

GUIDELINES FOR PROFESSIONAL CONTRACTORS

GARMIN LTD.

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PART I

INTRODUCTION

Garmin is a leader in Global Positioning System (GPS) technology and an innovator in consumer electronics. We serve the aviation, consumer, and automotive markets. Our products are used in flying, boating, driving, hiking, and many other activities. We are customer focused and committed to producing quality products that improve people's everyday lives. Garmin is founded on the principles of innovation, convenience, performance, value, and service.

At Garmin, our goal is to remain the best at everything we do in our industry. As a supplier of products, materials, or services you can help us maintain this standard. Our goal is to establish mutually beneficial long-term relationships with a limited number of world-class suppliers. Together we will build strong supplier/customer relationships based on open communications, quality products, on-time deliveries, excellent service, and competitive pricing. We pledge to conduct our commercial practices in a fair and ethical manner and the same is expected of our suppliers.

The policies and procedures set forth in this handbook are applicable to all Professional Contractors unless otherwise noted herein, and are in addition to the terms and conditions set forth in the agreement(s) governing Garmin's relationship with the Professional Contractor, including any general consulting or services agreement. Please be aware that there may be specific state or local laws where you reside that may impact or alter some of the policies contained herein. Please contact your respective employer if you have any specific questions.

Professional Contractors shall at all times have the relationship of independent contractors only and as such shall not be considered under the provisions of these Guidelines or otherwise as having any employee status with Garmin or as being entitled to participate in any benefit plans or arrangements provided by Garmin to its regular associates.

Mission Statement

To be an enduring company by creating superior products for automotive, aviation, marine, outdoor, and sports that are an essential part of our customers' lives.

Vision

We will be the global leader in every market we serve, and our products will be sought after for their compelling design, superior quality, and best value.

Values

The foundation of our culture is honesty, integrity, and respect for associates, customers, and business partners. Each associate is fully committed to serving customers and fellow associates through outstanding performance and accomplishing what we say we will do.

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PART II

POLICIES

Sustainability

Garmin is committed to sustainability, and this commitment is reflected in our mission, vision, and values. We measure our sustainability through environmental and social impacts, financial results and company leadership. We are committed to accomplishing what we say we will do and serving all of our stakeholders - including associates, business partners, communities, customers and shareholders - for the long term.

Professional Contractors are expected to review and be familiar with Garmin Policy Statements here:

<https://www.garmin.com/en-US/sustainability/reports-policies/>

Anti-Harassment Policy

All Professional Contractors are expected to treat Garmin associates, any other person doing business with Garmin, or any other person with whom the Professional Contractor comes into contact in the performance of his or her work at Garmin with dignity and respect. Harassment on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender, national origin, ancestry, age, past, present, or future membership in a uniformed service, citizenship status, physical or mental disability, or any other classification protected by federal, state, or local laws (including marital status, injured worker status, and family relationships in Oregon) will not be tolerated by Garmin. Harassment, including sexual harassment, may take many forms, all of which are prohibited, including:

- Verbal harassment including remarks, derogatory comments or slurs, jokes, or stereotypes involving sex, race, or any other protected characteristic
- Possessing, listening to, and/or displaying offensive material while on Garmin property that can be construed as offensive, including, but not limited to, sexually suggestive pictures or objects, offensive or sexually suggestive music or radio programs, derogatory posters, cartoons, drawings, or gestures
- Use of company equipment such as computers or fax machines, to access and/or transmit any of the items listed above
- Engaging in sexually related conduct or conduct based on other protected characteristics that interferes with work performance or otherwise creates an intimidating, hostile, or offensive working environment
- Unwelcome sexual touching or physical contact
- Unwelcome and/or repeated flirtations, propositions, or advances
- Engaging in retaliation for having reported the harassment or assisting in an investigation of alleged harassment

This list is not intended to be an exhaustive list of harassment examples or prohibited conduct, but rather a list of common examples of conduct that might constitute harassment.

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Garmin's anti-harassment policy applies to harassment whether it occurs on Garmin premises or in some other location.

Any individual engaging in harassment, either directly or indirectly, may have their assignment at Garmin terminated.

Complaint Procedure

Garmin strongly encourages the prompt reporting of all incidents of discrimination or harassment. Any Professional Contractor who feels that they may have a complaint of harassment should immediately report the incident to their respective employer, a member of Garmin Management, or a Garmin Human Resources Representative.

All complaints of harassment will be promptly and thoroughly investigated. All investigations will be designed to protect the privacy of, and minimize suspicions toward all parties concerned; to the extent we are reasonably able to do so. Individuals who report discrimination or harassment or participate in an investigation will not be retaliated against or otherwise treated adversely related to their good faith reporting of the situation or participating in an investigation.

Ethics Statement

The following are examples of practices that are unacceptable for Garmin associates (and Contractors): illegal payments of any kind to individuals, companies, or countries; falsifications or omission of business records; failure to perform work assignments at reasonable performance levels; use of illegal drugs; and not appearing for work at Garmin.

No Solicitation – No Distribution Policy

No Professional Contractor or visitor shall solicit, collect for or promote support for any cause or organization during their time at Garmin, unless the activity is sponsored by Garmin.

No Professional Contractor or visitor shall distribute or circulate any written, printed, or electronic material except that required by their job responsibilities in any Garmin working area at any time.

Weapons Prohibited

Garmin prohibits possessing, carrying, or using weapons on Garmin property. No weapons are allowed at Garmin irrespective of any such conceal and carry laws.

Workplace Violence Prevention Policy

Garmin will not tolerate or condone any acts or threats of violence, inappropriate aggression, harassment, or intimidation in any form, including verbal, physical, or written threats.

Any person who is threatened with violence or becomes aware of an act or threat of violence must report this conduct immediately to Garmin's Security Department for prompt investigation and resolution. Violators of this policy will face swift corrective action from Garmin Management, including the termination of any assignment at Garmin.

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Tobacco Free Work Environment

Consistent with the company's desire to promote a work environment that is comfortable and healthy for everyone, smoking materials, defined as cigarettes, cigars, pipes, e-cigarettes, smokeless tobacco and other smoking devices, are strictly prohibited, without exception, in any Garmin facility. Smoking on Garmin property will be allowed only in outside areas clearly designated in writing as "Designated Smoking Area". Cigarettes should be extinguished before leaving the designated smoking area. Smoking is not permitted in vehicles parked on Garmin property. Any contractor who is found to have violated this policy is subject to removal from the site.

No Expectation of Privacy

Offices, cubicles, lockers, desks, computers, telephone, mail, mobile phones and other mobile devices, voicemail and electronic mail service may be provided by Garmin for business usage and all such facilities and devices are Garmin property and are not the property of Professional Contractors. Garmin reserves the right to inspect and monitor such facilities and devices at any time. Garmin reserves the right to question Professional Contractors and other persons entering and leaving our premises (and certain specific areas of Garmin's campus) and to conduct searches for controlled substances, alcohol, weapons, and Company property/products. These searches can include, but are not limited to, any packages, parcels, purses, handbags, brief cases, lunch boxes, tool boxes, clothing articles, Company vehicles or personal vehicles brought on Company property – or any other possessions or articles carried to and from Garmin property. Garmin also reserves the right to prevent Professional Contractors from bringing these types of articles into specific areas of its facilities, including, without limitation, the warehouse areas.

In addition, Garmin security personnel reserve the right to search any office, desk, locked files, locker, or any other area or article on our premises. Inspections may be conducted at the sole discretion of the Company and therefore, Professional Contractors should not bring personal items that they do not wish to be subject to inspection onto Company property.

Personal Belongings

If a Professional Contractor chooses to bring personal belongings to the workplace, Garmin will not be responsible for damage or theft of those personal items.

Electronic Communication and Transmission of Data

Garmin's office equipment, including without limitation, computers, servers, telephones, fax machines, copying equipment, applications, internet access, voicemail and all other electronically based hardware and software, and data stored thereon, and all data sent from or received thereon (electronic systems), is to be used for conducting Garmin business.

Personal use of Garmin's electronic systems, including the telephone, is strictly prohibited. Any use of Garmin's electronic systems that interferes with, interrupts, or disrupts the performance of work or business practice, and needs or violates this policy or any other Garmin policy including the Non-Harassment policies, may result in the Professional Contractors assignment being terminated.

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There is no expectation of privacy in any and all electronic systems, including any and all data, which at any time appears or has appeared in any and all electronic systems. All information stored, sent through, or received on Garmin's electronic systems is Garmin property. Garmin may access and monitor all electronic systems including any and all data which at any time appears or has appeared thereon.

By receipt of this policy and use of Garmin electronic systems, Professional Contractors agree to permit Garmin to investigate including search, print, download, and copy any and all data of any kind and nature that appears or has appeared in any and all electronic systems regardless of the author or recipient.

Conduct

Contractors are responsible for reviewing and understanding Garmin Guidelines for Professional Contractors, Supplier Code of Conduct (FRM-0560) and Garmin Supplier Expectations (FRM-0307) documents provided by their employer. Contractors are responsible for familiarizing themselves with the content in the documents and will be held accountable for failing to comply with the rules and requirements.

Confidentiality

Company Confidential Information means any and all confidential and/or proprietary knowledge, data or other information of, or relating to, Garmin International, Inc., (and its predecessors, designees and successors and its past, present and future operating companies, divisions, parent company, subsidiaries, branches, affiliates and other business units) in tangible and intangible form, including, but not limited to, any and all scientific, technical, business and financial trade secrets, proprietary data and other information that is not generally known in the Company's industry. "Company Confidential Information" shall include, but not be limited to, knowledge, data or other information relating to inventions (whether patented or unpatented), concepts, ideas, products, processes, know-how, designs, formulas, methods, developmental or experimental work, improvements, discoveries, specifications, schematics, equipment, techniques, formulations, chemical compositions, technical information, drawings, diagrams, software (including source code), hardware, computer programs, control systems, research, test results, procedures or standards, manuals, patent information, existing or planned research, development, new products or services, existing or planned marketing and selling plans, business plans, budgets and unpublished financial statements, licenses, pricing, costs, current and prospective clients, customers, suppliers, consultants, licensors, licensees, contractors, subcontractors and/or other agents, financial and sales information, existing or planned commercial activities, business strategies, records, or other information relating to the Company's business activities or operations.

Company Confidential Information is the sole and exclusive property of Garmin and constitutes trade secrets or proprietary or confidential information of Garmin. By receipt of this policy, Professional Contractors agree to not disclose any Confidential Information to any person or entity. Professional Contractors agree to take reasonable precautions to protect confidential information and to keep confidential the Confidential Information. Reverse engineering, decompile or disassemble of any Confidential Information is prohibited.

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PART III

GENERAL INFORMATION

Commencement of Services

Professional Contractors may not commence work on Garmin property or provide equipment, materials, or services to Garmin until a contract has been signed with Garmin to govern the relationship. Prior to having a signed contract, the contractor shall read, understand, and return a signed copy of the non-disclosure agreement, the new supplier setup form (FRM-0062), a valid certificate of insurance (COI), and a valid W-9 form.

Invoices for completed work must contain the following information:

- Purchase Order Number
- Remit to address
- Payment terms
- Detailed description of the work completed
- Period of performance (it should be stated on the invoice if it is for progressive billing)
- Contractor name, e-mail address & phone number
- Garmin point of contact name and phone number

Contractor Work Request and Notification

Professional Contractors are required to provide prior notification for any work or task that may disrupt activities at Garmin. The Project Coordinator must be notified of work a minimum of 24 hours prior to the start of work for approval.

Any work impacting Life Safety Systems must be approved daily Security and the Project Coordinator must be notified before work begins.

Timekeeping by Professional Contractor

Garmin's core work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, subject to adjustments due to position requirements, workload demand, or department preference. Professional Contractors are responsible for the accurate reporting of time worked. Professional Contractors using the Kronos Timekeeper System may be required to clock in/out for lunch periods, and/or breaks, if they leave Garmin property.

Visitors

Professional Contractors are not permitted to have visitors at Garmin without Garmin management approval.

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Use of Recording Devices, Cameras and Camera Phones

To help prevent privacy abuse and to protect Garmin trade secrets and intellectual property, Professional Contractors are prohibited from using tape recorders, cameras, and other audio or video recording devices to record conversations or activities on Garmin property or to take photographs on Garmin property, except for authorized Garmin business purposes.

Package Delivery

Garmin Professional Contractors may not have packages delivered to the shipping/receiving area at any Garmin facility without prior permission.

Housekeeping

Work areas must be maintained in a clean and neat fashion and the work area must be clean, neat, and orderly prior to the contractor departing the facility for the day.

Waste containers must be emptied daily including those outside of the buildings used for temporary construction or as an assembly or fabricating area. Trash containers must be maintained by the Professional Contractor where extraordinary amounts of trash are being generated.

Travel Expenses

If it is necessary for a Professional Contractor to incur travel expenses that will be billed back to Garmin, the Professional Contractor is responsible for following Garmin's "Contractor Travel Policy".

A copy of Garmin's "Contractor Travel Policy" may be requested from a member of the Corporate Purchasing Department.

PART IV

SAFETY

General Safety

It is the responsibility of each Professional Contractor to make Garmin a safe and healthy workplace. Professional Contractors are responsible not only for the work, cost, quality, and schedule; but also, for the training and conduct of their employees while onsite. The Professional Contractor is required to provide a safe working environment and compliance with all OSHA, NFPA, EPA, or other governmental safety requirements. Professional Contractors are responsible for Contractors, Subcontractors, Suppliers or anyone directly or indirectly employed by any of them performing work at any Garmin facilities.

Garmin will designate a "Project Coordinator" who will be the Professional Contractor's liaison for the duration of any project and also be responsible for the activities of that contractor's personnel.

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Professional Contractors must report to their assigned Project Coordinator prior to the commencement of any on-site work. Horseplay that might cause an unsafe situation is prohibited. Each Professional Contractor shall comply with Garmin safety policies and procedures including safety-related signs in the building and parking lot area. The use of electrical appliances must be pre-approved by the Environmental Health and Safety (EHS) department and the Facilities Manager. This includes, but is not limited to, space heaters, refrigerators, fans, and coffee makers.

At the request of EHS, the Professional Contractor will provide a safety plan and/or a waste management plan prior to the project start date.

When applicable, EHS, in partnership with the Garmin Project Manager, will host onboarding training to comply with the Garmin Occupational Health and Safety Management System (OHSMS) and Environmental Management System (EMS).

If the Professional Contractor witnesses an accident or observes an unsafe condition in the workplace, it must be reported immediately to the Garmin Project Coordinator or to Garmin Security at 913-440-5155.

Personal Protective Equipment

Contractors are responsible for providing their employees with all required personal protective equipment and enforcing its use.

Injury

In an emergency situation, 911 should be called immediately. Professional Contractors who receive an injury on the job, regardless of how minor, must report the injury to Garmin Security at 913-440-5155.

Roadway Safety

The maximum parking lot speed limit is 10 miles per hour for all vehicles. The speed limit for outer roads is 15 miles per hour.

Parking is permitted in designated parking spaces only. No parking is allowed on grass, medians, along islands curbs in roadways or in spots designated for visitor parking. All curbs along the Garmin facility are considered no parking zones. Professional Contractors needing to load and unload items may do so with a 15-minute maximum time at the curb and should display their vehicle's flashers. No vehicles are allowed to park in the ADA parking areas unless they are displaying a valid, non-expired ADA placard or license tag.

Garmin is not responsible for damage, theft, or loss to any vehicle or other property while on Garmin property.

Vehicle/Aircraft Operation

Any Professional Contractor who is required to operate a vehicle (automobile, watercraft, aircraft, etc.) on Garmin business is responsible to comply with all applicable laws and with all requirements of Garmin's insurance policies, whether the vehicle is company owned or the Professional Contractor's personal vehicle. Garmin vehicles are not to be removed from Garmin property unless approved by a member of management. Certifications and/or specialized training may be required. Please direct any questions to the EHS Team.

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No Professional Contractor may operate any aircraft regardless of ownership on Garmin business without specific prior approval by Garmin's Manager of Flight Operations, and is rated and current for the aircraft make and model. Additionally, an approved pilot must verify that such operation is in compliance with Garmin Airplane Procedures and Garmin's liability insurance policy.

Professional Contractors who use their own vehicle for company business are not covered by Garmin's insurance policy. Any damage sustained to a personal vehicle is the responsibility of the Professional Contractor.

Hazardous Materials

Chemicals may be needed to perform the services requested by Garmin; however, their use, display, or storage within any Garmin facility is restricted. Controls to contain dust or chemical exposures must be implemented prior to work beginning to protect Garmin associates.

Professional Contractors must receive written approval from the EHS Team prior to bringing hazardous materials in to a Garmin facility and contractor must maintain Safety Data Sheets (SDS) for each chemical being used.

When paints, solvents, or other highly flammable materials are used, adequate ventilation must be maintained.

All hazardous chemical spills must be immediately reported to Security, advising that person of the location (building, floor, etc.), extent of the spill, and the substance involved.

It is the Professional Contractor's responsibility to arrange for the proper removal and disposal of any hazardous materials used during the project and inform Garmin of those materials being removed.

Container Labeling

All containers of hazardous material coming into the facility must be labeled with the name of the contents, appropriate warnings, and the name of the manufacturer.

Materials that are transferred from their original container into a secondary container must be marked with the appropriate information. The label for the secondary container label must include the chemical name, manufacturer's name, and the appropriate warnings and must be typed, not handwritten. Marking information may be found on the original label or the safety data sheet (SDS):

- Chemical name
- Manufacturer's name
- Appropriate warning labels

Work Area Requirements

No tools, extension cords, welding cords, etc. shall be stretched across or allowed to lie in normal traffic aisles.

Temporary panels in walls shall be sealed at night to prevent insect attraction and to secure the space from a security intrusion incident.

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No construction barriers should be erected which inhibit access by the physically challenged. All erected barriers must be communicated to the Garmin Project Coordinator to ensure egress or access is not restricted.

Any openings in roofs or walls should be secured at the end of each day to prevent snow or rain damage and to secure the space from a security intrusion incident.

Equipment Usage/Lockout & Tagout

Permission must be obtained from the Garmin Project Coordinator in order for Professional Contractors to operate or repair Garmin owned equipment.

No facility or production equipment will be worked on without specific lockout protection at the electrical disconnect, compressed air shut-off valve, hydraulic shut-off valve, or steam shut-off valve. The tag and lock shall identify the individual working on the equipment by name with a valid phone number included.

Professional Contractors are expected to provide their own tools, safety equipment, and ladders. Ladders must meet OSHA 1910.23 & 1926.1053 for compliance.

Before working on a process, all energies (electrical, mechanical, thermal, pneumatic, chemical, hydraulic, etc.) shall be purged, dissipated, and locked out according to OSHA standards (see OSHA 1910.147). Unlocked or open electrical distribution panels shall not be left unattended by the Professional Contractor. All lockout/ tag out operations shall be communicated to the Project Coordinator.

Compressed Air or Gas

Professional Contractors should supply compressed air when needed. Garmin compressed air (if available) may only be used with permission of the Garmin Facility Manager.

Either Professional Contractor or Garmin owned compressed air or gas must be used and maintained in accordance with NFPA 55, the Compressed Gases and Cryogenics Fluid Code, as well as all applicable federal and local laws.

When compressed air is being used on Garmin property, Professional Contractors must wear appropriate personal protective equipment and ensure gas cylinders are labeled, upright, secured, and capped when not in use.

Powered Industrial Trucks

All professional contractors are responsible for ensuring their drivers have been certified to operate powered industrial trucks and lifts. Proof of vehicle specific training with expiration and certifying company must be presented to Garmin prior to operating any vehicle within the Garmin warehouse. The contractor is responsible to know and comply with all applicable rules of OSHA 29 CFR 1910.178.

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Fall protection will be used at all times while on any boom lift, turret, order picker powered industrial truck where the individual is not guarded or could catapult. Site specific hazards may be reviewed as needed such as conveyors, ducts, power outlets, overhead lights, etc. Always ensure a safe distance from all conveyors, sprinklers, pipes, overhead lights and any other obstruction that may get in the way. Stop at all cross-walks and intersections. Make eye contact with pedestrians and other drivers before proceeding.

All powered industrial trucks must obey the 5-mph maximum speed limit while transiting the facility. Vehicles may not block any emergency exits, stairs, pedestrian doors, or be left in storerooms, traffic lanes or on unprotected carpet.

Forklifts operated in the parking lot must have proper safety equipment including head and taillights, as well as, a functional seatbelt if the manufacturer requires it.

All contractor equipment must comply with federal, state, and local emission standards as established by appropriate government agencies.

General Warehouse Safety and Security

Safety vests will be worn while in the warehouse or anywhere powered industrial trucks are in operation. Safety vests shall also be worn by any pedestrian walking in a shifter yard where visibility is limited. Use caution when crossing any pedestrian walkway.

Do not use the warehouse as a throughway to access other areas of the facility. Entrance into the warehouse shall be strictly for business purposes only and pedestrians should stay in designated walkways at all times unless there is a business purpose.

Fire Prevention

Garmin expects its Professional Contractors to do everything possible to safeguard our facilities from a potential fire. All welding, cutting, and other hot work shall be compliant with NFPA 51B, the standard for fire prevention during welding, cutting, and other hot work.

All hot work should be submitted per the contractor work request for EHS and Facilities review. No cutting, welding, or any other heat producing operation is allowed until the Garmin Facility Manager has approved the location.

Professional Contractors are to provide sufficient fire extinguishers of the size and type required for the work being performed.

During any of these activities, a fire watch must be maintained with suitable fire extinguishers at the site. The area must be cleared of all dust and combustible materials before the welding or burning begins.

All welding, cutting, or grinding operations shall have flash and fireproof shields erected around them to protect other personnel in the area.

Contractor shall remain at the job site for 30 minutes after the welding has ceased.

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Emergency Response

Professional Contractors must follow the site Emergency Action plan in the event of an emergency. A copy is available from Security or the Project Coordinator.

Bloodborne Pathogens

Bloodborne Pathogens are disease causing organisms that can be transmitted from one person to another by bodily fluids such as blood. Professional Contractors are required to follow blood borne pathogen procedures and provide first aid training for all of their employees.

PART V

SECURITY

Garmin Badges

Identification badges are issued to every Professional Contractor in the Garmin office. All Professional Contractors, visitors, and guests will be required to wear a badge at all times while in our facility. Should anyone lose their badge, immediately notify Security as soon as possible.

Use of Recording Devices, Cameras and Camera Phones

To help prevent privacy abuse and to protect Garmin trade secrets and intellectual property, Professional Contractors are prohibited from using tape recorders, cameras, and other audio or video recording devices to record conversations or activities on Garmin property or to take photographs on Garmin property, except for authorized Garmin business purposes.

C-TPAT

Garmin has enrolled in a government-sponsored voluntary program entitled the Customs-Trade Partnership Against Terrorism (C-TPAT). The program is designed to assist U.S. Customs officials in detecting and preventing terrorists and terrorist weapons from entering the United States, while facilitating the orderly and efficient flow of legitimate trade and people at and through the U.S. borders. Effective supply chain security depends on the cooperation of all applicable Garmin Contractors.

Accordingly, we appreciate your willingness, if consistent and applicable for your role at Garmin to become familiar with the company's supply chain security procedures and to support our efforts to keep our supply chain secure and free from any possible terrorist activities.