

## **2. EXPORT COMPLIANCE MANUAL**

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Astro-Med's Export Compliance Manual should be used not only as an educational tool, but also as a practical guide in the course of day-to-day order processing and any licensing management for all departments involved.

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- This Export Compliance Manual will be maintained and distributed by the Export Compliance Manager (and is posted on the Company's Intranet site and available to all employees).
- The Manual is revised as necessary, due primarily to regulatory changes or changes in Astro-Med's export process.
- Human Resources will provide all new employees, at time of hire, with a copy of the "Regulatory Compliance Commitment" issued by Gregory Woods, CEO of Astro-Med, Inc.

# Company Export Compliance Policy Procedure Manual

**Business International Corporation**



## **Company Export Compliance Policy Procedure Manual:**

**Agreements, Forms and Checklists for Risk Managers** Bryan E. Hopkins, 2014-04 In today's business environment companies either properly manage the complex world of legal and corporate risk or suffer the consequences. The wrong decision can kill a company but how can those responsible for risk management keep on top of company needs? In this guide author Bryan E. Hopkins discusses the numerous areas of legal and corporate risk that managers and their company counsels face. Hopkins provides agreements, forms and checklists needed to implement a sound legal risk management program and mitigate, shift and prevent legal and corporate risk through careful management. Managers and practitioners will also find practical and detailed information on how to identify legal risk and use legal and corporate risk management contracts and checklists. Written by an international lawyer and corporate counsel with decades of experience in risk management, *Agreements, Forms and Checklists for Risk Managers* seeks to help you deal with processes and procedures needed to protect any organization in today's complex and hostile business environment. *A Practical Guide to Successful Export* Garry Costa, 2012-08 NOW A complete comprehensive guide to export management. The most effective export book that gives you the tools, skills and knowledge necessary to manage your exports efficiently and easily. Increase sales and customer satisfaction. At Last an export guide for serious exporters. **Corporate Compliance Answer Book 2009** Christopher Andrew Myers, 2009 Organized in a convenient Q & A format that concisely addresses your key concerns. CORPORATE COMPLIANCE ANSWER BOOK helps Public companies meet the challenges of Sarbanes Oxley reforms and related SEC rules. Government contractors deal with stringent federal procurement mandates. Health care groups satisfy Medicare, Medicaid and HIPAA privacy and data security standards. Financial institutions cope with the Bank Secrecy Act and guidelines for electronic fund transfers. Corporations meet labor and employment mandates, environmental rules, lobbying and campaign finance laws, export control regulations and FCPA anti bribery standards. Packed with insight on how to handle internal investigations, manage and retain company records and qualify for federal leniency programs. CORPORATE COMPLIANCE ANSWER BOOK includes a bounty of compliance enabling checklists and case studies. **Federal Register**, 1986. *Federal Register Index*, 1987. *Corporate Counsel's Guide to Laws of International Trade*, 2011. **Corporate Counsel's Guide to Export Controls** William A. Hancock, 1993. **Guide to Export Controls** Philip L. Ray, Eric L. Hirschhorn, 1986. *Coping with U.S. Export Controls*, 2001. **Official Export Guide** North American Publishing Company, 1996. **Legal Aspects of International Sourcing**, 2010. **161 More Checklists : Decision Making in International Operations** Business International Corporation, 1985. *Annual Meeting, Papers and Proceedings*, 1999. *Doing Business in California*, 1993. **Corporate Counsel's Guide to Economic Sanctions and Embargoes**, 1996. **Export Control and WMD Nonproliferation Law** Wei Luo, 2009. **Antitrust Compliance Manual** Walker B. Comegys, 1992. **Report of the State Board of Equalization for ...** California. State Board of Equalization, 2000.

*International Boycotts*, 1978

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