

New-Hire Checklist Concerning Former Employer Property and Information

The Company welcomes you to the team and wants to ensure that your transition from your former employer is as smooth as possible. To facilitate your transition, please review carefully the following information and sign your name below. If you have any questions about the information contained in this document, please do not hesitate to contact our VP of Finance, Marcos E. Torres or someone else from our HR department.

As set forth in the **[Employee Non-Disclosure and Invention Assignment Agreement]** (the "Agreement") you will need to sign with the Company, you may not use or disclose confidential, proprietary or trade secret information belonging to any former employer or third party (collectively, "Former Employer Information") in connection with your employment with the Company. This includes:

- All Former Employer Information contained in hard copy documents;
- Any Former Employer Information on electronic storage devices (such as USB drives, external hard drives, etc.), and
- Any Former Employer Information on computers, tablets, or phones; residing in cloud storage locations; or contained in or on any other repository.

Former Employer Information could include any materials given to you by your employer in the course of your former employment, materials shared with you by coworkers in the course of your former employment, and materials created by you during your former employment.

In order to comply with this requirement, it is critically important that you do not:

- bring any Former Employer Information onto Company premises, or
- upload or store any such information on the Company's computers, network systems, cloud storage accounts, tablets, phones, or any other Company devices or equipment.

If we suspect that any Company equipment contains Former Employer Information, we will ask you to immediately preserve such information and to provide us with any such equipment immediately.

You also must ensure that before you begin your employment with Company, you return to your former employer any Former Employer Information, as well as any documents or property that belong to them. This return should include any and all such information, documents, and property that are contained in your home; on your personal computers, external hard drives, USB devices, tablets, phones or other electronic or storage devices; in any personal e-mail account; in any cloud storage locations; or in any other location under your control. If you have any doubts as to whether particular information must be returned to your former employer, you can seek guidance from our HR department (although, of course, you should only disclose the general nature of the information, documents, or property).

To assist you in complying with these obligations, below is a list of steps that you must take before commencing your employment with the Company. Please confirm that you have taken each of the steps listed below.

At the Company, we compete ethically and fairly. To that end, we need you to sign the checklist below regarding the information and property of your prior employer. Any misstatement on this checklist could lead to i) significant legal actions against you personally which may not be defended by, or indemnified by, the Company, and ii) possible disciplinary action up to and including dismissal from the Company.

I acknowledge that:

- I have conducted a thorough search to determine whether I have any Former Employer Information, as well as any documents or property belonging to my former employer, in my possession, custody or control.
- I have thoroughly searched my home and all other physical locations under my control for any hard copy documents that contain Former Employer Information and for any property belonging to any former employer.
- I have thoroughly searched and reviewed all of my personal computers, external hard drives, USB devices, tablets, phones or any other electronic or storage devices belonging to me for any Former Employer Information.
- I have thoroughly searched and reviewed my personal email account(s) for any Former Employer Information.
- I no longer have access to any cloud storage account(s) belonging to my former employer, and I have thoroughly searched and reviewed any personal cloud storage accounts for any Former Employer Information.
- I have returned all Former Employer Information, along with all documents or other property belonging to my former employer.
- I currently do not possess, nor do I have access to, Former Employer Information, or documents or property belonging to any former employer.
- I can perform my anticipated job duties for the Company (as set forth in my job offer) without using any confidential, proprietary or trade secret information belonging to my former employer.

I agree that I have complied with the steps listed above.

Signed: _____

Date: _____

Print Name: _____