

Visitor Policies

Thank you for your interest in Zepher. If you are planning a visit to our facility, please review the policies herein prior to your scheduled visit. When you arrive at Zepher, you will be asked to sign an Acknowledgement Form stating that you understand and will comply with the policies below.

International Traffic in Arms Regulations (ITAR) Policy

Zepher manufactures defense articles and provides services using technical data that is controlled under International Traffic in Arms Regulations (ITAR), as set by the US State Department. Technical data that is ITAR controlled must not be shared with foreign persons. A foreign person is defined as a person who is not a US citizen or US permanent resident. Any visitor that comes to a Zepher facility must provide evidence of their US citizenship or US permanent resident status before being allowed access to areas that may contain ITAR controlled technical data.

Please bring any of the following to Zepher at your first visit:

- Unexpired US Passport or US Passport Card
- Certified copy of birth certificate from a US state with current state-issued ID (e.g., driver's license)
- Enhanced State Driver's license
- US Permanent Resident Card
- Government Issued cards (TWIC, DCMA, CAC or other Military ID)

Zepher Professional Code of Conduct

The successful business operation and reputation of Zepher is built upon the principles of fair dealing and ethical conduct. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Zepher is committed to maintaining a work environment that is professional, polite and accepting of diversity. Visitor's language and behavior should always be respectful of others. Zepher will not tolerate any form of harassment, offensive behavior, language, bullying or discrimination.

Zepher Safety Requirements

The following are requirements for all visitors and should be followed at all times:

- Safety glasses with side shields required on the production floor.
- Stay with your assigned Zepher host
- Watch for forklifts
- Watch for overhead work.
- Hard-sole, closed toed shoes required if working in the production area
- Hard hat required if there is an overhead hazard

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Contractors are required to complete a brief safety orientation before starting any work.

Visitor Nondisclosure Agreement

As a visitor to the facilities of Zepher, I understand that I may be exposed to or provided with confidential and/or proprietary information of Zepher, including, but not limited to proprietary processes, equipment, and materials ("Proprietary Information"). I agree, on my own behalf and on behalf of any company I represent, that my company and I will use any Proprietary Information solely in connection with our proposed or actual business relationship with Zepher, shall not use the Proprietary Information for any other purpose for our own or any third party's benefit, and shall not disclose the Proprietary Information to any third party without Zepher's prior written consent.

I further agree not to:

- Video record, photograph, diagram, sketch or map any process, machine, or equipment without Zepher's prior written consent;
- Enter areas that I have not been authorized to enter;
- Remove from the facility any information, written or electronic, that has not been voluntarily provided or approved by Zepher for removal.

My company and I acknowledge that the Proprietary Information is highly valuable to Zepher, that its unauthorized disclosure or use will cause irreparable harm, that money damages will be difficult to ascertain, and that Zepher is entitled to, among other remedies, seek immediate injunctive or other equitable relief for any actual or threatened breach of this agreement without posting a bond or other security. If a legal proceeding arises due to a breach of this agreement, the prevailing party shall be entitled to an award of its costs and reasonable attorney's fees.

If my company or I have entered into a separate agreement with Zepher governing the use and disclosure of Zepher's confidential information, this agreement shall supplement, and shall not supersede or replace, the terms of such other agreement.

This agreement shall apply to Proprietary Information learned from my visit and from all future visits occurring within the next one (1) year. I understand, however, that my obligations and my company's obligations hereunder shall continue for as long as the Proprietary Information continues to be confidential – i.e., for so long as it is not generally available to the public.

Upon arrival at Zepher, you will be asked to sign the Visitor Acknowledgement Record, attesting to having read and understood the policies above and that you will comply with the policies stated above.