



## Digitrace Machining

<b>Procedure Title</b> Visitor Confidentiality & Non-Disclosure	<b>Procedure #</b> NDA 01	<b>Page Number</b> 1 of 1
<b>Approved by:</b> Brian Schaidt	<b>Revision</b> 1	<b>Effective Date</b> 09 Sept 2021

### Visitor Confidentiality & Non-Disclosure

1. Visitors must enter through the north door of the main office and sign in for ITAR record keeping. Visitors will receive badges to be worn throughout their visit identifying whether they are US or non-US citizens.
2. Visitors will need to provide picture identification which will be electronically scanned for record keeping, along with disclosing their nationality.
3. All material, prints, data, records and other physical or intellectual property is proprietary and confidential to Digitrace, its customers and vendors. Parts, information, property, technology and procedures may include items which are identified by the United States government as Sensitive, Controlled, Classified or Secret (Top). Due to the nature of the work performed at and by Digitrace, visitors are expected to keep all knowledge or information obtained on site strictly confidential and must not disclose to any outside party any knowledge or information.
4. Violations of the International Traffics in Arms Regulations (ITAR) are addressed in USC Title 50, Chapter 58, Subchapter 1, Section 4819 and may include monetary and criminal penalties. Additionally, conveyance of confidential information may cause irrevocable harm to businesses and may cause monetary suit to the extent permitted by law.
5. "Site" refers to the 22,600 square feet of enclosed building located at 1158 Morren Court, Wayland, MI 49348 and all property surrounding the facility. Additionally, neither visitors nor outside parties shall take photography, video or any other form of media that may transmit information of a confidential nature without the express consent of Digitrace ownership.