

Electronic Signatures

Electronic Signature Compliance Statement

Glenair UK Ltd allows the use of electronic signatures (e-signatures) to support secure, efficient, and legally valid documentation processes. This statement outlines how e-signatures may be used internally and externally in compliance with UK, EU, and US regulations and ISO/IEC 27001 information security requirements.

All e-signatures must comply with:

- UK: Electronic Communications Act 2000 and UK eIDAS Regulations 2016
- EU: Regulation (EU) No 910/2014 (eIDAS)
- US: ESIGN Act and UETA
- ISO/IEC 27001: Controls for information integrity, confidentiality, and authenticity

External Use

- Only certified electronic signatures (e.g., via DocuSign, Adobe Acrobat Sign, or other qualified trust service providers) are accepted for documents shared with external parties.
- Strategic customer contracts or high-value contracts require a wet ink signature. The signed document may then be scanned and sent electronically for record purposes.
- Certified e-signatures must be issued to the individual signer following formal identity verification with an approved provider.
- In some circumstances a witness signature may be required.

Internal Use

For internal documents (memos, approvals, reports, training confirmation):

- Accepted forms include certified e-signatures, scanned handwritten signatures, hand-drawn digital signatures, or professional typographic signature representations created using approved software (e.g., Word, Adobe).
- Each user is responsible for protecting their signature file or stamp through password protection or restricted-access storage.
- Signatures must never be shared or applied by anyone other than the owner.

Glenair employees use BIS-approved and security-tested e-signature tools.

Access controls and MFA are applied for digital signature platforms, where supported.

Signed records are stored in authorised systems with version control and audit logging.

Misuse or unauthorised signing may result in disciplinary or legal action.

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