
 <b>DynCorp</b> INTERNATIONAL	Title: <b>Media Relations And Confidentiality Policy</b>			Number: <b>CIV 3201</b>
	Unit Issuing: <b>ITS-CIVPOL</b>	Approved By: Richard Cashon 	Effective Date: <b>11/01/2006</b>	Revision Date: <b>10/20/2007</b>

**I. PURPOSE**

To ensure that information about DynCorp International LLC (DI), its wholly owned subsidiaries (DIFZ), the CIVPOL Mission, and the customer, Department of State (DoS) Bureau of International Narcotics and Law Enforcement (INL), is consistent and accurate.

This Policy will also ensure confidentiality of mission information is maintained for the security and success of the CIVPOL Mission and its employees.

**II. APPLICABILITY**

Applicable to all employees of DynCorp International LLC (DI), and its wholly owned subsidiaries, contracted to the Civilian Police (CIVPOL) program.

**III. RESPONSIBILITIES**

A. All DynCorp International CIVPOL functional Managers and Supervisors are responsible for ensuring all personnel within their functional area are familiar with this policy, and strictly adhere thereto.

B. Each employee is responsible for ensuring their compliance with the policy contained herein.

**IV. REFERENCES**


Media Relations – DI PS-112

**V. POLICY AND OPERATING PRACTICE**

It is the policy of DynCorp International that all contacts with the media and release of propriety and mission information be controlled centrally. [Ref: DI's PS-112].

A. Media Contacts:

1. No employee of (or consultant to) DynCorp International is authorized to supply information or grant interviews to the media without the approval of the Senior Vice President for Corporate Communications, who is the company's official spokesperson. [Ref: DI's PS-112].
  - a. Media inquiries and requests for information, interviews, etc., should be directed to the CIVPOL Human Resources Manager in country.
  - b. The Human Resources Manager shall be responsible for obtaining appropriate approvals from Corporate Communications as necessary, and may direct inquiries to other individuals or organizations within the company, as appropriate.
  - c. Corporate Communications shall be responsible for obtaining appropriate approvals from Executive Management as necessary, and may direct inquiries to other individuals or organizations within the company, as appropriate.

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**B. Press Releases and Public Dissemination of Information:**

1. Corporate Communications shall be responsible for coordinating the production and distribution of all press releases or other information to the media. [Ref: DI's PS-112].
  - a. Although Operating Units and Company Departments are encouraged to suggest items for release and/or to draft releases, any suggestions or drafts must be provided to the CIVPOL Human Resources Manager in country, who shall be responsible for obtaining the necessary approvals.
  - b. Legal review shall be obtained routinely with respect to all press releases to ensure compliance with securities and other relevant laws and regulations. Prior to initiating a requisition, the requestor will screen in-house availability, as applicable.

**C. Posting Information for Public View over the Internet:**

1. No employee of (or consultant to) DynCorp International is authorized to generate weblog (blog) through web-based publication, and/or create a web site where it identifies the company, our customer, discusses the mission, and/or the performance of employees duties while in mission, without prior written approval. This includes forms of oral, written text, and/or photograph publication.
  - a. Inquiries and requests to disclose such information should be directed in written comprehension to the CIVPOL Human Resources Manager in country.
  - b. The Human Resources Manager shall be responsible for obtaining appropriate approvals from Executive Management as necessary, and may direct inquiries to other individuals or organizations within the company, as appropriate.

**D. Proprietary Information:**

1. All reports, technical documents, maps, plans, recommendations and estimates are considered confidential information, which shall not be disclosed except to authorized personnel.
  - a. Exception will be based upon direction from DI CIVPOL Command (Contingent Commander, Senior Deputy Program Manager, or Deputy Program Manager).

**E. To ensure compliance, enforcement of this policy shall follow existing disciplinary guidelines.**

1. Employees, including management employees, who condone, fail to report, or participate in violation of this policy, are subject to disciplinary action, which may include termination for cause.



## Policy Receipt Acknowledgement

**CIV 3201**  
**Media Relations and Confidentiality Policy**  
**Effective Date: 1 November 2006**  
**Revised Date: 20 October 2007**

I \_\_\_\_\_, employee ID number \_\_\_\_\_, assigned to the DI  
Print Name Clock Number  
CIVPOL Iraq program as of the date below, hereby certify that:

1. I have received a copy of, and have read the CIVPOL Media Relations and Confidentiality Policy, effective date 1 November 2006, with a revision date of 20 October 2007.
2. I understand that if I have questions, at any time, regarding the CIVPOL Media Relations and Confidentiality policy, I will consult with my immediate Supervisor or my Human Resources staff members.
3. I agree to comply with the CIVPOL Media Relations and Confidentiality Policy and will immediately report through my Supervisor all instances of which I become aware the CIVPOL Media Relations and Confidentiality Policy appears to have not been followed;  
  
and
4. I acknowledge that any failure to fully comply with the CIVPOL Media Relations and Confidentiality Policy may result in disciplinary action up to and including termination, without the necessity of my receiving any prior warning or second chance.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)