



## Office Employee C-TPAT Certification

I acknowledge that I have reviewed the following C-TPAT Security Manual procedures (accessible via <http://pinkilili/C-tpat> link) and am familiar with the information contained therein.

- Facility Security
- Information Technology
- Physical Security
- Physical Access Control
- Disaster Planning

I affirm that I have carefully reviewed these procedures within 30 days of hire and/or receipt and will direct any questions or concerns that I may have to my immediate Supervisor/Manager and/or C-TPAT Team Member.

In addition, I certify that, during the course of my employment with **Sanrio Inc.** and as a condition of my employment, I will adhere to the various C-TPAT Security Manual policies and procedures as noted above and any other materials that may be provided.

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Employee Name (Print)

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Title

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Employee Signature

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Date

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FOR HR DEPT/C-TPAT COMMITTEE USE ONLY:

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Received by Human Resources, Date

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C-TPAT Central File, Date