



DATA BREACH NOTIFICATION

January 24, 2017

[Name]
[Address1] [Address2]
[City] [State] [Zip]

Dear [personalized salutation]:

We're writing to inform you of a data security issue that may involve your personal information.

What Happened?

On January 7, 2017, our Phoenix office was burglarized and one employee laptop was stolen. We contacted law enforcement and conducted an investigation.

What Information Was Involved?

The stolen laptop data may have included personal information such as employee, former employees, and their respective dependents from December 2014 to present. Specifically, the information may have included: name, address, social security number, employee identification number, date of birth, and direct deposit bank information. The stolen data may also have included name, address, social security number and date of birth for dependents of the employees and former employees.

What We Are Doing?

We are taking action to protect our employees and those that have worked for us in the past:

- We required potentially affected users to change their passwords.
- We created a new position at the Company that is responsible for Data Security and Compliance.
- We are reminding all employees of the need to protect confidential data and property of the Company.
- We are updating and enhancing our Security Program, including encryption of sensitive data.
- We continuously enhance our safeguards and systems that detect and prevent unauthorized access to employee personal information.
- We have purchased, at Company expense, for you and your dependents free credit and identity monitoring for one year through LifeLock, our trusted partner. However, you must enroll in this service with LifeLock. Please do so on-line by March 10, 2017 at www.lifelock.com or by calling LifeLock directly, toll free, at 800-899-0180. Use the promotion code **DBMG2016** when prompted as well as your Member ID. Your Member ID is your first name + last name + 5 digit zip code (ex. JOHNNORTON12345). LifeLock's specialized team of telephone representatives are available 24 hours a day, seven days a week to answer any questions you may have. Once you have completed the LifeLock enrollment process, the services will be in effect immediately.



What You Can Do?

We encourage you to follow these security recommendations:

- Remain vigilant for incidents of fraud and identity theft by regularly reviewing your account statements and monitoring free credit reports. If you have direct deposit through our company, you may want to consider contacting your bank and closing that account and opening a new one.
- If you discover any suspicious or unusual activity on your accounts or suspect fraud, be sure to report it immediately to your financial institutions. In addition, you may contact the Federal Trade Commission (“FTC”) or law enforcement to report incidents of identity theft or to learn about steps you can take to protect yourself from identity theft. To learn more, you can go to the FTC’s web site, at www.consumer.gov/idtheft, or call the FTC, at (877) IDTHEFT (438-4338) or write to Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580.
- You may also periodically obtain credit reports from each nationwide credit reporting agency. If you discover information on your credit report arising from a fraudulent transaction, you should request that the credit reporting agency delete that information from your credit report file. In addition, under federal law, you are entitled to one free copy of your credit report every 12 months from each of the three nationwide credit reporting agencies. You may obtain a free copy of your credit report by going to www.AnnualCreditreport.com or by calling (877) 322-8228. You may contact the nationwide credit reporting agencies at:
 - Equifax, (800) 685-1111, www.equifax.com, P.O. Box 740241, Atlanta, GA 30374;
 - Experian, (888)397-3742, www.experian.com, 535 Anton Blvd., Suite 100, Costa Mesa, CA 92626; or
 - TransUnion, (800) 916-8800, www.transunion.com, P.O. Box 2000, Chester, PA 19022-2000.
- You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at www.annualcreditreport.com.

For More Information?

For more information about this issue and our security resources, you may contact us by calling toll-free (855) 486-4608.

Sincerely,

A handwritten signature in black ink that reads 'Scott D. Sherman'.

Scott D. Sherman
Vice-President and General Counsel
DBM Global Inc.