

WELCOME TO Wyman-Gordon Company, North Grafton MA

An appointment with a Wyman-Gordon employee must be scheduled in advance of your visit to our Grafton facility.

For those who arrive without an appointment, access will be at the Company's discretion, and you may be turned away.

- **Appointment Schedules**
 - U.S. Person – Minimum 1 business day
 - Foreign Person – Minimum 5-10 business days
 - Visitors needing access to export-controlled information – 75 days in advance.

*Notice to expected Visitors (including customers, suppliers, PCC employees, contractors, or temporary workers) who are **NOT** citizens, nationals, or legal permanent residents of the United States of America, notification must be given to the Facility Compliance Officer as soon as the visit is scheduled. All Foreign Person visitors must be approved by the FCO or AFCO prior to visit. If safety or export control concerns warrant, the FCO may prohibit or restrict the visit to address those concerns.*

Visitors from or citizens of any country identified in Country Group D:5 in Supplement 1 to Part 740 of Title 15, the U.S. Export Administration Regulations must provide notice in advance of the expected visit, **regardless of whether** export-controlled information will be shared. Sufficient time is required to ensure that all precautions and controls are in place.

*Upon arrival, please sign in via the electronic sign-in system (ESI), and present a valid government issued form of identification. All Visitors will be required to indicate if they are a U.S. Citizen or Permanent Resident of the United States. If neither, visitors must state their country of citizenship and provide information pertaining to citizenship and current immigration status, **a passport is required.***

- **Sign-In Requirement:** All visitors must sign in and out at the same point of entry.
 - Guard Shack – May include but not limited to, Customers, Freight carriers, on-site approved contractors.
- **Escort Requirement:** All visitors shall indicate who they intend to visit and be escorted by an authorized WG employee at all times.
- **Visitor Badge Requirement:** All visitors are required to wear a visitor badge which will indicate the appropriate citizenship category (for export control purposes) and must display that badge while at the facility. Badges shall be returned to a WG employee or Security at the end of the business day.
 - Visitor Badges:
 - U.S. Person – White & Black
 - Non-U.S. Person – Red indicators on the badge
- **Visitor NDA Requirement:** All visitors must sign a PCC Visitor Non-Disclosure Agreement prior to entry into the facility. This is not applicable to Governmental Personnel on Official Government Business and companies with Corporate PCC agreements in place. It is advised to contact the Facility Compliance Officer prior to your visit if you believe this Visitor NDA requirement does not pertain to your visit.
- **Denied Party Screening:** All visitors must be screened against the U.S. Government restricted lists via the PCC DPS Tool **or** via the Electronic Sign-In (ESI) software during sign in.

You must observe and comply with all applicable facility policies and procedures, including, but not limited to, traffic regulations, posted warning signs, access to restricted areas, and safety regulations.

Facility Compliance Officer (FCO)	Lynnsie Fetty	Lynnsie.r.fetty@wyman.com
Assistant Facility Compliance Officer (AFCO)	Caitlin Simmons	caitlin.simmons@wyman.com
Assistant Facility Compliance Officer (AFCO)	Osiris Macias	osiris.macias@wyman.com
Division Compliance Manager (DCM)	Amy Chen	amy.chen@wyman.com

Recording and photography is prohibited in the manufacturing areas. Violations of this policy will result in immediate removal from the facility, confiscation of the device, and destruction of the photographs.

Protective Equipment (PPE)

All Visitors requesting to take a facility tour or access to the manufacturing floor must arrive for the visit in leg covering below the knee and close toe shoes. Site/area specific PPE may be provided by your Host in coordination with WG Grafton EHS team upon arrival. Shorts are prohibited within the manufacturing environment.

HOST Escort Required / LIMITED Plant Access Only

All Visitors must be escorted at all times by an authorized WG Grafton Host, unless the visitor is covered by a current Technology Control Plan (TCP) that permits otherwise. Tours are offered only at the facility's discretion and access to certain areas may be restricted.

All visitors will be prohibited from viewing or having access to any information which is proprietary to PCC.

Unless approval is given in advance and in writing by the Facility Compliance Officer:

- Access to technology or technical data by Foreign Person visitors will be limited to **any data, drawings or information that the Visitor (or company the Visitor represents) supplied directly to Wyman-Gordon Company.**
- Technical data or technology controlled or owned by the facility, including, but not limited to, manufacturing plans, routers, travelers, and drawings, may not be provided to, shown to or accessed by any Foreign Person Visitor.
- Visitors shall not be permitted to visit any area designated "**Restricted**" (see below) unless **only the Foreign Person Visitor's product is being produced, and the product is not running through an export-controlled or company-proprietary process or technology.**

Designated Restricted Areas:

- All Press Pump Rooms.
- All active production areas, including but not limited to: Machine platforms, inspection stations, etc.
- All product staging and Work in Process areas
- All PCC computers
- Offices, cubicles, and file rooms where drawings, product specifications, and engineering information are stored.

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