

INSTRUCTIONS

General Dynamics Land Systems, Inc. (GDLS-SHO) and General Dynamics Land Systems – Canada Corporation (GDLS-C), collectively “GDLS”, require that all Suppliers and Users (as defined herein) accessing its data, equipment and systems to be compliant with specific policies and regulations related to its control and safekeeping. The purpose of this ‘User Certification and Security Assessment’ form is to gather certification and information required for approval of access to such GDLS data, equipment and systems.

Definitions

For the purposes of this ‘User Certification and Security Assessment’, the following definitions have the respective meanings indicated below:

User means an external user granted access to GDLS systems.

GD Information Assets means any computer equipment used to process, store or analyze GDLS data. GD Information Assets are directly connected to GDLS Networks or over Internet Protocol Security.

Program Data Classification means specific guidelines issued under a particular government contract or program.

General

- Please read the instructions carefully as they contain important information. Incomplete Security Assessment Applications will not be processed and will be returned with notification of reason.
- All names are to be in full (no initials).
- Addresses are to include, if applicable, civic or township name and the lot and concession numbers.
- If information is unknown or is unavailable, please indicate this on the form.
- All dates are to be entered in the format of YEAR, MONTH, and DAY (YYYY/MM/DD).
- Please ensure all sections are accurately completed.
- If clarification of information is required, contact your GDLS-buyer.

Section A

- User certification, read and sign by requesting user
- Supplier certification of complete user screening prior to user access request

A SECTION A: USER CERTIFICATION

1.0 User Background Check Information

- User understands that inquiries related to their personal background are required by GDLS to determine my suitability for GDLS system access.
- Supplier accepts responsibility for certifying that a background screening has been performed on any employee requiring access to GDLS systems.. Note: a background check must consist of Federal, State, and County criminal history.
- Supplier understands that GDLS reserves the right to audit and proof of any background screening.
- Supplier certifies that a user has been screened to evaluate/assess users conduct, integrity, judgment, loyalty, reliability, and stability (i.e., the trustworthiness of the individual) prior to requesting GDLS’s system access. The screening activities reflect applicable federal laws, Executive Orders, directives, policies, regulations, and specific criteria established for the level of access required for assigned positions.

2.0 GD Information Assets

- No provision of or access to any information by GDLS shall be construed as granting or conferring, by implication or otherwise, any right, title ownership, by license or otherwise, in or to either Party’s trademarks, trade secrets, inventions, copyrights, patents (pending or registered), or other intellectual property or proprietary rights.
- GD Information Assets contain sensitive and proprietary business information – private and proprietary. I must read all Program Data Classification guides issued to me by GDLS and I will comply with the guidelines set forth therein.
- I will report any security violation(s) related to GD Information Assets to the appropriate authorities within my organization. Those authorities must report incidents involving GD Information Assets to GDLS immediately after becoming aware of such violations.
- I will not abuse or misuse my access privileges, nor will I compromise the system(s) to which I am granted access. I will not attempt to access areas other than those to which I have been specifically granted access. I will not grant access privileges to anyone without prior written approval from GDLS.
- My online activities connected to a GDLS network (either remotely or on premise) may be audited and the audit logs maintained for a period of at least six (6) months.
- I will not divulge or share with anyone, any passwords or passcodes associated with GD Information Assets. I agree to maintain the secrecy and security of my account, access privileges, and password(s), and I agree to prevent others from using my account, access privileges, and passwords.
- I will not introduce any unauthorized or personally owned software or hardware.
- If I produce any removable media or printed output that contains GD data, I will properly label, file and protect such output and dispose of it properly when it is not needed.
- At any time, and without prior notice, GDLS reserves the right to examine the contents of any GD Information Assets which includes: email, files on GD Information Assets, web browser cache files, web browser bookmarks, logs of web sites visited, and other information stored on or passing through GD Information Assets.
- GDLS may remove my access to GD Information Assets at any time, without cause, and I agree that my obligations of confidentiality shall continue after such termination of access.
- If, for any reason, I cannot comply with the aforementioned rules, I will inform my GD sponsor immediately. I understand that if I violate the terms of this Agreement, or otherwise compromise GD Information Assets, data, software, passwords, or applications, I may have my access rights removed and be subject to a security investigation per GD incident handling procedures.
- I agree that all of the provisions in this Agreement are fair and necessary to protect the interests of GD. If, however, a court of competent jurisdiction holds a provision of this Agreement invalid, the remaining provisions will nonetheless be enforceable according to their terms. I understand that even if GD waives or fails to enforce the terms of this Agreement or any similar Agreement in one or more instances that will not constitute a waiver by GD of rights with respect to other violations of this or any other Agreement.
- I acknowledge that I have read and understood the terms of this Agreement.
I hereby agree to the terms of this Agreement in their entirety as a condition of privileged access to GD Information Assets and the software, data, and applications contained therein.

<hr style="width: 80%; margin: 0 auto;"/> <p>User Signature</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Date</p>
<hr style="width: 80%; margin: 0 auto;"/> <p>Supplier HR Signature</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Date</p>