



North Carolina Biotechnology Center

15 T.W. Alexander Drive

Post Office Box 13547

Research Triangle Park

North Carolina 27709-3547

USA

919-541-9366

main fax 919-549-9710

North Carolina Biotechnology Center Non-Disclosure Policy – Business and Technology Development (BTD)

The mission of the North Carolina Biotechnology Center is to provide long term economic and societal benefits by supporting biotechnology research, business and education statewide.

To fulfill this mission, the Center strives to achieve many goals. Within BTD our goals are to:

- Strengthen North Carolina's growing biotechnology company community through the financial support of these companies' inception, research and growth needs
- Work with business, government and academia to move biotechnology from research to commercialization in North Carolina
- Foster biotechnology industrial development in North Carolina

As a non-profit, economic development organization, our efforts must be both collaborative and impartial. We provide guidance and support to individuals and organizations, whether public or private, for profit or non-profit. To successfully aid our customers, our integrity is critical, as is our ability to seek solutions, provide guidance, and promote and encourage collaborations as appropriate.

Often this requires us to have a detailed understanding of the goals, technologies, applications, business and market data of our customers. We use this information to provide the aforementioned guidance and support.

To ensure that we protect the confidential nature of information we receive, all employees of the North Carolina Biotechnology Center must adhere to the policies put in place in our Personnel Policy and Procedure Manual.

This manual outlines both the integrity we must maintain:

We commit to high ethical and professional standards that embody the principles of honesty, respect and fairness. We demonstrate ethical conduct and inspire trust as individuals and as an organization.

and our requirements regarding confidentiality:

Confidentiality

Many of the work files and records of the Center are confidential. Each employee is responsible for safeguarding against the theft, loss, unauthorized use, or disclosure of such information. Confidential information may include: research proposals and contracts, product or process plans, the scientific content of technical reports (unless public discussion of their content has been approved), personnel data, and/or the outcome of funded research. Hence, each employee in the course of his/her work, having access to such material, must take whatever steps are necessary to assure that such information is handled, stored, transmitted, or destroyed in a manner that will preclude loss or misuse.

Confidential information is to be discussed with no one outside the Center and only discussed within the Center on a "need to know" basis. No employee may divulge or use confidential information, except in the performance of his or her job responsibilities at the Center. This restriction applies during employment at the Center and at all times following the termination of employment

Therefore, we are prevented from signing individual confidentiality statements. We hope that, in knowing this, you will be comfortable in sharing enough information about your technology or business to allow us to strategically serve your needs.