

TRADEMARKS AND INTELLECTUAL PROPERTY

Sahasra® trademarks and brands are Sahasra® intellectual property and are among our most valuable assets. In order to preserve and protect these brands, it is essential that they are used properly. Follow these Guidelines for using Sahasra® trademarks and brands properly in all communications, documents, and electronic messages.

These Guidelines apply to Sahasra® employees, customers, partners, licensees, outside suppliers and vendors, and other third parties. If you are a Licensee of a Sahasra® trademark or logo, your license agreement may have particular usage guidelines different than provided here. If so, please follow the specific guidelines in your agreement. If you are a Licensee but have not been provided with special guidelines for usage of Sahasra® brands, then these Guidelines apply to your usage of Sahasra® brands.

You may reference Sahasra® products and services using the Sahasra® trademarks, so long as such references are: (1) truthful, fair, and not misleading, and (2) comply with these Guidelines, which may be modified from time to time by Sahasra® in its sole discretion. The Sahasra® trademarks and brands should never be used in a way that could cause anyone wrongly to believe that your products or services are offered, endorsed, or sponsored by Sahasra® or any of its subsidiaries.

Specific Do's and Dont's

Sahasra® Suppliers and Vendors

Please follow the specific trademark usage guidelines, if any, contained in your agreement with Sahasra®. Use of Sahasra® trademarks and brands must be explicitly approved by Sahasra® Procurement and Branding. Please contact your Sahasra® representative with any questions regarding the approval process.

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Do not make unlicensed use of Sahasra® logos. Third party use of Sahasra® logos requires a license or written permission from Sahasra®. If you are interested in obtaining a license to use a Sahasra® trademark or logo, [contact us](#) to discuss your proposed use.

Trademark Notices

Properly designate the status of Sahasra® trademarks by using the correct trademark symbol (® or ™) reflecting Sahasra® ownership of particular marks as set forth below. Also include an attribution of Sahasra® ownership in the following format: “ _____ is a trademark of Sahasra®”

- In letters, memos, press releases, white papers, advertising, slides, foils, video, and other multimedia presentations:
 - ❖ Properly designate (with ® or ™) all of Sahasra® trademarks at the most prominent use (usually a headline) and again on the first occurrence in copy and
 - ❖ In the case of presentation graphics, trademarks should be designated with the proper trademark symbol on each page, slide, and foil.
- In newsletters, magazines, and publications containing multiple articles:
 - ❖ Properly designate (with ® or ™) all of Sahasra® trademarks on the first occurrence in the document, in headlines and on the first occurrence in every article in which they are used.
- In brochures, annual/quarterly reports, books, technical documentation, and other bound documents:
 - ❖ Properly designate (with ® or ™) all of Sahasra® trademarks on the first occurrence in the document, in headlines, and on the first occurrence in text.
- In all charts or graphs, properly designate trademarks (with ® or ™).
- On all packaging, always use the trademark symbol in every reference.