

**MEMORANDUM OF UNDERSTANDING AND NON-DISCLOSURE AGREEMENT**

**Made and entered  
into by and between**

**Employer Name:** \_\_\_\_\_

**Registration Number:** \_\_\_\_\_

And

**Learner Name:** \_\_\_\_\_

**Learner Identity Number:** \_\_\_\_\_

And

**Skills Development Provider:**

**Forensic Academy Africa (Pty) Ltd**

**Registration Number: 2012/033010/07**

**Accreditation Number: 07-QCTO-SDP151025042452**

**Represented by: Dahné du Toit (Registrar)**

IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS CONTAINED IN THIS AGREEMENT AND THE MUTUAL DISCLOSURE OF CONFIDENTIAL INFORMATION, THE PARTIES HERETO AGREE AS FOLLOWS:

**1. Definition of Confidential Information and Exclusions.**

- (a) “Confidential Information” means non-public information that a party to this Agreement (“Disclosing Party”) designates as being confidential to the party that receives such information (“Receiving Party”) or which, under the circumstances surrounding disclosure, ought to be treated as confidential by the Receiving Party.

“Confidential Information” includes, without limitation, information in tangible or intangible form relating to and/or including released or unreleased Disclosing Party trade secrets, training services, go to market ideas, corporate briefing programs, pocket guides on training, attendance registers, franchise service offerings, software or hardware products, the marketing or promotion of any Disclosing Party product and services, prospective partner offerings on services incorporated in the Disclosing Party’s web portal service offerings, Disclosing Party’s business policies or practices, Disclosing Party’s product and services pricing information, the terms and conditions of any proposed (or actual) license agreement or other agreement concerning Disclosing Party’s products and services, license negotiations, and information received from others that Disclosing Party is obligated to treat as confidential.

Except as otherwise indicated in this Agreement, the term “Disclosing Party” also includes all Affiliates of the Disclosing Party, and, except as otherwise indicated, the term “Receiving Party” also includes all Affiliates of the Receiving Party. An “Affiliate” means any person, partnership, joint venture, corporation or other form of enterprise, domestic or foreign, including but not limited to subsidiaries, that directly or indirectly control, are controlled by, or is under common control with a party.

Where the Receiving Party uses Confidential Information to maintain or develop services in relation to Forensic Academy Africa specific and specialised training portfolio and diverse bucket of services and any other related service for any person, franchise offering, partnership, joint venture, corporation or other form of enterprise or customer, it shall take all necessary precautions to ensure that such Confidential Information, particularly data platform related services and bringing to market of Forensic Academy Africa products and service offerings for South-Africa

and cross continent, are not disclosed to these parties, unless specific written permission is obtained from Forensic Academy Africa in advance.

- (b) Confidential Information shall not include any information, however designated, that:
- (i) is or subsequently becomes publicly available without Receiving Party's breach of any obligation owed Disclosing Party;
  - (ii) became known to Receiving Party prior to Disclosing Party's disclosure of such information to Receiving Party pursuant to the terms of this Agreement;
  - (iii) became known to Receiving Party from a source other than Disclosing Party other than by the breach of an obligation of confidentiality owed to Disclosing Party;

## ***2. Obligations Regarding Confidential Information***

- (a) Receiving Party shall:
- (i) Refrain from disclosing any Confidential Information of the Disclosing Party to third parties for ten (10) years following the date that Disclosing Party first discloses such Confidential Information to Receiving Party, for any reason whatsoever, except as expressly provided in Sections 2(c) and 2(d) of this Agreement;
  - (ii) Take reasonable security precautions, at least as great as the precautions it takes to protect its own Confidential Information, but no less than reasonable care, to keep confidential the Confidential Information of the
- (b) Disclosing Party shall;
- (i) Refrain from disclosing, reproducing, summarizing and/or distributing Confidential Information of the Disclosing Party except in pursuance of Receiving Party's business relationship with Disclosing Party, and only as otherwise provided hereunder; and
  - (ii) Refrain from reverse engineering, decompiling or disassembling any training services and market offerings as well as software code and/or pre-release go to market product offerings or potential software and hardware devices disclosed by Disclosing Party to Receiving Party under the terms of this Agreement, except as expressly permitted by applicable law.

- (c) Receiving Party may disclose Confidential Information of Disclosing Party in accordance with a judicial or other governmental order, provided that Receiving Party either;
  - (i) gives the undersigned Disclosing Party reasonable notice prior to such disclosure to allow Disclosing Party a reasonable opportunity to seek a protective order or equivalent, or
  - (ii) obtains written assurance from the applicable judicial or governmental entity that it will afford the Confidential Information the highest level of protection afforded under applicable law or regulation. Notwithstanding the foregoing, the Receiving Party shall not disclose any information that contains Confidential Information of the Disclosing Party in accordance with a judicial or other governmental order unless it complies with the requirement set forth in sub-section (i) of this Section 2(c).
  
- (c) The undersigned Receiving Party may disclose Confidential Information only to the Receiving Party's employees and consultants on a need-to-know basis. The undersigned Receiving Party will have executed or shall execute appropriate written agreements with its employees and consultants sufficient to enable it to comply with all the provisions of this Agreement.
  
- (d) Receiving Party shall notify the undersigned Disclosing Party immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this Agreement by Receiving Party and its employees and consultants, and will cooperate with Disclosing Party in every reasonable way to help Disclosing Party regain possession of the Confidential Information and prevent its further unauthorized use or disclosure.
  
- (e) Receiving Party shall, at Disclosing Party's request, return all originals, copies, reproductions and summaries of Confidential Information and all other tangible materials and devices provided to the Receiving Party as Confidential Information, or at Disclosing Party's option, certify destruction of the same.

### **3. Rights and Remedies**

- (a) Receiving Party shall notify the undersigned Disclosing Party immediately upon discovery of any unauthorized use or disclosure of Confidential Information any other breach of this Agreement by Receiving Party and its employees and consultants, and will cooperate with Disclosing Party in every reasonable way to help Disclosing Party regain possession of the Confidential Information and prevent its further unauthorized use or disclosure.
- (b) Receiving Party shall, at Disclosing Party's request, return all originals, copies, reproductions and summaries of Confidential Information and all other tangible materials and devices provided to the Receiving Party as Confidential Information, or at Disclosing Party's option, certify destruction of the same.
- (c) The parties acknowledge that monetary damages may not be a sufficient remedy for unauthorized disclosure of Confidential Information and that Disclosing Party shall be entitled, without waiving any other rights or remedies, to such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction.

### **4. Miscellaneous**

- (a) All Confidential Information is and shall remain the property of Disclosing Party. By disclosing Confidential Information to Receiving Party, Disclosing Party does not grant any express or implied right to Receiving Party to or under any patents, copyrights, trademarks, or trade secret information except as otherwise provided herein. The Disclosing Party reserves without prejudice the ability to protect its rights under any such patents, copyrights, trademarks, or trade secrets except as otherwise provided herein.
- (b) In the event that the Disclosing Party provides any go to market training information to the Receiving Party as Confidential Information under the terms of this Agreement, such mentioned products and services and computer software and/or hardware may only be used by the Receiving Party for evaluation and providing Feedback to the Disclosing Party.

Unless otherwise agreed by the Disclosing Party and the Receiving Party, all such computer products services and offerings and software and/or hardware is provided "AS IS" without warranty of any kind, and the Receiving Party agrees that neither Disclosing Party nor its suppliers shall be liable for any damages whatsoever arising from or relating to Receiving Party's use or inability to use such software and/or hardware.

- (c) The parties agree to comply with all applicable international and national laws that apply to
  - (i) any Confidential Information, or
  - (ii) any product (or any part thereof), process or service that is the direct product of the Confidential Information, as well as end-user, end-use and destination restrictions issued by South African and other governments.
  
- (d) The terms of confidentiality under this Agreement shall not be construed to limit either the Disclosing Party or the Receiving Party's right to independently develop or acquire products without use of the other party's Confidential Information. Further, the Receiving Party shall be free to use for any purpose the residuals resulting from access to or work with the Confidential Information of the Disclosing Party, provided that the Receiving Party shall not disclose the Confidential Information except as expressly permitted pursuant to the terms of this Agreement. The term "residuals" means information in intangible form, which is retained in memory by persons who have had access to the Confidential Information, including ideas, concepts, know-how or techniques contained therein. The Receiving Party shall not have any obligation to limit or restrict the assignment of such persons or to pay royalties for any work resulting from the use of residuals. However, this sub-paragraph shall not be deemed to grant to the Receiving Party a license under the Disclosing Party's copyrights or patents.
  
- (e) This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. It shall not be modified except by a written agreement dated subsequent to the date of this Agreement and signed by both parties. None of the provisions of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of Disclosing Party, the Receiving Party, their agents, or employees, but only by an instrument in writing signed by an authorized employee of Disclosing

Party and the Receiving Party. No waiver of any provision of this Agreement shall constitute a waiver of any other provision(s) or of the same provision on another occasion.

- (f) If either the Disclosing Party or the Receiving Party employs attorneys to enforce any rights arising out of or relating to this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees.
- (g) This Agreement shall be binding upon and inure to the benefit of each party's respective successors and lawful assigns; provided, however, that neither party may assign this Agreement (whether by operation of law, sale of securities or assets, merger or otherwise), in whole or in part, without the prior written approval of the other party.
- (h) If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- (i) If any Confidential Information is disclosed to any other party, both the Disclosing Party and the Receiving Party shall be deemed to be equally responsible for the consequences of such disclosure, including, but not restricted to, liability for patent or copyright infringement of any other party's code thus disclosed, and/or failure to obtain the necessary permission to use the code or proprietary information contained therein.
- (j) Either party may terminate this Agreement with or without cause upon ninety (90) days prior written notice to the other party. All sections of this Agreement relating to the rights and obligations of the parties concerning Confidential Information disclosed during the term of the Agreement shall survive any such termination.

### ***5. Commitment from Learner and Employer***

- (a) The Learner commits to completing all the requirements of the Knowledge, Practical and Workplace Modules as found in the curriculum of the Occupational Certificate: Office Administrator (ID 102161) and as and when scheduled by the Skills Development Provider (Forensic Academy Africa).

- (b) The Employer commits to exposing and monitoring the Learner to the Workplace Modules as found in the curriculum of the Advanced Occupational Certificate: Office Administrator (ID 102161) and as and when scheduled by the Skills Development Provider (Forensic Academy Africa).
- (c) The Employer commits to provide the Skills Development Provider (Forensic Academy Africa) with a signed Statement of Work Experience (Annexure A) as and when scheduled by the Skills Development Provider (Forensic Academy Africa) and covering the following competencies to be exposed to.

Thus, done and signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_: -

\_\_\_\_\_  
**For the Employer**

Thus, done and signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_: -

\_\_\_\_\_  
**Learner**

Thus, done and signed virtually using the last date of the parties above.



\_\_\_\_\_  
**For Skills Development Provider  
 Forensic Academy Africa (Pty) Ltd**

**Annexure A**

**Statement of Workplace Experience**

(Next Pages)