

Using agreements fairly

If it is appropriate to use a non-disclosure agreement, employers should explain to workers:

- why it is appropriate
- what it is trying to achieve

Employers should make sure:

- the wording of the agreement is clear
- workers are given a reasonable amount of time to read and understand agreements and get advice if needed
- workers are not pressured into signing an agreement
- they consider workers' mental health and wellbeing

When using a non-disclosure agreement, employers should explain to workers:

- when confidentiality does and does not apply
- that the agreement does not prevent them from reporting a crime
- that the agreement does not prevent them from [whistleblowing](#)
- that the agreement does not prevent them from reporting any form of discrimination, including harassment and sexual harassment
- that they are free to speak to professional legal advisers, or medical or healthcare professionals, including counsellors and therapists
- that they are free to speak to internal sources of support, such as mental health first aiders
- that the agreement does not prevent them from exercising their employment rights

Monitoring the use of non-disclosure agreements

Employers should monitor the use of non-disclosure agreements to make sure the organisation is using them appropriately. It can also help identify patterns of events at work and make sure they are dealt with correctly.

Get more advice and support

If you have any questions about what non-disclosure agreements are, you can [contact the Acas helpline](#).

If you have concerns about using non-disclosure agreements, you should [get legal advice](#) before making any decisions.