



AMERICAN
INTERNATIONAL
UNIVERSITY

AIU NDA AND 3 YEAR POST SEPARATION POLICY FOR EMPLOYEES IN: THE INFORMATION TECHNOLOGY, HUMAN RESOURCES, MARKETING, AND FINANCE DEPARTMENTS

AIU Employees of the IT, Human Resources, Marketing, and Finance Departments are required to abide by the AIU Employment Policy below. Please carefully read the AIU Employment Policy for IT, Human Resources, Marketing, and Finance Department Employees, as listed below:

Applicable for all Members of the AIU IT, Human Resources, Marketing, and Finance Departments

1. While the NDA, Non-Disclosure Agreement is applicable for all AIU Employees, Members of the IT, Human Resources, Marketing, and Finance Departments are bound by an extra degree of confidentiality. It is never allowed to share information regarding the inner workings of the institution, regardless of whether or not you are a current, or ex-AIU employee.
2. Members of the AIU IT, Human Resources, Marketing, and Finance Departments are not permitted to seek employment in any institution of higher education in the State of Kuwait, whether private or public (college, university, institute, etc.) for a period of 3 calendar years upon separation of employment from AIU (whether voluntary or involuntary).

Important Employee Reminders to the AIU IT, Human Resources, Marketing, and Finance Departments Regarding Resignation During the Academic Year

1. For reasons of commitment to our students and our institution, all team members of the departments listed above may only submit resignations for the following academic year from **February 1st to April 30th** each year.
2. Resignations are not accepted mid-academic year, including 3-month notice periods, for any reason, whatsoever.

I certify that I have been made aware of the IT, Human Resources, Marketing, and Finance Employee policies at AIU. I understand that the above policies apply to all aforementioned employees without exception.

Name:

Position:

Signature:

Date: