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DATE: January 1, 2012

TO: All Employees & Contractors

FROM: James P. Kelly, President & CEO

SUBJECT: Export Policy Statement

OptTek Systems is committed to full compliance with all applicable export control laws and regulations. The U.S. government maintains international trade controls for various reasons, including national security, foreign policy and to prevent the spread of weapons of mass destruction. Therefore, strict compliance is imperative.

It is OptTek's policy that all employees comply with United States export policies and regulations. No transactions contrary to U.S. law are permitted. If you suspect or have knowledge of a violation or potential violation, or have questions about the correctness of a transaction, you must immediately notify OptTek's Export Compliance Officer, James P. Kelly at 303-447-3255 x101 or [Kelly@OptTek.com](mailto:Kelly@OptTek.com).

All employees are responsible to be familiar with export controls and to comply. Specific responsibilities for jobs involving export activities have been communicated to employees working in these areas.

No activities will be undertaken that are in violation of the United States policies which seek to control nuclear proliferation, missile technology, and chemical and biological weapons. Failure to comply with these regulations may result in the imposition of criminal and/or civil fines and penalties, including jail time and monetary penalties, and employees will be subject to disciplinary action and/or termination.

Export-related inquiries should be addressed to OptTek's Export Compliance Officer James P. Kelly or our outside export controls counsel David Glynn of Holland and Hart at (303) 295-8071 or [djglynn@hollandhart.com](mailto:djglynn@hollandhart.com).

Regards,

A handwritten signature in black ink that reads "James P. Kelly". The signature is written in a cursive, flowing style.

James P. Kelly, Ph.D.  
President & CEO