



Information protection is everyone's responsibility!

Corning Incorporated Supplier Information Security

As a Corning Supplier, it's important to understand and know how to apply our company's Information Security policy and procedures, including our Rules of Engagement.

Corporate Espionage – The Threat is Real!



Corporate espionage carries a very high cost. Exact figures are not known, but it is estimated that on an average annual basis it costs the global economy hundreds of billions of dollars, millions of jobs, and creates a significant drag on GDP growth. Corning's competitors are interested in learning as much as they can about us as they try to gain a competitive advantage. We appreciate demonstrated secure behaviors by our Suppliers and factor this into our Supplier selections.

What Our Competitors Want to Know

Information regarding Corning technology and custom equipment

Commercial / financial analyses

Corporate financial health

Raw materials used by Corning

Sales and market share data

Details about new Corning Incorporated products that are not public knowledge

Key Tips from Corning's Rules of Engagement



Failure to comply with Corning's Supplier Rules of Engagement may result in penalties or implications for future business.

1. Ensure Corning information is shared only on a "Need to Know" basis as required to complete Corning assignments.
2. At the end of a project, all Corning information must be certified as permanently destroyed or returned to Corning.
3. Do not leave Corning information unattended and secure all hard copy Corning information at the end of each day.
4. Secure all electronic versions of Corning information via encryption and password protection.
5. Transmit Corning information only via secure methods approved by Corning.
6. Do not store Corning information in the cloud without prior written approval.
7. Mark all Corning information with the proper "Corning Restricted" classification (see page 2).
8. Control physical spaces to prevent unauthorized access to areas with Corning equipment or work-in-progress.
9. Never discuss Corning information in public, post on the internet/social media, or release to another Supplier without prior written consent.
10. Comply with Corning's on-site access control policies and procedures.
11. Report any improper disclosure of Corning information to Corning Global Security within 12 hours of detection.
12. Ensure all of your subcontractors have an NDA similar in substance to Corning's and that they strictly comply with Corning's Rules of Engagement.

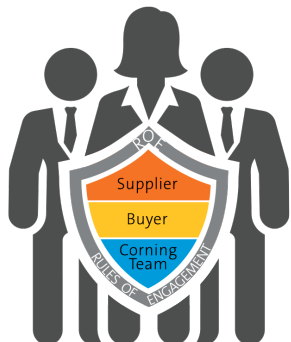
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Corning Incorporated Supplier Information Security Additional Guidance for Suppliers

Know the Key Roles & Responsibilities for Information Security



All three parties must understand
Corning's Rules of Engagement (RoE)
for Supplier Information Security

Supplier

- Comply with all confidentiality agreements
- Take Corning's Supplier Information Security training course
- Be prepared for audits

Corning Team

- Monitor Supplier's compliance with Corning's contractual obligations

Corning's Buyer

- Manage the overall commercial interaction

Follow Corning Document Classification & Label Extensions

Applies to:

Information in any form

Indicates:

Corning's ownership of the document,
its sensitivity, and how to handle it

Corning Restricted includes:

All Corning work unless specifically
included in other classifications

Corning Restricted - Special Control

includes:

Corning's most prized assets that require
additional controls to avoid business
harm or legal exposure

Category	Label Extension
Non-Corning	
Corning Public	© 20XX Corning Incorporated
Corning Restricted	Draft for public release
	Confidential Under NDA
	Controlled Content (R2)
	Attorney-Client Privileged**
	Attorney Work Product**
Corning Restricted – Personal Data	Sensitive*
	EU Sensitive*
Corning Restricted – Special Control	Confidential Under NDA (R3)
	Not for external distribution (R4)
	Attorney-Client Privileged**
	Attorney Work Product**

*Various laws govern the use of this information.

Thank you for doing your part to protect Corning Restricted information!

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