\_

Employee (HR Manager)

By: \_\_\_\_\_

Name: Jordan Avery

Date: \_\_\_\_\_