



Alcoa Cleveland Works
1600 Harvard Ave.
Cleveland Oh. 44105
216-641-4019

Visitor Agreement

IN CONSIDERATION OF ALCOA CLEVELAND WORKS PERMITTING ME, PERSONALLY AND IN MY CAPACITY AS AN EMPLOYEE OF THE COMPANY FOR WHICH I REPRESENT. TO VISIT ALCOA CLEVELAND WORKS AND IT'S DISCLOSING TO ME CERTAIN INFORMATION REGARDING THE FACILITY, PROCESSES PRACTICED HERE. I HEREBY AGREE FOR MYSELF AND MY EMPLOYER AS FOLLOWS:

1. I WILL FOLLOW ALL INSTRUCTIONS, RULES AND DIRECTIONS GIVEN TO ME BY ALCOA WHILE ON THE PREMISES.
2. I WILL NOT ENTER A PRODUCTION OR ENGINEERING AREA WITHOUT BEING ESCORTED BY AN ALCOA EMPLOYEE.
3. I WILL NOT TAKE ANY PHOTOGRAPHS WHILE ON ALCOA'S PREMESIS UNLESS SPECIFICALLY PERMITTED TO DO SO.
4. UNLESS OTHERWISE GIVEN CONSENT BY ALCOA, NEITHER I NOR MY EMPLOYER WILL (UNLESS PUBLICLY AND LEGALLY DISCLOSED PRIOR THERETO BY ANOTHER PERSON) DISCLOSE OR USE ANY INFORMATION OF ALCOA WHICH I ACQUIRE DURING THE COURSE OFMY ACCESS TO ALCOA'S FACILITY, INCLUDING FORMULAS, PROCESSES, METHODS AND KNOW-HOW ON MATERIALS AND EQUIPMENT, WHICH INFORMATION IS A TRADE SECRET OR OTHERWISE CONFIDENTIAL INFORMATION.
5. I UNDERSTAND THAT FOR ITEMS BEING DISCUSSED THAT ARE FOR EXPORT OUTSIDE THE **USA** AN EXPORT LICENSE MAY BE REQUIRED BEFORE ANY TECHNICAL DISCUSSIONS TAKE PLACE AND INFORMATION IS EXCHANGED.

VISITOR'S SIGNATURE: _____

PRINTED NAME: _____

COMPANY NAME: _____

COUNTRY: _____ DATE: _____