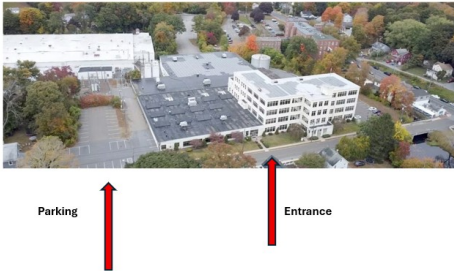


When Visiting Chapco:

Welcome to our facility. Your safety is our highest priority. All visitors are required to follow these guidelines while on Chapco's property.

Parking



Our address is: 12 Bridge St. Deep River, CT

Park in the upper lot to the left-hand side of the main entrance as you face the building. From Main St. Deep River this will be the second parking lot. From Union St. it will be the first lot you come to.

Before Entering

- Chapco, Inc. is a US defense contractor, ITAR registered and JCP registered, and operates under federal security and export control obligations.
- When you check in, "sign-in", our visitor management system records your name, employer, contact details, the name of your host, your arrival and departure times, and a photograph of you taken at the kiosk. Your photograph is printed on your visitor badge and retained with your visit record.
- This information is collected for facility security, emergency accounting, and compliance with our obligations as a defense contractor. Records are retained in line with our record retention policy and may be made available to US Government agencies, prime contractors, and auditors where we are required to do so.
- By completing check-in and accepting a badge, you consent to the collection, storage, and use of this information for these purposes. If you have questions or objections, please raise them with your host before signing in. Our privacy policy is available at chapcoinc.com/privacy-policy.
- Register at the visitor check-in tablet in the main reception area on arrival.
- Once registration is complete, a visitor badge will be printed for you and your host will be notified of your arrival.
- Wear your visitor badge so that it is visible at all times.
- Notify your host of any medical conditions or mobility concerns that could affect your visit. Where possible, tell your host in advance so that accessible entry, seating, and an assisted evacuation plan can be arranged before you arrive.

Personal Protective Equipment (PPE)

When entering production or warehouse areas, you must wear all required PPE, which may include:

- Safety glasses
- Hearing protection

Footwear requirements:

- Open-toe shoes and high heels are not permitted on the production floor.
- If you have your own safety shoes, you are welcome to wear them for your visit.

Your host will provide any required safety glasses. Please let your host know in advance if you require OTG (over-the-glasses) safety eyewear.

Safety Rules

- Remain with your Chapco escort at all times.
- Stay within the designated walkways marked by yellow lines on the floor.
- Never enter restricted or authorized-personnel-only areas unless specifically authorized.
- Do not touch equipment, machinery, controls, or products unless instructed to do so.
- Keep clear of forklifts, automated equipment, and moving machinery.
- Do not distract employees while they are operating equipment.
- Report any unsafe condition, injury, or accident immediately to your host.
- Smoking, vaping, alcohol, illegal drugs, and weapons are prohibited on company property.

Photography and Confidentiality

- Photography, video recording, and audio recording are prohibited unless explicit prior approval has been granted.
- Respect all confidential information, proprietary processes, and customer products observed during your visit.
- Please note that by entering our facility you are agreeing to be photographed. We will always do our best to ensure that you are aware of photographers or videographers in your area, and you may request not to be photographed.

Emergency Procedures

If you hear an alarm or are instructed to evacuate:

- Stop what you are doing immediately.
- Follow your escort to the nearest emergency exit.
- Proceed to the designated assembly area.
- Do not re-enter the building until authorized by Chapco personnel.

Visitors who need evacuation assistance:

If you have a mobility, sensory, or medical condition that may make it difficult to evacuate quickly, your host is responsible for staying with you and assisting you to the nearest safe exit or designated area of refuge. Please confirm this arrangement with your host at the start of your visit rather than waiting for an alarm.

If you become separated from your escort

Stop where you are and notify the nearest employee for assistance. Do not attempt to find your own way out through the production area.

At the End of Your Visit

- Return all borrowed PPE.
- Sign out at the visitor check-in tablet before you leave.
- Dispose of your visitor badge before leaving the facility.

Thank you

Thank you for helping us maintain a safe and secure workplace. Your cooperation is appreciated.