

New England Spring	Control and Access to Customer Information	Appendix 4	10/14/25
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Intellectual property (IP)

- 1. Maintain security of prints, specs and other customer IP.**
- 2. Provide customer IP to outside parties (vendors, suppliers) only as appropriate for the execution of customer orders or in compliance with court orders.**
- 3. We do not work to customer prints/spec nor use customer tooling for other parties without written permission from the originating entity.**
- 4. IP developed by New England Spring during the course of normal business is the property of New England Spring.**

ITAR restricted access

- 1. New England Spring will maintain registration with the US government under rules of International Trade in Arms Regulations (ITAR).**
- 2. All visitors to New England Spring are to be registered in the visitor log. Foreign nationals are not permitted access to ITAR controlled information.**
- 3. IP (drawings, prints, sketches, specifications) provided by our customer and identified as controlled by ITAR, will be stamped “ITAR access restricted” (see below).**
- 4. Internal rules for documents stamped “ITAR”**
 - No unauthorized access to files (drawings and related documents, specifications, etc.)**
 - Drawings, documents, etc. are forwarded only as necessary to conduct business authorized by a customer purchase order. Upon forwarding such documents for this purpose, the recipient must be made aware of their responsibility to maintain appropriate security of the information (communicated through New England Spring PO flow down, email flow down during RFQ phase, or ITAR stamp on blueprint).**
 - New England Spring subcontractors shall destroy any documents (i.e. blueprint, specification, etc.) that have an “ITAR access restricted” stamp upon completion of use/production.**