

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:

- Everything in the test booklets, directions for test administration, and any other materials we're packing and shipping
 - Test questions
 - Names of schools
 - Etc.
- Everything in the packages that get returned to MetriTech later for processing
 - Multiple-choice answers selected by test takers
 - The responses/essays the test takers write in test books or on answer sheets
 - Names of schools, teachers, and students
 - Etc.
- Everything about the proprietary (we developed it ourselves, for our use) materials tracking 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.