

Your Signature

Your signature is a symbol of your personal integrity and the integrity of HII. The documents you sign may be making promises or commitments to outside business associates or internal to the company.

All signatures must be taken seriously. Sign only your own name - never someone else's. And remember, it is dishonest and unethical - and possibly illegal - to sign your name to a false statement or certification.

When sending documents electronically, keep in mind that **electronic signatures** on these documents are equivalent to handwritten signatures. Misuse of an electronic signature is considered falsification of records. The misuse will be dealt with as a violation of company policy and will subject the involved party to disciplinary action, up to and including termination of employment.



By putting your signature on any document, you promise that:

- **You have the proper authority to sign the document.** If you sign without proper authority, you may get yourself or HII in serious trouble. Confirm the extent of your authority [here](#), on Homeport.
- **You have read the document.** If you haven't, you could be signing something you would not sign if you knew the content.
- **To the best of your knowledge, the information in the document is true.** If you know that the information in the document is not accurate, do not sign it!

The impact of any false signature may be:

- Negative impacts on schedules.
- An increase in costs.
- A loss of customer confidence.
- Reprimands or other disciplinary actions against you.
- Financial and/or criminal penalties for yourself and the company.