

GDLS USER CERTIFICATION SECURITY ASSESSMENT

INSTRUCTIONS

****Please read these instructions carefully as they contain important information. Incomplete forms will be returned to sender without further action****

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 information systems to be compliant with specific policies and regulations related to its control and safekeeping. The purpose of this User Certification and Security Assessment (UCSA) form is to gather information and user certifications required for access approval to such GDLS data, equipment and systems.

Definitions

For the purposes of this UCSA, the following definitions have the respective meanings indicated below:

- **User:** an external user granted access to GDLS systems.
- **GDLS Information Assets:** any computer equipment or software used to process, store or analyze GDLS data. GDLS Information Assets are directly connected to GDLS Networks or over Internet Protocol Security.
- **Background Security Screening:** a criminal records check **for the potential User conducted by a qualified third-party background check provider.**

General

- All names are to be in full (no initials).
- All dates are to be entered in the format of YEAR, MONTH, and DAY (YYYY/MM/DD).
- Please ensure all sections are accurately completed.

Section A – User Certification

- User applicant should fully read and understand prior to certifying acceptance
- User must sign and legibly print their name, Job Title, Supplier Name and Date of Signature

Section B – Supplier Human Resources (HR) Certification

- Supplier must perform a Background Security Screening for the supplier Users requested to have access to GDLS Information Systems.
 - **Screenings must be conducted by a qualified third-party background check provider that complies with the Fair Credit Reporting Act (FCRA) applicable state/local laws, and industry standards for pre-employment background checks.**
 - **Screenings must include a 7-year criminal history check at the following applicable levels (or their equivalent) where permitted by law:**
 - Local, Municipal or County;
 - State or Provincial; and,
 - National.
 - **Screenings must use the following identifiers unless prohibited by law:**
 - Full legal name
 - Date of birth
 - Social Security Number / National Register Number / Social Insurance Number
 - Address
- **Upon successful completion of Background Security Screenings, Supplier must fully read and understand prior to certifying acceptance.**
- **Supplier must sign and legibly print their name, job title, supplier Name and Date of Signature.**

Once the UCSA is fully executed, the form should be uploaded to the GDLS website at gdls.com/suppliers in accordance with the instructions contained therein.

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SECTION A: USER CERTIFICATION

- I understand that inquiries related to my personal background are required by the laws, rules, and regulations to which GDLS is subject to determine my suitability for access to GDLS Information Assets.
- GDLS Information Assets may contain sensitive and proprietary business information. I agree to protect the confidentiality of any and all information accessed through GDLS Information Assets and to use such information solely for the purposes of conducting business between GDLS and my organization.
- I agree that no provision of, or access to, any information shall be construed as granting or conferring, by implication or otherwise, any right, title, or ownership, by license or otherwise, in or to GDLS trademarks, trade secrets, inventions, copyrights, patents (pending or registered), or other intellectual property or proprietary rights.
- I will not abuse or misuse my access privileges, nor will I compromise the system(s) to which I am granted access, inclusive of uploading or attempting to upload any unauthorized personal or 3rd party software. I will not attempt to access areas other than those to which I have been specifically granted access. I will not grant or attempt to grant access privileges to anyone without prior written approval from GDLS.
- 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 report any security violation(s) related to GDLS Information Assets to the appropriate authorities within my organization.
- If I produce any removable media or printed output that contains GDLS data, I will label such data as the Property of GDLS, and safeguard it against unauthorized access. All such GDLS data must be erased or destroyed once no longer needed. If such data requires other protective or restrictive labels, I will apply all appropriate markings.
- I understand that at any time, and without prior notice, GDLS reserves the right to examine the contents of any GDLS Information Assets which may include, but not be limited to: email, files on GDLS Information Assets, web browser cache files, web browser bookmarks, logs of web sites visited, and other information stored on, or passing through GDLS Information Assets.
- I understand that my current and past online activities connected to a GDLS network (either remotely or on premise) may be audited by GDLS or a Third Party Auditor.
- I understand that GDLS may revoke my access to GDLS Information Assets at any time, without cause, and I agree that my obligations of confidentiality shall survive after the date of such termination.
- I agree that all of the provisions in this Agreement are fair and necessary to protect the interests of GDLS. 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 GDLS waives or fails to enforce the terms of this Agreement that will not constitute a waiver by GDLS of rights with respect to other violations of any other part of this Agreement.
- If, for any reason, inclusive of changing of roles and responsibilities and / or termination of employment, I cannot comply with the aforementioned rules, I will inform my GDLS Buyer immediately. I understand that if I violate the terms of this Agreement, or otherwise compromise GDLS Information Assets, data, software, passwords, or applications, I will have my access rights revoked and be subject to a security investigation per GDLS incident handling procedures.

I acknowledge that I have read, understood and agree to the terms of this Agreement in its entirety as a condition of access to GDLS Information Assets and the software, data, and applications contained therein.

SIGNATURE: _____

NAME: _____

TITLE: _____

ORGANIZATION: _____

DATE: _____

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SECTION B: SUPPLIER HR CERTIFICATION

I certify on behalf of my Organization:

- That a Background Security Screening has been performed on the above aforementioned User employee who is requesting access to GDLS Information Assets.
- That Background Security Screening activities reflect and were **conducted by a qualified third-party background check provider that complies with the Fair Credit Reporting Act (FCRA), applicable state/local laws, and industry standards for pre-employment background checks.**
- That the User has been screened to evaluate/assess their conduct, integrity, judgment, loyalty, reliability, and stability (i.e., the trustworthiness of the individual) prior to requesting GDLS system access.
- I understand that GDLS reserves the right to audit evidence of any Background Security Screening to the extent necessary to confirm compliance with this Security Assessment and the laws, rules, and regulations applicable to this Security Assessment and GDLS' security obligations. In support of such audit, I understand and agree that all records related to this Security Assessment and the Background Security Screening must be maintained for six (6) years.
- I understand and agree to report any security violations or incidents involving GD Information Assets to both the GDLS Buyer and the GDLS Security team (gdlssec@gdls.com) immediately after becoming aware of any such violations.
- If, for any reason inclusive of changing of roles and responsibilities or termination of employment, I become aware that the User can no longer comply with the aforementioned rules, I will inform the GDLS Buyer immediately.

I acknowledge that I have read, understood and agree to the terms of this Agreement in its entirety as a condition of User access to GDLS Information Assets and the software, data, and applications contained therein.

SIGNATURE:

NAME:

TITLE:

ORGANIZATION:

DATE:
