

Non-Disclosure Agreement Details

Everyone who works in any capacity at MetriTech is required to sign a Non-Disclosure Agreement. All of the materials we work with every day are **EXTREMELY** confidential, and our contracts with our clients **require** that the highest levels of security be maintained at all times. This includes, but is not limited to:

- The questions/prompts test takers are responding to
- The responses/essays the test takers write, and which you will be scoring
- All the rubrics, rules, and guidelines regarding how this project is to be scored
- Any and all information provided at training
- Everything about the proprietary online scoring system that you'll be logging into and using

NONE of this information is to be revealed outside of MetriTech. Period. **Revealing confidential information is cause for immediate dismissal from your job.** Depending on what you reveal and to whom you reveal it, MetriTech may choose to pursue the issue through the court system. **Both of these things have happened.** Employees have been fired, and MetriTech has gone to court.

Just to be very clear, this includes:

- No taking photos or screen shots of **anything**
- No Facebook, Twitter, Instagram, or any other social media posts

Please keep this policy in mind as you work for MetriTech.

Thank you.