



Confidentiality Commitment

Instructions: Please print, fill out by hand, scan (do not photo) and send back. Do not insert text or a signature image on computer.

The Contractor, cooperating with ClearEnglish Translations and/or Mr. Andrey Shumilov, hereby commits to follow these confidentiality requirements:

1. The Contractor understands they are invited to work with ClearEnglish Translations only if the Contractor fully understands, accepts and commits to follow these confidentiality requirements.
2. The Contractor understands that they may intentionally or unintentionally come across sensitive, secret, personal, or otherwise confidential information during their cooperation with ClearEnglish Translations.
3. The Contractor understands that all information and data they receive from ClearEnglish Translations, representatives or clients thereof, is considered to be confidential, regardless of whether it may or may not be publicly available, and this explicitly includes any data about the orders, rates, prices, volumes, titles and contents of materials, personal or contact data of a client's contact persons, etc.
4. The Contractor understands that ClearEnglish Translation's clients have entrusted ClearEnglish Translations and/or its staff with those materials solely for the purpose of processing them by means of translation, editing, proofreading, etc. but never with any chance of unauthorized disclosure in mind.
5. The Contractor agrees to exercise any measures necessary to prevent confidential information from being seen or known by or accessible to any third parties.
6. The Contractor understands that ClearEnglish Translations invested significant time and resources to build a network of clients, and agrees not to enter cooperation with its clients in any way but through ClearEnglish Translations, except for the clients that the Contractor is already personally in direct cooperation with.
7. Upon request of ClearEnglish Translations and/or its authorized staff, the Contractor agrees to immediately and safely destroy or delete the indicated or all confidential information in their possession.
8. If the Contractor for any reason becomes legally forced to disclose such information to authorities or courts or other entities, the Contractor agrees to notify ClearEnglish Translations of that and follow the instructions given in order to do their best to minimize the potential damage resulting from such information being disclosed.
9. If the Contractor violates the above commitment even by chance, the Contractor must immediately report that to ClearEnglish Translations and then follow its instructions so as to fully compensate for the damage that is done or may have been done by such violation to either or both ClearEnglish Translations and/or its clients.

Contractor's Full Name in English _____

Signature _____ Date _____