



As a manufacturer of high precision machined metal and plastic components, we understand the sensitive nature of such material and data and are committed to upholding International Traffic in Arms Regulations (ITAR) requirements governed by 22 U.S.C. 2778 of the Arms Export Control Act by ensuring all employees are either legal U.S. citizens or have permanent residence status.

We verify status by using one or more of the following:

- US passport,
- Birth certificate,
- Naturalization certificate,
- Permanent resident card (green card), and/or
- military ID, which essentially proves their US citizenship or permanent residency status.

All documents used above are verified to be current and against a photo ID.

When ITAR regulations are imposed on purchase orders: HPR Machine will clearly identify data as "ITAR Controlled".

HPR Machine will control technical information access from unauthorized personnel and will not allow information to be placed in public domain.

HPR Machine will protect and control information from being exported from the U.S. or from being given to any foreign person in the U.S. or abroad.

HPR Machine will meet all applicable requirements of ITAR, 22 CFR 120 to 130.

Employee also acknowledges the following: "All employees are responsible and required to keep ITAR documents secured in a non-transparent folder/binder marked "ITAR Controlled" when not in use and when walking away from area."

Top Management (signature and date):