Checklist 12: Contracts And NDAs

Project Name: _____   Date: _____

Yes   *No*

Contracts and Non-Disclosure Agreements are an essential component of any freelancer or outsourcing agreement, especially given how sensitive online work has become and how big of a threat competitors have become. Information is perhaps the most valuable asset in the market today, so it is essential that you safeguard sensitive information about your company and project. Here is what you need to add in a non-disclosure agreement:

1   Include that any confidential information will not be shared with anyone by the freelancer unless he or she is provided with explicit approval from the employer

2   Establish that information sharing will only take place between defined and determined members of the employing company

3   Determine which components of the information cannot be disclosed, make sure that anything that is confidential, and can compromise the security, quality, or competitive nature of the business is included in the bracket of un-disclosable information

4   Mention that the employee must return all confidential information to the employer upon request

5   Add that the freelancer will be responsible for any loss accruing from the irresponsible or malicious use of confidential information provided to the freelancer

6   Determine the rules or laws that govern your agreement, make sure that the agreement is governed with and includes laws that do not jeopardize

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the integrity of the business or are not in alignment with the laws of the particular region wherein the NDA is being signed.

7   Ensure that the freelancer fully understands all the terms of the agreement

8   Make sure that the employee signs on the agreement; if the work is remote, ask the employee to give you a digital signature through DocHub, make sure that there is space for a digital signature on the document

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