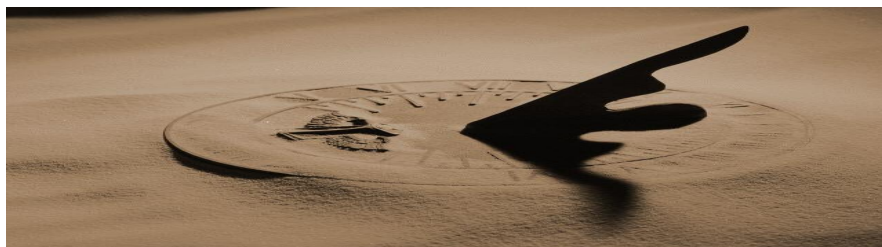


## *An Executive Time Saver...*

*"Efficient and Effective Business Solutions"*



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*Proprietor*

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### *Confidentiality Policy:*

*An Executive Time Saver...* acknowledges that during the contractual agreement I will have access to and become acquainted with various trade secrets, inventions, innovations, processes, information, records and specifications owned or licensed by your business and/or used by your business in connection with the operation including without limitation, your business and/or product processes, methods, customer lists, accounts and procedures.

*An Executive Time Saver...* agrees that I will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of an Agreement or at any time thereafter, except as required in the course of an engagement with your business. All files, records, documents, specifications, information, letters, notes, media lists, original artwork/creative, notebooks, and similar items relating to your Business, whether prepared by me or otherwise coming into my possession, shall remain the exclusive property of your business.

*An Executive Time Saver...* shall not retain any copies of the foregoing without prior written permission from your Business. Upon the expiration or earlier termination of an Agreement, or whenever requested by your Business, I shall immediately deliver to your Business all such files, records, documents, specifications, information, and other items in my possession or under my control.

*An Executive Time Saver...* further agrees that I will not disclose my retention as an independent contractor or the terms of this Agreement to any person without the prior written consent of your Business and shall at all times preserve the confidential nature of my relationship to your Business.