



Dear Applicant,

We thank you for applying for employment by **MiTek Inc.** (the “Company”). This letter is to acquaint you with a couple of the Company’s important rules/policies we need you to comply with as an applicant and, if you are employed, during your later employment. Of course, other important rules and policies also exist and will be disclosed to you separately.

1. **Prior Employment Agreements or Agreements Restricting Your Freedom to Work.** If you entered into an employment agreement or any other type of agreement with a former employer that contains provisions restricting in any manner your freedom to work for the Company, including, for example only, where, when, for whom you can work, what you can do, or with which customers you can interact, this must be disclosed, and a copy of the agreement provided, to the Company's legal department **before an offer of employment is made.** If you do not currently possess a copy of any such agreement or are not sure whether or not you entered into any such agreement, you must disclose this to the Company's legal department, as well, and the Company will then decide whether a contact with your former employer will be needed to process your application. (The Company will not contact your former employer without your consent.) Any job offer made to you at the end of the application process, and your subsequent employment by the Company, will be contingent upon your freedom to work for the Company without restraints from prior employers (except for common confidentiality and/or trade secret restraints described in Sec. 2 below which can be accommodated by the Company).
2. **Confidential and Trade Secret Information of Prior Employer.** Just as the Company will expect you to preserve and protect the secrecy of its confidential and trade secret information, the Company will also expect you to continue to respect the confidentiality and trade secret rights of former employers. Accordingly, if you become an employee of the Company, you will be required not to disclose or use, directly or indirectly, in the course of your employment by the Company any confidential or trade secret information that you may possess (including in your head) regarding your prior employer's business. Examples of categories of information that may include confidential information, include financial, accounting, sales, production, marketing strategies, pricing, computer programming, etc. As a general guideline, you will be required to keep all information concerning your prior employer's business to yourself and not disclose or use it at the Company unless you are sure that it is openly available to the public or you can document that you received it from a source other than your prior employer on a non- confidential basis. [If you have questions regarding what is confidential or trade secret information of your prior employer, you should ask questions of the Company's legal department, never of your supervisor or any other person working for the Company in a non-legal function.]
3. **Solicitation of Employee’s of Prior Employer.** If you join the Company, you should never participate in the recruitment for employment or employment of any employee of your prior Employer, or provide information to others within the Company for such purpose, without the prior consent of the Company's legal department.
4. **Inventions and Creative Works (Including Computer Software.)** Your prior employer may own or possess legal rights in inventions you made during the period of your prior employment, regardless of whether or not you received special compensation, whether such inventions or creative works were

developed on your own time, and whether or not such inventions were disclosed to or used by your prior employer. Thus, you will not be permitted to disclose or use at the Company any such prior invention or creative works without the prior consent of the Company's legal department.

Please electronically sign this letter at your earliest opportunity to acknowledge that you understand and will comply with these important rules/policies. We are unable to continue to process your application until we have received your acknowledgment. If you have questions, please let us know.

Sincerely,

MiTek Human Resources