

GENERAL

In working with our customers to ensure all security measures are being followed at Coldwater Machine Co. LLC we offer you the following notice which **ALL** visitors, contractors, customers and vendors must adhere to. Please help Coldwater Machine Co. LLC abide by these rules and understand that we are complying with our customer's confidentiality standards. You can expect that Coldwater Machine Co. LLC will take every precaution to protect the confidentiality of every customer's information and our Company's Non-disclosure Agreement(s).

POLICY

Coldwater Machine Co. LLC is Export Compliance registered. Our services are covered by the *International Traffic in Arms Regulations (ITAR)*; as administered by the State Department, or the *Export Administration Regulations (EAR)*; as administered by the Department of Commerce. The regulations are intended to control the export of technical data, technology and defense services to non-U.S. persons; including but not limited to visitors and contractors, customers and vendors who work at or visit Coldwater Machine Co. facilities.

Due to the nature of Coldwater Machine Co.'s business and that of its customers' confidential requirements; before entering Coldwater Machine Co. LLC, each individual must register in the front lobby by acknowledging Coldwater Machine Co.'s Visitor and Contractor Handbook guidelines and the Visitor and Contractor Policy. Individual must show proof by photo identification, such as a driver's license or a government issued ID.

It is our policy to restrict access to the shop floor unless an individual is properly dressed, whether employee, customer, contractor, vendor or other visitor. All contractors or visitors must wear a visible temporary Coldwater Machine Co. identification badge at ALL times while on Company property for the date of visit. Normal attire is acceptable with the following restrictions: no open toed shoes, shorts, or sleeveless shirts are permitted on the shop floor. Safety glasses must be worn while in the shop floor. Increased restrictions apply in designated areas of the shop, such as hearing protection, steel-toed shoes, and shoes with hard soles in production areas.

All visitors and contractors must acknowledge and adhere to the following;

CONTRACTOR & VISITOR SAFETY & PROPRTY ACCESS ACKNOWLEDGEMENT

As a condition of visitor, contractor, and customer or vendor access to Coldwater Machine Co.: I must observe, follow and obey all guidelines and terms listed in this document. I acknowledge and understand that I must wear contractor or visitor identification badge that must be visible at all times while I am on the property. I understand I must be escorted throughout the facility by a Coldwater Machine Co. employee sponsoring my visit. I will not remove, handle, or tamper with any documents without consent from Coldwater Machine Co. I will not take any pictures or videography from Coldwater Machine Co. without the Company's consent. I must comply with all federal, state, and local regulations, including those of the U.S. Department of Labor,

Occupational Safety and Health Administration (OSHA), and General Industry Regulations, along with all other applicable regulations of the U.S. Government and Coldwater Machine Co. I agree to release, waive, discharge, and hold harmless Coldwater Machine Co., its employees, and agents (in their individual and representative capacity) from any liability, damage, or loss and/or bodily, mental, or personal injury, including death relating to my participation in the Coldwater Machine Co. facility visit. I agree to read, understand, comply and acknowledge the Non-disclosure agreement required.

CONTRACTOR & VISITOR NON-DISCLOSURE AGREEMENT TERMS

"Confidential Information" means and includes the following information that is in written or tangible form clearly marked "confidential" or its equivalent and disclosed by Disclosing Party to Recipient for the performance of the Transaction: (a) all information of or about Disclosing Party, including without limitation, its processes, process parameters, methods, practices, fabrication techniques, technical plans, designs, drawings, algorithms, blueprints, employees, customer lists, price lists, supplier lists, marketing plans, financial information, manufacturing capabilities, agreements with third parties, current and future products and services, patent applications, research and development, inventions, software (including source and object code) and related documentation, hardware configurations, computer programs, and websites; and (b) all notes, summaries, reports and other documents prepared by Recipient relating to information disclosed by Disclosing Party. "Disclosing Party" means the person whose Confidential Information is disclosed and "Recipient" means the person who receives or observes Confidential Information. Thus, the terms "Disclosing Party" and "Recipient" may apply to both visitor/contractor and Coldwater, depending on the situation. "Transaction" means a contract or exchange of information that is project specific and it's correlation between the two parties. I agree to not disclose any information obtained while visiting or working within Coldwater Machine Company facility.

If you are unable to comply with these requirements please notify us so that we can make other arrangements.

Sincerely,

Jerry Meyer
President
Coldwater Machine Co. LLC