



It is the Company's policy that all information concerning our Clients (such as their personal traits) and their businesses (such as their business plans and operations) is to be kept strictly confidential by you and is not to be discussed with anyone within or outside of the Company, other than your supervisor, manager, or other member of the management team, both during and after your work on assignment.

You are obligated to treat and maintain all confidential information of the Company's Clients (such as trade secrets) as strictly private and confidential. Your failure to do so may not only be grounds for termination but may also subject you to a possible lawsuit by the Company and/or by our Client.

If you violate this policy, you may be subject to disciplinary action up to and including termination of employment and may also be subject to civil and/or criminal penalties in accordance with applicable law.

Employbridge recognizes you and your right to privacy. Although we must collect your personal information, we do not sell your data to third parties. However, your information may be provided to law enforcement for the purpose of investigations, etc. If you would like a copy of your info, you can request one by contacting the HR department at [HR@employbridge.com](mailto:HR@employbridge.com).

## BIOMETRIC INFORMATION PRIVACY POLICY

In order to efficiently and securely track associates' time records, the Company may use a biometric timekeeping system. The Company may use third party timeclock vendors, including, but not limited to, PeopleNet and NOVAtime, to supply it with biometric timekeeping systems. The Company may also rely on biometric timekeeping systems provided by its clients' timeclock vendors.

In order to comply with various laws concerning biometric data (including the Illinois Biometric Information Privacy Act), the Company has instituted the following policy:

**Biometric Identifier** defined: "Biometric identifier" means a retina or iris scan, fingerprint or voiceprint, or scan of hand or face geometry.

**Biometric Information** defined: "Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual.

**Biometric Identifier/Information Collection:** The Company may utilize biometric technology for the purpose of identifying associates and recording time entries using systems provided by its third-party timeclock vendors, including, but not limited to, PeopleNet and NOVAtime, or its clients' timeclock vendors. As part of this system, the Company/Vendor collects and/or stores associates' biometric identifiers and biometric information.

**Consent:** In order to use Biometric Information, you will be asked to sign a consent form authorizing the Company to use this information. If you work in Illinois, it is a condition of employment with the Company that you sign the consent form.

**Disclosure:** The Company will not sell, lease, trade, or otherwise profit from an employee's biometric identifier or biometric information. Nor will it authorize its timekeeping vendors or clients to engage in any such activity. Employees' biometric identifiers and biometric information may be disclosed to, and accessible by, the Company's time clock vendors, the Company's clients, and the Company's clients' timeclock vendors only. However, neither the Company nor its timekeeping vendors or clients and their timekeeping vendors will disclose or disseminate an employee's biometric identifier or biometric information to any other person or company unless:

- The employee or the employee's legally authorized representative provides consent to such disclosure;
- The disclosure completes a financial transaction requested or authorized by the employee or the employee's legally authorized representative;
- The disclosure is required by state or federal law, or municipal ordinance; or
- The disclosure is required pursuant to a valid warrant or subpoena

**Storage:** Once captured, an employee's Biometric Information is converted into an encrypted data string (i.e., biometric template) and stored securely by the Company's timeclock vendors or its clients' timeclock vendors on the timeclock vendors' electronic servers.

**Retention Schedule:** An employee's Biometric Information (i.e., biometric template) will be retained only until the initial purpose for collecting or obtaining the biometric identifiers or information has been satisfied, or within 3 years of the employee's last interaction with the Company, whichever occurs first.

## NON-SOLICITATION

In order to prevent interruptions of work and litter in our facility, the following rules apply to solicitation and distribution of literature on Company property.

Representatives of outside organizations and other persons who are not employed by the Company are prohibited from soliciting or distributing literature on Company property at any time. You are prohibited from soliciting for any purpose on working time.

You are prohibited from soliciting for any purpose on working time.

You are prohibited from distributing literature for any purpose on working time or in working areas of The Company client's facility. Distribution of literature by employees in non-work areas during non-working time and solicitation by employees during non-working times is allowed.

"Working time" includes the working time of both you, who is soliciting or distributing literature and the employee to whom that activity is directed. This term does not include rest periods, lunch periods, or any other time during the workday when employees are not engaged in performing actual job duties.

"Working areas" include areas where work is regularly performed on behalf of the Company. This term does not include areas where work performed by employees is incidental and not integral to the Company's operations, such as a break room, locker area, or parking lot, or any mixed-use area where some work is performed but the area is also used for non-work purposes.

This policy applies to solicitation and distribution for any purpose, including but not limited to charities, outside insurance, punch boards, raffle schemes, lottery tickets, sports pools, magazine clubs, labor organizations, societies, lodges, and the like. This rule does not apply to material distributed as part of the employee's job duties or materials that are related to Company business.

## DRESS CODE

You are expected to dress in a professional manner appropriate for their position. If you come to work in dress that does not comply with this policy you will be sent home to change. Some Client locations have a more formal dress code while others are more casual. In addition, sometimes dress code requirements are dictated by health or safety concerns. Whenever possible, your supervisor or manager will tell you exactly what to expect. When in doubt, always dress more formally on your first day.

The Company will reasonably accommodate employees' religious beliefs and/or disabilities in terms of grooming standards unless the accommodation creates an undue hardship to the Company or its clients. Reasonable accommodations will be determined by using an interactive process.

You may be subject to specific dress code or uniform requirements. For questions regarding appropriate workplace attire and/or reasonable accommodations, please see your supervisor or manager.