

## **COPYRIGHT INFRINGEMENT NOTIFICATION POLICY**

Pursuant to the Digital Millennium Copyright Act (“DMCA”), Title 17, United States Code, Section 512(c)(2), notifications of claimed copyright infringement must be sent, **in a written communication**, to Telos Corporation (“Telos”).

Telos respects the intellectual property of others, will investigate notices of alleged infringement, and will take appropriate actions under the DMCA and other applicable intellectual property laws. Upon receipt of notices complying with the DMCA, Telos will act to remove or disable access to any material found to be infringing or found to be the subject of infringing activity and will act to remove or disable access to any reference or link to material or activity that is found to be infringing.

If you believe that your work has been copied in any way that constitutes copyright infringement, you should provide all of the following information to Telos in writing:

- a. a physical or electronic signature of the person authorized to act on behalf of the owner of an exclusive copyright that is allegedly infringed;
- b. a description of the copyrighted work that you claim has been infringed;
- c. a description of the material that you claim is infringing or is the subject of infringing activity, that it is to be removed or access to it disabled and information reasonably sufficient to enable Telos to locate the material on the Site;
- d. your name, address, telephone number, email address and all other information reasonably sufficient to permit Telos to contact you;
- e. a statement by you that you have a good faith belief that use of the material described by you is not authorized by the copyright owner, its agent, or the law;
- f. a statement by you, made under penalty of perjury, that the information in your notification is accurate and that you are the copyright owner or authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

**Notices of claimed copyright infringement should be directed to our Designated Copyright Agent at the following address:**

**By mail:** Telos Corporation  
Attn: Helen Oh  
19886 Ashburn Road  
Ashburn, VA 20147

**By fax:** (703) 729-7372

**By Email:** [helen.oh@telos.com](mailto:helen.oh@telos.com)

(Please include “Notice of Copyright Infringement” in the subject line.)

**IMPORTANT NOTE:** THE PRECEDING INFORMATION IS PROVIDED EXCLUSIVELY FOR NOTIFYING TELOS THAT YOUR COPYRIGHTED MATERIAL MAY HAVE BEEN INFRINGED. ALL OTHER INQUIRIES, QUESTIONS AND REQUESTS, OR QUESTIONS ON PRIVACY, WILL NOT RECEIVE A RESPONSE THROUGH THIS PROCESS.