



Affordable Engineering Services, LLC
– High Quality, Quick Response, Low Cost –

An Affirmative Action/Equal Opportunity Employer with Diversity valued at all levels. Reasonable accommodations are provided to those with disabilities

AFFORDABLE ENGINEERING SERVICES, LLC (AES)

FORM

Nondisclosure Certification and Acknowledgement Form

INSTRUCTIONS: This form is to be completed by all new hires to record their understanding and acknowledgement of their responsibilities in protecting company and customer sensitive data and proprietary information. This form does not replace the procedures required for Government security clearance briefings.

EMPLOYEE INFORMATION

Employee Name (Last, First, MI) _____

Employee ID # _____

AES Work Site _____

Hire Date _____

CERTIFICATION As an Affordable Engineering Services, LLC employee (hereinafter referred to as “AES”), I hereby agree that:

- ✓ All items containing information and data relating to the business of AES are property of AES. Upon request by an AES representative or upon termination of my employment with AES for any reason, I shall promptly deliver to AES all such items. This includes copies or reproductions thereof, together with any other AES property that I have in my custody or control, except such items that AES does, by written permission, allow me to retain.
- ✓ I shall comply and do all things necessary for AES as a company to comply with provisions of its Government contracts, and in particular, but not limited to, provisions relating to safeguarding of information pertaining to the security, protection, and defense of the United States. I understand, however, that my obligation to protect information bearing a security classification of the US Government exists independently of this Agreement.
- ✓ I shall not, during or at any time after my employment with AES, use for others or myself, or divulge or convey to others, except as required in the proper performance of duties, any AES or customer data or information. This includes classified information, trade secret, or company sensitive/proprietary data of AES, the Government, or any other firm or party, obtained in the course of my employment with AES.
- ✓ I agree to protect sensitive/proprietary data and restrict access to this data from individuals without a need to know. Sensitive/proprietary data shall be protected in a manner commensurate with AES guidelines and policies and those established by our customers.
- ✓ I understand that unauthorized disclosure of classified or sensitive/proprietary data may result in disciplinary action, including dismissal.
- ✓ I understand that should I accept an offer of employment, including positions as an independent contractor or consultant, with a competitor of any program that AES may be supporting or submitting a bid, I must notify my local AES supervisor immediately. Upon review by my supervisor/manager, his/her executive, and General Manager, should they determine that my outside employment be found in conflict with AES, then I will be asked to withdraw from consideration of the offer or resign from AES.

Local AES Managers: Please insert here any additional or specific requirements required by customer or contract.

EMPLOYEE SIGNATURE

 Employee Signature and Date

WITNESS SIGNATURE

 Witness Signature, Title, and Date