

QUICK GUIDE FOR NDA REQUESTERS IN EMEA

If you need a standard Zebra NDA for a customer or supplier or have a third-party NDA that requires legal review and approval, you will need to complete an NDA Generator Request Form and email it to an NDA Generator. The steps you need to take are as follows:

1. Download a copy of the NDA Generator Request Form, which can be found on the NDA site in zConnect. You can also look up the NDA Generators for your region and select one most closely aligned to your region and business. URL is: <https://zebra.sharepoint.com/legal/Pages/NDA%20Instructions.aspx> or go to:

- zConnect
- Our Departments dropdown
- Select Legal
- Go to the Contracts tab
- Click on the Non-Disclosure Agreement section

2. Complete the request form with required information and email it to your chosen NDA Generator; NB: it is not the job of the NDA Generator to search for missing data or check for correct company names and addresses, so if anything is missing the form will be returned to you. Please include a good description of the project (Purpose of NDA) that the NDA relates to.

The NDA Generator will use the information you provide to create a Zebra standard NDA for review and when you receive it you should forward it to the other party for review and signatures. This action creates a unique file number for your NDA request, which is used for tracking its progress and filing the final signed agreement into the database. **NB: Your line manager must approve the proposed engagement and issue of an NDA by sending an approval email to the NDA Generator – this is particularly important if you intend to discuss any highly confidential information, such as unreleased products.**

3. If the customer / supplier requests any modifications to the Zebra standard agreement, please refer this to the NDA Generator with a marked up copy of the agreement or details of the requested changes. They will forward it through the NDA tool to an NDA Specialist for legal review and comment. The NDA Specialist will liaise directly with you on this.
4. If you have a third-party NDA because the customer / supplier will not accept our agreement, please email a copy of the NDA and the email from customer / supplier rejecting the Zebra standard NDA with your request form to the NDA Generator. If the NDA is in pdf or protected Word format, ask for an editable version so that any necessary modifications can be easily marked up. A record must be created to allow the Generator to upload the third-party agreement and send it for legal review. All actions that are managed through the NDA tool are trackable.
5. When the third-party NDA request is received by the NDA Specialist, it will be checked to ensure that it meets the company's criteria for NDA's and if necessary, modifications will be marked up. It will then be sent back to you to forward on to the customer / supplier to review and comment. Negotiations will continue until both parties are satisfied with the content.
6. Please note, language choices for NDA's in EMEA are currently English, French and German only and preferably contracting entities from Zebra side should be Zebra Technologies Europe Limited.
7. Once the parties are ready to sign, the NDA should be circulated for signature, either by 2 signed originals or emailed pdf copy. Generally, if Zebra's document is used, the other party will be asked to sign first.
8. When the agreement has been fully executed it should be sent to the EMEA legal department to upload into the NDA tool and activate, which closes the request. This can be done direct or via the NDA Generator.
9. Please note, the tool will automatically email out reminders to you, copying the Generator, if a request is not closed after 30 days. Therefore, if you no longer need the NDA or an issue needs to be followed up, please inform your NDA Generator who will arrange with the NDA Specialist to review any queries or cancel the request.

YOU CAN FIND A COPY OF ZEBRA'S NON-DISCLOSURE AGREEMENT POLICY ON zCONNECT:

<https://zebra.sharepoint.com/legal/Documents/Non%20Disclosure%20Policy%203-11.pdf>

It is not always necessary disclose confidential information, there is plenty of reference material relating to Zebra and its products available on the public website (www.zebra.com) so consider whether you really need it before signing up to an NDA.



**NDA Generator Request Form -
EMEA**



NDA Generator Request Form - EMEA

THIRD PARTY CONTACT INFORMATION (for multi-party NDA requests)					
Customer/Supplier full company name: *					
Address: *					
City: *		Zip: *		Country: *	
Contact name: *			Phone / email:		
Third Party Signatory Name:					
Third Party Signatory Title:					

THIRD PARTY CONTACT INFORMATION (for multi-party NDA requests)					
Customer/Supplier full company name: *					
Address: *					
City: *		Zip: *		Country: *	
Contact name: *			Phone / email:		
Third Party Signatory Name:					
Third Party Signatory Title:					

ADDITIONAL NOTES OR INFORMATION
Please include any other information for the NDA Generator or NDA Specialist that may be relevant to this request.

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