

# **Irvine Electronics Visitor Policies and Advisories**

## **Security**

Irvine Electronics operates a Secured Facility and complies with ITAR (International Trafficking and Arms Regulations).

Visitors to Irvine Electronics must be a "U.S Person" (U.S. Citizen or Permanent Resident Green Card Holder). You must have one of the following four options as valid unexpired forms of identification to enter the Irvine Electronics facility:

1. US Passport (Preferred)
2. Driver's License AND Birth Certificate (Must be both forms of Identification)
3. Driver's License AND US Resident Alien (Green) Card (Must be both forms of Identification)
4. Driver's License AND Military/Aerospace/Defense Badge (with Photo)

The information that you provide on Our Visitors Form for Identification, must be brought with you for verification purposes. Failure to provide proper Identification listed above, will deny you access to our facility.

Cell Phones are forbidden on our Production Floor. You will need to leave your phone at our Front Desk and it will be returned to you before you leave.

## **Dress Code**

Attire must be professional and in good taste. Business Casual attire is preferred. Visitors may not wear any clothes that have offensive material, or that make a political statement. Jeans and Denim may not be torn or frayed. Shorts are allowed but may not be torn or frayed. All Shoes MUST be Closed Toe to avoid injury. NO OPEN TOED Shoes are allowed in the facility.

## **ESD (Electro Static Discharge)/FOD (Foreign Object Debris)**

Visitors must read Irvine Electronics, LLC "ESD Visitor Work Requirements" form prior to the visiting our facility and acknowledge on our Visitor Registration Form that they have read and agree to follow ALL protocols and procedures at our facility.

Visitors will be provided an ESD smock which must be completely buttoned up, and long sleeves tucked into the smock prior to entering our Production Floor.

Food, drink, spiral bound notebooks, and any items that may generate FOD are prohibited on our Production Floor.