



**Abt Associates Inc.
Confidentiality/Non-Disclosure Agreement**

As a condition of my employment with Abt Associates Inc., I agree to maintain the confidentiality of all information given to me during the course of my employment with Abt Associates Inc that is disclosed as confidential or proprietary in nature. I agree that I will not disclose any such information, during or after my employment with Abt Associates Inc., except to authorized representatives of Abt Associates Inc.

I also agree I will not, during or after my employment with Abt Associates Inc., disclose to anyone other than authorized representatives of Abt Associates Inc., any memoranda, manuals, questionnaires, work plans, or other materials or information furnished to me in the course of my employment at Abt Associates Inc. I agree to return any such materials in my possession to Abt Associates Inc. immediately upon the completion of my employment with Abt Associates Inc.

Nothing in this Agreement shall grant or confer on me any right to be employed by Abt Associates Inc. for any particular period of time.

I understand that any violation of this Agreement during the period of my employment with Abt Associates Inc. will be cause for immediate dismissal without notice.

Name: _____

Date: _____

(Print Name) _____

CONFIDENTIALITY POLICY

It is the policy of Abt SRBI that the operations, activities and business affairs of the Company and our clients are kept strictly confidential. This information should not be discussed with or disclosed to anyone outside the organization except as may be required in the normal course of business. Information expressly designated as confidential is to be discussed with no one outside the organization and only discussed within the organization on a “need-to-know” basis.

All employees have a responsibility to avoid unnecessary disclosure of non-confidential internal information about the Company and its clients. This responsibility is not intended to impede normal business communications and relationships, but is intended to alert employees to their obligation to use discretion to safeguard internal Company affairs. Employees authorized to have access to confidential information are responsible for its security.

No employee is permitted to remove from Company facilities or make additional copies of any Company records, reports or documents without prior written management approval.

Abt SRBI accepts and subscribes to the Council of American Survey Research Organization (CASRO) Code of Standards for Survey Research.

To Our Clients:

- Hold confidential all information obtained about a client’s general business operation*
- Protect all information obtained about matters connected with research projects conducted for a client*
- Make no public release or revelation of findings without expressed prior approval from the client, and/or for research findings that are the property of the client*

To The Respondents:

- Protect the identities of the respondents and insure that individuals and their responses cannot be related except for required questionnaire identification.*

Employees found to be violating this policy are subject to disciplinary action, up to and including termination.

Employee Signature Location _____

Employee (Printed Name) Date _____



CONFIDENTIALITY PLEDGE

I understand that the names, and any other identifying facts or information, of individuals, businesses, organizations, and families participating in projects conducted by Mathematica, Inc. or its subsidiaries are confidential information. I agree that I will not reveal such confidential information, regardless of how or where I acquired it, to any person unless such person has been authorized by the cognizant Mathematica Project Director or the Mathematica Project Manager to have access to the information.

I further understand that the unauthorized access to, use, or disclosure of any confidential information is a breach of the terms of my employment, or my consultant agreement with Mathematica and may subject me to court action by any interested party or to other sanctions by Mathematica. I acknowledge that this agreement shall continue to bind me even after the project(s) is (are) completed and/or even though my employment or my consultant agreement with Mathematica has terminated.

In addition, in the course of my employment I may have access to personal information, electronic and otherwise, about fellow employees. I agree that I will treat that information as having the highest confidentiality, and not communicate it to fellow employees or others outside Mathematica. Final determination of whether or not there is a business purpose requiring that I access a fellow employees' records will be made in consultation with the Director of Human Resources. Failure to uphold this standard is a breach of trust and may subject me to disciplinary action, including termination of employment.

Other than in the course of my authorized employment or my consultant agreement, I further agree that I will not use, nor facilitate the use by any third party, in any way any information deemed confidential by the terms of any contract or other written agreement between Mathematica and any other organization, except by written authorization by both parties. It is my understanding that Mathematica and the contracting organization(s) have the exclusive right to all information acquired or developed under such a contract or other written agreement. I acknowledge that I acquire no right, title, or interest in and to any data or information to which I have access by reason of my employment or my consultant agreement and that I may not remove such data from my assigned work location without prior authorization.

I agree to promptly notify the cognizant Mathematica Project Director or Project Manager, the Survey Operations Center Manager or Supervisor for survey work, and the Mathematica Security Officer of any unauthorized disclosure, use, or alteration of confidential information that I observe.

Nothing herein shall be construed to prevent divulgence of information to any court or governmental agency, provided such divulgence is required by law. However, if I am subpoenaed, or if I have reason to believe that I may be called upon to make such divulgence, I agree to notify the President of Mathematica promptly in writing and, upon his request, to cooperate in all lawful efforts to resist such divulgence.

Name: Signature: Date:

Revised December 2003

