

KUKA Assembly and Test Corp.

Contractor Electronic Communications Policy

Section 1. Electronic Mail Communications (e-mail)

Purpose:

KUKA Assembly and Test Corp. provides electronic mail (“e-mail”) to its employees and contractors (“employees”) for their use in performing their duties for KUKA Assembly and Test Corp. (KUKA-AT). The following information sets forth KUKA-AT’s policy for proper use of the e-mail. This information also sets forth KUKA-AT’s policy regarding under what circumstances e-mail messages addressed to one person may be accessed by other people within KUKA-AT and when e-mail messages may be disclosed to persons outside of KUKA Assembly and Test Corp.

Ownership:

E-mail messages are considered to be company property and may be retrieved from storage even though the sender and the receiver may have deleted them. Supervisors have the authority to inspect the contents of any files, calendars or e-mail messages in the normal course of their supervisory responsibilities. The data management administrator shall extract stored e-mail messages when requested to do so by authorized supervisory personnel. Reasons for review include, but are not limited to, system hardware or software problems, general system failure, regular system maintenance, a lawsuit against KUKA-AT, suspicion of a crime or violation of policy, or a need to perform work or provide a service when the employee is unavailable.

Statement of Policy

Policy:

It is policy that the e-mail system, like other assets of KUKA Assembly and Test Corp., are to be used for the benefit of KUKA-AT. Use of e-mail to violate other KUKA-AT policies is prohibited and may lead to disciplinary action, up to and including termination. All employees who use e-mail shall certify that they have read and fully understand the contents of this policy. Any and all opinions made using these systems, whether implied or expressed, are those of the individual and not necessarily the opinions of KUKA-AT Corp. or its management.

Privacy:

Employees shall be aware that others may read e-mail messages for a variety of valid reasons. Although this statement is true for many other types of company correspondence also, the nature of e-mail can lead one to forget or ignore the fact that e-mail can not be considered to be the private property of the sender or recipient, even though passwords and encryption codes are used for security reasons.

Personal Use:

Although the e-mail system is not intended for personal use, should employees make incidental use of the e-mail system to transmit personal messages, such messages will be treated no differently than any other messages, and may be accessed, reviewed,

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copied, deleted, or disclosed. You should not expect that a message will never be disclosed to or read by others beyond its original intended recipients.

Authorized Uses:

Supervisors or department heads must authorize the use of e-mail to send and receive messages and to subscribe to list services from recognized professional organizations and entities relating to the official duties of KUKA Assembly and Test Corp. Communication by e-mail is encouraged when it results in the most efficient or effective means of communication.

Uses Subject to Authorization:

The following are typical uses requiring the written approval of the employee's supervisor or department head:

- Using hardware, related computer equipment and software for e-mail not owned or purchased by KUKA-AT.
- Reading e-mail of another employee without prior written approval. However, an employee's supervisor may inspect the contents of e-mail pursuant to the section entitled "Ownership" in this policy.
- Encrypting any e-mail messages unless specifically authorized to do so and without depositing the encryption key with the LAN administrator or your immediate supervisor prior to encrypting any messages. If an employee is allowed to encrypt e-mail, this does not mean that e-mail is intended for personal communication, nor does it suggest that encrypted e-mail messages are the private property of the employee.
- E-mailing or forwarding of any KUKA Assembly and Test Corp.'s drawing files or information.
- E-mailing or forwarding of any KUKA-AT financial information.
- E-mailing or forwarding of any KUKA-AT cost or pricing information.
- E-mailing or forwarding of any KUKA-AT customer or vendor pricing information.
- E-mailing or forwarding of any other information considered confidential.

Prohibited Uses:

The following actions are prohibited:

- Intercepting, eavesdropping, altering another person's e-mail message.
- Adopting the identity of another person on any e-mail message, attempting to send electronic mail anonymously, or using another person's password.
- Misrepresenting your affiliation on any e-mail message.
- Composing e-mail which contains racial or sexual slurs or jokes, or blatantly harassing, intimidating, abusive, or offensive material to or about others.
- Using e-mail to conduct employee's personal business.
- Sending or receiving any software in violation of copyright law.
- Using e-mail to communicate any material of a political, religious, obscene or derogatory nature.

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Confidential Information:

Employees must exercise a greater degree of caution in transmitting confidential information on the e-mail system than with other communication means because of the reduced effort required to redistribute such information. Confidential information should never be transmitted or forwarded to other employees within KUKA-AT that do not have a need to know the information. To reduce the chance that confidential information may inadvertently be sent to the wrong person, avoid misuse of distribution lists when sending information and make sure that any lists used are current. Review each name on any list of recipients before transmission to ensure that all recipients have a need to know the information.

If you are unsure whether information is confidential, consult your supervisor or department head. Some types of information which can be confidential include, but are not limited to:

- Information from a person's personnel files.
- Personal information about other employees, such as home addresses and phone numbers
- Information relating to litigation or administrative hearings of a criminal or civil nature
- Information which, if released, would give a competitive advantage to one competitor or bidder over another
- Information related to trade secrets, commercial or financial information of outside customers or vendors.
- Anyone's social security number
- Personal family information of another employee

E-mail messages that contain confidential information should be marked as such. Since copies of e-mail may be placed on back-up tapes or other systems that you do not control, and may be under certain circumstances accessed by information system personnel or others without a need to know the information, you should keep in mind that e-mail may be inappropriate to communicate certain types of confidential information.

In addition, to minimize inadvertent disclosures, employees should not access their e-mail messages for the first time in the presence of others. Messages should not be left visible on the monitor when a user is away from his or her computer. The system administrator will assign the initial e-mail passwords. All users should change their passwords immediately and then periodically as required to maintain system security.

Copyright Infringement:

The ability to attach a document to an e-mail message for distribution greatly enhances the risk of copyright infringement. A user can be liable for the unauthorized copying and distribution of copyrighted material through e-mail systems. Accordingly, you should not copy and distribute through the e-mail system any copyrighted material of a third party (such as software, database files, documentation, articles, graphic files and downloaded information) unless you confirm in advance from appropriate sources that KUKA-AT has the right to copy or distribute such material. Any questions concerning these rights should be directed to your supervisor or department head.

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Deletion of Messages:

KUKA-AT strongly discourages the accumulation of large numbers of e-mail messages. Retention of messages fills up large amounts of storage space on the network server, and can also slow down the performance. KUKA-AT does however encourage the retention of all messages directly relating to fulfilling a customer order. This type of information will allow KUKA-AT to build information trails that will assist KUKA-AT in efficiently meeting our customer's needs and expectations for future orders.

E-mail Usage Practices:

E-mail is a valuable form of communication, which can help KUKA-AT improve its quality of service that it provides to its customers. However, employees should consider the following practices for using e-mail communication:

- All e-mail users should form a habit of checking their account for any messages received at a minimum of once per day during regularly scheduled working days.
- Any time you are scheduled to be out of the office, or unavailable for any reason, you should utilize the "Out Of Office" agent to notify anyone that sends you a message during that period. This notice should include alternative methods to reach you as well as an alternate person to handle any emergency requests.
- Responses to e-mail messages received should be sent in a timely manner.
- Avoid making a statement in an e-mail message about someone if you would not make the statement face to face with the person or write it in a formal memo.
- Avoid using e-mail if a more time or cost-effective communication is available (for instance, when a telephone conversation would be quicker.)
- Avoid using e-mail as a substitute when it is more appropriate to use face to face communications.

Scheduling Usage Practices:

A large portion of the benefits gained by our e-mail system will be the improved effectiveness of communications, which will allow us to minimize the number of meetings required. Some issues are better addressed in a formal face to face group meeting and can not be covered in e-mail only. The ability to access calendars by all e-mail users within KUKA-AT is intended to enhance our ability to coordinate all of our efforts and allow for easy scheduling of meetings for those issues where the e-mail system will not suffice. All employees should consider the following practices when using the group scheduling system:

- All calendars will be made available to all system users.
- All personal calendars should be kept up to date with any necessary revisions within 1 working day of the time the revision was identified.
- Any messages received for meeting invitations should be responded to as soon as possible, but no later than 1 working day after receipt.
- It is not practical to attempt to schedule a meeting via an e-mail message within 2 working days of the meeting time. Phone contact or phone messages would be more effective in this situation. However personal calendars still need to be kept up to date with the scheduled meetings.
- All times away from the office, such as vacations or business trips, should be entered into the employee's calendar as soon as the information is available.

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Remote Access Practices:

KUKA-AT is planning to make the e-mail and scheduling features available to those employees that are frequently out of the office on business. This remote connection will be established via a modem connection to the mail server. The purpose of this type of access is to allow travelers to keep up to date with their messages and what is going on back at the office. Signed approval from the employee's department head will be required for an employee to become a remote access user. The following practices should be used by all remote access users:

- Note that all e-mail policies and procedures are in effect for all remote access users, even though they are not physically on KUKA-AT's premises.
- Unless there is written approval by a department head, no user shall give out the phone number to KUKA-AT's e-mail server to anyone.
- When accessing messages remotely you should make every effort to minimize the amount of time spent on the modem. Try to create all messages to be sent prior to making the dial-up connection. This will free up the modem line to allow other users the opportunity to access their messages.
- Approval must be obtained from the employee's department head to allow any user to access KUKA-AT's mail server with software or hardware not owned by KUKA Assembly and Test Corp.

Unauthorized Access:

All suspected intrusions by unauthorized persons or employees are to be reported to the department head and information systems management immediately.

E-mail Policy Not a Contract:

This policy does not constitute a contract, and KUKA Assembly and Test Corp. reserves the right to change the policy at any time.

Violations of This Policy:

Violations of this policy will be reviewed on a case-by-case basis and can result in disciplinary action up to and including termination. All e-mail messages are subject to all state and federal laws and rules which may apply to the use of e-mail. In addition violation of this policy or misuses of the e-mail system which are of criminal nature may be turned over to the proper authorities for criminal prosecution.

Any questions or concerns regarding the use of KUKA-AT's e-mail system should be directed to the system administrator.

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Section 2. Cellular Phones, Pagers, and other similar devices

Purpose:

The use of a cellular phone, pager, personal digital assistant (PDA), BlackBerry or other similar electronic communication devices, (collectively "Electronic Device"), while driving or being present in manufacturing areas, may present a hazard to the individual, co-workers and the general public. This policy is designed to ensure the safe usage of electronic devices in manufacturing areas and during the operation of company vehicles and private vehicles while being used for business purposes.

Statement of Policy

Communication Device Usage:

While at work employees are expected to exercise the same discretion in using personal cellular phones and/or electronic devices as is expected for the use of company phones and computer systems. Excessive personal usage during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make any personal calls on non-work time and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in emergency circumstances demanding immediate attention.

The company will not be liable for the loss of personal cellular phones brought into the workplace. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Personal Use of Company-Provided Electronic Communication Devices:

Where job or business needs demand immediate access to an employee the company may issue a business-owned cell phone to an employee for work-related communications. (See Travel Guide lines for specific Company cell phone policy).

Safety Issues for Cellular Phone and Electronic Communication Device Use:

Safety must come before all other concerns.

- a) Driving - Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

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- b) Manufacturing Areas – Cell phones or other electronic devices should not be used while walking or working on equipment in manufacturing areas. Employees are therefore asked to make personal calls on non-work time.

Etiquette Issues for Cellular Phone and Electronic Communication Use:

1. Refrain from using loud and/or annoying ring tones.
2. Turn your cell phone "off" or on "vibrate" during business meetings or while in the office areas, or any other place where it may be irritating and disruptive to other people.
3. If you forgot to turn your ringer off and your phone rings, turn it off as quickly as possible.
4. If you must take an important personal cell phone call during a business meeting, excuse yourself before taking the call.
5. When with a group of people, or in a meeting, leave the room to answer an incoming call in order not to disrupt ongoing conversations.
6. Respect the personal space of others by staying 10 or more feet away from people when have cell phone conversations remembering to talk as quietly as possible. Ideally take your phone call into a private location.
7. Do not interrupt a face to face conversation to take a cell phone call. The person you are actually with takes priority. If you have a phone conversation in front of that person, you are showing that he or she is unimportant to you.
8. Speak softly. Cell phones are usually more sound sensitive than regular phones, so you do not need to yell to make yourself heard.
9. If the conversation gets emotional or personal, arrange to call the person back from a private location.
10. If someone else's cell phone use is irritating you, politely ask them to finish up their call or move to another location.
11. Never take a two way conversation (walkie-talkie) call when with a group of people or in an office area, it is extremely disruptive to others. Ideally take your phone into a private area. In the event of a vendor doing this in our office area, please ask them to step outside, so as not to disrupt our operations.

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Acknowledgment/Receipt Form:

I hereby acknowledge that I have read and understand the KUKA Assembly and Test Corp. Electronic Communications Policy. If I want a copy of this policy, I will contact the KUKA Assembly and Test Corp. I.T. Department.

I understand that all E-mail communications systems and all information transmitted by, received from, or stored in these systems are the confidential property of KUKA Assembly and Test Corp., and I have no expectation of personal privacy in connection with the use of this equipment or with the transmission, receipt or storage of information in this equipment.

I acknowledge and consent to KUKA Assembly and Test Corp. monitoring use of e-mail at any time as provided by the E-mail Policy. Such monitoring may include printing and reading all electronic mail entering, leaving or stored on KUKA Assembly and Test Corp. equipment and/or systems.

I understand and agree to adhere to KUKA Assembly and Test Corp.'s policy regarding usage of cellular phones and other electronic devices.

I have read and understood all the provisions specified in this policy.

Name, printed

Signature

Date