

Confidentiality Agreement

TO BE RETURNED BY EMAIL (PDF)

All assignments including, but not limited to, translation, editing, proofreading, subtitling and voiceover

By accepting any assignment entrusted to you by Telelingua UK Limited or any of its affiliates, you undertake to abide by the following confidentiality rules:

You agree:

- (a) to respect the confidentiality of all the information provided to you in relation to your assignments (texts to be translated, documentation, etc.), not to disclose this information to third parties and to protect the confidential information as conscientiously as you would your own confidential information by adopting the necessary security precautions;
- (b) to permanently destroy or delete any source materials or text provided to you by Telelingua or its clients for translation within one month [unless stated otherwise] of delivery of the relevant project or projects;
- (c) to permanently destroy or delete any translated materials or text produced by you and then provided to Telelingua or its clients, within one month [unless stated otherwise] following delivery of the relevant project or projects;
- (d) to keep strictly confidential and not to disclose to third parties the fact that confidential information has been communicated to you or that discussions have taken place or will take place between us concerning this information;
- (e) to use the confidential information only for the purposes of performing your specific assignments set by Telelingua UK Ltd or any of its affiliates;
- (f) not to enter into direct contact with the clients of Telelingua UK Ltd or any of its affiliates, unless exceptionally authorised to do so by us when this proves to be necessary to ensure that the assignment is correctly completed. In any case, no information about your general activities as a translator (fees, telephone number, e-mail address, etc.) may be passed onto the client by any means, verbal, written or electronic.

Failure to abide by these rules and, in general, any negligence or error that can be clearly attributed to you, and that constitutes a breach of these rules, may incur your personal liability. You will consequently be obliged to compensate us, if need be, for any payment that we are required to make to our client arising from the breach of these rules and any claim against us, including legal fees, as a result of your actions. Failure to abide by these rules shall immediately terminate our working relationship.

This agreement shall apply indefinitely.

Your Name: Elan: Koogle

Signature: Eleni Koogle

Date: 4/6/2017

Independent Contractor/Consulting Agreement

AGREEMENT is made as of April 6, 2017 between **Academic Language Exerts**, with an address at 50/6 Mizpe Nevo, Maale Adumim 98410 ISRAEL, company number 515468254 and Elzn: Kooale ("**Consultant**"), bearer of ID/Company # _____ - and having an address at 11821 Admiralty Way #1, 98204, WA, USA

WHEREAS, Consultant wishes to perform certain services for ALE; and

WHEREAS, **CONSULTANT ACKNOWLEDGES THAT HE IS NOT AN EMPLOYEE OF ALE AND WILL NOT BE ENTITLED TO ANY OF THE BENEFITS, RIGHTS OR OBLIGATIONS OF AN EMPLOYEE;** and

WHEREAS, Consultant acknowledges his obligations to perform his duties diligently, to protect the confidentiality of and not to misappropriate the trade secrets, confidential and proprietary information and rights of ALE or on behalf of ALE;

WHEREAS, References in this Agreement to the male gender shall apply equally to the female gender as well as gender neutral such as for a corporate entity, as appropriate;

NOW THEREFORE, in consideration of the above premises, ALE and Consultant agree to the following:

1. **Recitals, Headings, and Interpretation.**

- (a) **Preamble.** The Recitals of this Agreement and its appendices, if any, are an integral part of this Agreement.
- (b) **Headings.** The captions and descriptive headings in this Agreement are inserted for convenience only and shall not be used in interpreting the Agreement.
- (c) **Interpretation.** Unless the context indicates to the contrary, words and defined terms denoting the singular number include the plural and vice versa and the use of any gender shall be applicable to all genders.

2. **Services.** Consultant shall, throughout the term of this Agreement, provide such services to ALE or any affiliate of ALE as may be requested by ALE or any affiliate of ALE from time to time, including those services described in **Appendix A** (a copy of which is attached hereto and made a part hereof) (together, the "**Services**"), and shall render the Services diligently, conscientiously, efficiently, to the best of his ability and promptly for the benefit of ALE or any affiliate of ALE as applicable. Consultant shall provide ALE with regular updates regarding his progress and will fully document all activities and results for future use, according to industry accepted standards and practices. Consultant's services are personal and may not be assigned nor delegated to any other party. Any dispute regarding the quality of the product will be arbitrated by the Israel Translators Association.

3. **Non-Exclusive Services.** Throughout the term of this Agreement, the Consultant may engage in other activities and provide services to other customers provided that he performs his Services to ALE as required and in a diligent manner to the best of his

ability. The Consultant shall provide the Services on such days and hours and in such location which he chooses provided that he meets deadlines, if any set by ALE and otherwise dutifully provides the Services to ALE as needed.

4. **Term and Termination.** This Agreement shall be effective commencing as of the date first set forth above and shall continue until terminated by one of the parties hereto (the "**Term**"). Either party may terminate this Agreement upon not less than one month's written notice.

Notwithstanding the above, ALE may immediately terminate this Agreement without notice, except to the extent expressly set forth in this clause, upon:

- (i) a material breach by the Consultant of his obligations under this Agreement or any appendix hereto; or
- (ii) the failure or refusal of the Consultant to perform any duties or Services required under this Agreement; or
- (iii) willful malfeasance or gross negligence by the Consultant in the performance of his duties under this Agreement; or
- (iv) a project for which the Consultant is to provide the Services is terminated for any reason.

provided that in the event of cause under clause (i), 5 days shall have lapsed following notice of breach and the Consultant having not cured such breach during said notice period.

Upon the termination of this Agreement all of the rights and obligations of the parties hereunder shall cease except to the extent expressly set forth herein. Nothing in this Section shall relieve a party from (i) any obligations imposed by the provisions of this Agreement or appendices which expressly survive termination or expiration, or (ii) any liability for damages resulting from an actionable breach of this Agreement by a party.

~~Upon termination of this Agreement, Consultant agrees to deliver to ALE all writings, designs, documents, records, software, source code, data, passwords, files, manuals, documentation, equipment, and other materials and all copies thereof, regardless of form or the media in which the same may be stored, which contain ALE's confidential information or proprietary interests.~~ EK

5. **Compensation.** The fee for the Consultant's providing services to ALE shall be on the basis set forth on Appendix A attached hereto and made a part hereof (the "**Fee**").

Consultant shall not be entitled to any other fees, benefits, expense reimbursement nor compensation from ALE.

To the extent required by law, Consultant shall provide ALE with a tax receipt (Cheshbonit Mas) reflecting the amount payable together with a detailed timesheet reflecting the daily services rendered and such other details as reasonably required by ALE all as a condition for ALE's payment of Fees to Consultant upon receipt of which by ALE, Consultant will be paid on terms of net +30.

6. **Confidentiality.** From the date that Contractor first provided services for ALE and continuing during the term for which Contractor is to perform Services for ALE and at all times thereafter, Contractor agrees not to disclose to others, not to use personally nor permit the use for the benefit of himself or any third party or otherwise permit the use of Confidential Information, and Contractor agrees to use such Confidential Information only on behalf of ALE, as required in connection with the performance of his Services for ALE or as authorized in writing by ALE. This undertaking includes all Confidential Information whether developed by ALE, by Contractor by ALE's customers or by others.

"Confidential Information" shall include any proprietary or confidential information not generally known to the public or in the relevant trade or industry, whether with respect to the Services, ALE, its customers, text or other material submitted by ALE's customers and translations thereof, private messages and documents, business plans, work product or otherwise, which was obtained from ALE or which was learned, discovered, developed or originated by ALE or Contractor in connection with or as a result of the performance of services by Contractor to or on behalf of ALE.

The provisions of this section shall survive termination of this Agreement.

7. **Intellectual Property.**

Contractor agrees and declares that all copyrights, trade secrets, patents, mask works, software, designs and other intellectual property rights (the "IP Rights") conceived, prepared, drafted or developed, by or with the contribution of Contractor's efforts during the term of Contractor's consultation with ALE, or prior thereto, shall be the sole property of ALE whether made or acquired (i) at the premises of ALE or (ii) with the assistance of materials supplied by ALE. Consultant hereby assigns all of such IP Rights to ALE for no additional compensation. Consultant further waives any moral rights with respect to the Services and waives any right to receive any credit or recognition for his work.

Contractor represents and warrants that his work product does not and will not infringe or misappropriate any copyright or other intellectual property interest of any third party.

The provisions of this section shall survive termination of this Agreement.


8. **Exclusivity.** During the term of this Agreement and for a period of 2 years after Contractor ceases to provide services to ALE, Contractor shall not provide services, including without limitation the Services to any customer which is or was, to the best of their knowledge, an ALE customer during the term of this Agreement. The provisions of this Section shall survive termination of this Agreement.

9. **Independent Contractor.** It is expressly agreed that Consultant is acting as an independent contractor only in performing the Services hereunder and not as an employee. This is not an employment agreement and nothing contained herein shall be construed to create an employment agreement between the parties at any time or for any period of time.

10. **Rights and Remedies Non-Exclusive.** Consultant acknowledges and agrees that the rights and remedies of ALE pursuant hereto are in addition to and not in lieu of any and all rights and rights and remedies to which ALE may be entitled at law. ALE shall have the right to enforce this Agreement and any of its provisions by injunction, specific performance or other equitable relief, without bond and without prejudice to any other rights and remedies that ALE may have for a breach of this Agreement. ~~Without derogating from the foregoing, if Contractor violates the provisions of Section 8 above, then in addition to any other rights which ALE may have, Contractor shall refund to ALE all Fees received by Contractor from ALE and shall, in addition, pay to ALE an amount equal to the total of such Fees plus all amounts earned by Contractor in violation of Section 8 above together with interest thereon.~~ EK
11. **Governing Law; Jurisdiction.** This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance, or otherwise, by the laws of the State of Israel. Any claims arising out of this Agreement shall be brought in Jerusalem, and both parties agree to the exclusive jurisdiction of such courts.
12. **Entire Agreement.** This Agreement, together with any appendices and documents incorporated herein by reference, sets forth the entire understanding of the parties with respect to the subject matter hereof and supersedes any and all prior agreement, arrangements and communications between the parties concerning such subject matter, whether oral or written.
13. **Amendments.** No change or amendment to this Agreement shall be valid unless in writing and signed by both parties.
14. **Waiver.** The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach by such party. The failure to enforce any provision(s) of this Agreement shall not be construed as a waiver of such provision(s).
15. **Notices.** Any notice required to be given hereunder shall be delivered personally, sent by pre-paid registered mail or sent by email with a copy sent by postal mail.

IN WITNESS WHEREOF, the parties have signed this Agreement in duplicate as of the date first set forth above.


Consultant


ALE

“APPENDIX A”

SERVICES

Consultant will provide the following services to ALE:

Translation, Editing, Proofreading, Academic Formatting

Fees: Fees shall be payable by ALE to Consultant during the Term on the following basis:

The fees will be determined for each respective project prior to commencing work and will be confirmed by the consultant via email prior to start of work. Consultants will have the opportunity to decide if they choose the rate set for each respective project.