

	<b>ELECTRONIC SIGNATURES POLICY</b>  <b>LEG – 100</b>  <b>LEGAL</b>	<b>Issued: August 2022</b>  <b>Approved by: Greg Canally</b> <b>Interim Executive Director</b>
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## PURPOSE

To set forth guidelines for the use of electronic signatures (“e-signatures”) in lieu of handwritten signatures in conducting ATP business operations.

## POLICY

ATP encourages the use of e-signatures whenever they can increase efficiency and save resources, so long as their use meets legal and information security requirements. In accordance with Texas Business and Commerce Code Chapter 322 (the Uniform Electronic Transactions Act), it is hereby acknowledged that ATP will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures. If any other party to an agreement with ATP objects, or revokes their previous acceptance, they must do so in writing.

When (i) an ATP transaction has been identified and approved by ATP under this policy for the use of e-signatures, and (ii) ATP policies, state or federal laws, regulations or rules require a handwritten signature, that requirement is met if the document contains an e-signature, unless otherwise prohibited by policy, law, rules or regulations.

This policy does not limit ATP’s right or option to conduct a transaction on paper or in non-electronic form, nor affect ATP’s right or obligation to have documents be provided or made available on paper when required by applicable policies, laws, or regulations.

ATP employees and individuals who make inappropriate or illegal use of e-signatures are subject to disciplinary action, up to and including termination of employment and criminal prosecution. ATP employees and individuals are required to report any suspicious or fraudulent activities related to e-signatures immediately to their manager, ATP Human Resources, the Information Technology (“IT”) Department, the Legal Department, or Internal Audit.

## TRANSACTIONS SUBJECT TO ELECTRONIC SIGNATURES

1. Internal, non-legal documents or forms may be signed electronically using an IT-approved e-signature method. Examples of internal, non-legal documents or forms that may be e-signed by employees include, but are not limited to, the following:

- Independent Cost Estimate form (Procurement)
- Price Fair and Reasonable Determination form (Procurement)
- Sole Source Justification (Procurement)
- Contract Risk Assessment Worksheet (Procurement)
- Background Check Assessment Worksheet (Procurement)
- Project Acceptance Certificate
- Intern Request form (HR)
- Wellness Enrollment form
- Wellness Center Automatic Payroll Deduction form

2. Legal contracts with third parties may be initiated and signed electronically only by using an IT and Legal-approved electronic method that complies with applicable Texas and Federal e-signature

standards. Examples of legal contracts include, but are not limited to the following:

- Contracts for goods or services including professional services agreements
- Sponsorship agreements
- Interlocal Agreements (“ILAs”)
- Real Estate agreements
- License agreements
- Grant agreements
- Memorandums of Understanding (“MOUs”)
- Non-disclosure agreements
- Contract award forms
- Contract modifications
- Purchase and Sale Agreements (“PSAs”)

ATP employees must have signature authority in order to execute any agreement on behalf of ATP.

**LIST OF APPROVED E-SIGNATURE METHODS**

ATP will maintain a list of approved e-signature methods, which may change from time to time. Employees should consult the Legal Department to determine what e-signature method is acceptable.

**QUESTIONS ABOUT E-SIGNATURES**

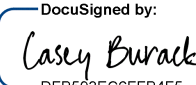
If an individual is unsure whether a document or form may be e-signed under this Policy, the individual should consult the Legal Department.

**DEFINITIONS**

**Electronic Signature (“e-signature”)**

Means an electronic identifier attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

The undersigned have read and approved the policy stated above:

DocuSigned by:  
  
 Name: \_\_\_\_\_  
DFB593EC6FFB4F5...  
 Casey Burack  
 General Counsel and Chief Administrative Officer

Date: 8/8/2022

DocuSigned by:  
  
 Name: \_\_\_\_\_  
63468E6810024D0...  
 Greg Canally  
 Interim Executive Director

Date: 8/8/2022