



CONFIDENTIALITY AGREEMENT INTERNET & COMPUTER USAGE

Confidentiality Agreement:

It is understood and agreed to that the information listed below is and must be kept confidential.

1. The identified confidential information can be described as and includes:

Technical and business information relating to proprietary ideas and inventions, trade secrets, drawings and/or illustrations, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models regardless of whether such information is designated as “Confidential Information” at the time of its disclosure.

2. All usernames and passwords are deemed confidential and are not to be shared with anyone who has not been granted usage by reading and signing this agreement. Failure to follow this process will result in disciplinary action.

3. The Recipient of this confidentiality agreement, agrees not to disclose the confidential information listed in this disclosure to anyone unless required to do so by law. Failure to follow this process may be unlawful.

Internet & Computer usage:

It is understood that the internet connection and computer is to be used for Taco Bell learning and tools only (Learning Zone, Answer System, ColCal.net, Team Taco Bell) Any non-Taco Bell activity is in direct violation of this agreement and will be subject to disciplinary action. All internet activity will be monitored, and sites will be blocked if they are deemed to be harmful and/or not productive to business.

Unacceptable use of the *Internet* by employees includes but is not limited to:

1. The installation of software such as instant messaging technology.
2. Downloads of any kind.

Unacceptable use of the *computer* by employees includes but is not limited to:

1. Changing computer settings, such as but not limited to date/time, security, control panel, screen saver, wallpaper.
2. Do not cause physical damage to the computer, such as but not limited to scratching, dropping, spilling food, or drink.
3. Removal of the computer from the restaurant is strictly prohibited and will be handled as theft.

Acknowledgement & Consent:

By signing below, I acknowledge receipt and understanding of the above written notices, agree to abide by the terms of COLCAL and I authorize COLCAL dba Taco Bell to procure the consumer and investigative reports described in this disclosure form and I release COLCAL dba Taco Bell and/or its agents and any persons or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

(Signature)

(Date signed)