

Foundation for Dental Laboratory Technology (FDLT)

Non-Disclosure Agreement and Conflict of Interest Statement

This statement applies to all FDLT personnel, both staff and volunteers, members of the Board of Trustees, and contracted vendors that are involved with the programs and services for the organization.

I realize that I will be afforded access to propriety information, confidential documents, examination items and generally related test development items, and hereby agree that I will hold safe and will not disclose or reveal, intentionally or unintentionally, to any person, individual, or entity, any information to which I have been made privy. I will not divulge working notes, draft copies, general reference materials or any indicators as to my involvement of any FDLT assigned projects to any person, individual, or entity, unless so released and authorized in writing by FDLT.

I agree to:

- a) Express any actual, past or future personal conflict of interest or commercial links I have with any applicant and/or accredited individuals or companies involved with FDLT.
- b) Not engage in actions which may constitute an actual, apparent or potential conflict of interest with any individual, business, financial, or organizational interest and affiliations which are or could be construed to be a conflict of interest.
- c) Keep all confidential information in my possession in a safe and secure place and take all reasonable steps to protect it against inadvertent disclosure or theft.
- d) Immediately inform the chair of the Board or Executive Director if materials have been compromised due to theft, loss or exposure to a non-approved third party.
- e) Promptly return to FDLT staff, by courier, UPS, Fed Ex or registered mail, the confidential information that I have received or acquired and will not retain copies of this information.
- f) Consider materials I prepare for FDLT as works-for-hire under the Federal Copyright Act and therefore owned by FDLT.
- g) Uphold the FDLT policies and procedures.

Breach of this agreement, intentional or unintentional, shall be grounds for civil proceedings should FDLT pursue legal remedies to said breach.

PERSONAL ATTESTATION

I understand and will abide by these statements of confidentiality and conflict of interest and that the above restrictions shall apply at all times and in any circumstance, even after my work with FDLT has concluded, unless otherwise directed by the Board of Trustees.

I accept the direct responsibility to fully disclose and to state on the attached sheet any conflicts of interest or possible perceptions of conflicts of interests.

Signature: _____

Name: _____

Company: _____

Date: _____

Witnessed by: _____ Date: _____

Name of Individual/Business	Relationship to Individual/Business and Reason for Conflict of Interest

Attach additional copies of this page if needed.