

Gensler

<<Date>> (Format: Month Day, Year)

<<first_name>> <<middle_name>> <<last_name>> <<suffix>>
<<address_1>>
<<address_2>>
<<city>>, <<state_province>> <<postal_code>>
<<country>>

Notice of Data Breach

Dear <<first_name>> <<middle_name>> <<last_name>> <<suffix>>,

As a firm, we deeply value the relationship of trust we have with our people and our clients. We have a strong sense of responsibility for the confidential information that is shared with us and take extensive measures to protect that information. Nevertheless, as outlined in our June 8, 2023 email to you, a recent global data incident impacting a software vendor used by many prominent organizations around the world has also impacted Gensler.

The purpose of this letter is to provide a hardcopy notice describing the incident and reiterate the actions the firm has taken to date and the steps you can take to protect your personal data.

What Happened?

The incident involved Progress MOVEit, a software vendor used by global organizations, including Gensler, as a secure file transfer protocol (also referred to as “Secure FTP”). The incident involved an unauthorized party intermittently accessing and copying certain Gensler files on the platform between May 27, 2023 and May 31, 2023.

What Information was Involved?

We performed a thorough review of the involved files, and we determined that one of these files included your name, Social Security number, and date of birth. We then conducted additional research, which was completed on June 23, 2023, to gather the information needed to send this letter to you.

What We are Doing.

Upon learning of the incident, Gensler IT acted swiftly to disable web access to the FTP environment, patch the exploit, and secure our Gensler systems. We immediately began an investigation and forensic analysis and determined that personal information of our Gensler colleagues in the United States was included in the incident. We also confirmed that the incident did not impact our internal Gensler systems.

What You Can Do.

As a precaution, we arranged for you to receive a complimentary, two-year membership of identity theft protection and credit monitoring services through Experian. These services are completely free to you and enrolling in these services will not hurt your credit score. For more information on identity theft prevention, additional steps you can take in response, and instructions on how to activate your complimentary, two-year membership, please see the following pages provided with this letter.

We also remind you that following incidents like this, it is important to be especially vigilant with emails, calls, texts, or mail scams that ask for personal information. Suspicious messages should be forwarded to badmail@gensler.com.

For More Information: Our Regional HR Directors and Regional Legal Counsel are available to provide you support and answer any questions about the incident. You may also contact our dedicated helpline at (866) 547-2294 from 8:00 a.m. to 5:30 p.m. Central Time, Monday through Friday, excluding certain major U.S. holidays.

Please be reassured that there is a global response team working diligently and tirelessly to take all steps possible to mitigate any potential further impact from this incident.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Gray', written in a cursive style.

Larissa Gray
Global Compliance Director | Gensler

ACTIVATION INSTRUCTIONS

To help protect your identity, we are offering a complimentary two-year membership of Experian's® IdentityWorksSM. This product provides you with superior identity detection and resolution of identity theft. To activate your membership and start monitoring your personal information please follow the steps below:

- Ensure that you **enroll by**: <<b2b_text_6(enrollment deadline)>> (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: **WWW.EXPERIANIDWORKS.COM/3BCREDIT**
- Provide your **activation code**: <<activation code s_n>>

If you have questions about the product, need assistance with identity restoration or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at (877) 288-8057 by <<b2b_text_6(enrollment deadline)>>. Be prepared to provide engagement number <<b2b_text_1(engagement number)>> as proof of eligibility for the identity restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR TWO-YEAR EXPERIAN IDENTITYWORKS Membership:

A credit card is **not** required for enrollment in Experian IdentityWorks.

You can contact Experian **immediately** regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.*
- **Credit Monitoring:** Actively monitors Experian, Equifax and Transunion files for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **Up to \$1 Million Identity Theft Insurance**:** Provides coverage for certain costs and unauthorized electronic fund transfers.

If you believe there was fraudulent use of your information and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent at (877) 288-8057. If, after discussing your situation with an agent, it is determined that Identity Restoration support is needed, then an Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

Please note that this Identity Restoration support is available to you for two years from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at www.ExperianIDWorks.com/restoration. You will also find self-help tips and information about identity protection at this site.

* Offline members will be eligible to call for additional reports quarterly after enrolling.

** The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

ADDITIONAL STEPS YOU CAN TAKE

We remind you it is always advisable to be vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. To order your annual free credit report, please visit www.annualcreditreport.com or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies is as follows:

- *Equifax*, PO Box 740241, Atlanta, GA 30374, www.equifax.com, 1-888-378-4329
- *Experian*, PO Box 2002, Allen, TX 75013, www.experian.com, 1-888-397-3742
- *TransUnion*, PO Box 1000, Chester, PA 19016, www.transunion.com, 1-800-916-8800

If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is as follows:

- *Federal Trade Commission*, Consumer Response Center, 600 Pennsylvania Avenue NW, Washington, DC 20580, 1-877-IDTHEFT (438-4338), www.identitytheft.gov.