

[B-G Letterhead]

July 6, 2021

VIA U.S. Mail and Email

Dear [INDIVIDUAL NAME]:

B-G Mechanical Inc. ("B-G") values your employment service and respects the privacy of your information, which is why, as a precautionary measure, we are writing to let you know about a recent data security incident that involved your personal information. B-G values your privacy and deeply regrets that this incident occurred.

What Happened?

While in the process of migrating file servers at B-G to a new network, the IT team discovered encrypted files on the B-G servers that appeared to be ransom-wear related. We discovered that a hacker (unauthorized user) had logged in to the B-G network through a virtual private network or "VPN."

What Information Was Involved?

This data breach enabled hackers to access company data and certain HR records that included your private, personal information. The data accessed included personal information such as your name and address, birth date, social security number, employee number and salary information. The data accessed did not include any banking, medical or health insurance information. We have been unable to determine if the hackers actually opened these files – at this point we can only be certain that they had the ability to export this data off of the B-G network, so out of an abundance of caution we are treating these circumstances as if this information was compromised.

What Are We Doing?

B-G has hired an outside recovery firm to try and restore data and discover more about the hack and its impact on our business and your information. B-G has implemented additional security measures designed to prevent a recurrence of such an attack and to protect the privacy of its employees' personal information. The company is also going to work with law enforcement to ensure the incident is properly addressed. B-G will notify you further if there are any significant new developments in that regard.

What You Can Do?

We take our obligation to safeguard personal information seriously and regret that this issue occurred. To help protect your identity, B-G is offering a complimentary two (2) year membership to Experian's

IdentityWorksSM. This product provides you with superior identity protection and resolution of identity theft.

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 file for indicators of fraud.
- **Identity Restoration:** Identity Restoration agents are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARETM:** 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 **877.890.9332**. 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).

To activate your membership and start monitoring your personal information please follow the steps below:

- Ensure that you enroll by September 30, 2021, as the code will no longer work after this date
- Visit the Experian Identity website to enroll: www.experianidworks.com/credit
- Reference **Engagement Number B015023** if prompted
- Provide your activation code: **[insert code]**
- If you need enrollment service, the toll free number is 877-890-9332.

B-G also has secured a dark web monitoring service for you for one (1) year for this same purpose. This service will allow us to alert you when any of your personal identifiable information (name, address, social security number, etc.) is being used in dark web forums, black markets, paste sites or other forums. You don't have to take any steps for this dark web monitoring service: B-G will subscribe to this service on your behalf.

Review the Attached Reference Guide. The attached Reference Guide provides information on registration and recommendations by the U.S. Federal Trade Commission on the protection of personal information.

To be clear, B-G cannot engage the Experian mitigation measure on your behalf. B-G will pay for the credit monitoring service at no cost to you, but you must register for the Experian IdentityWorks service on your own following the process set forth in this letter.

We sincerely apologize for this incident and regret any inconvenience it may cause you. Should you have questions or concerns regarding this matter, please do not hesitate to contact B-G's Controller, Jolanta Riel, at 413-592-5300.

Reference Guide

We encourage affected individuals to take the following steps:

Register for Identity Protection and Credit Monitoring Services. We have arranged with Experian to help you protect your identity and your credit information for **two years** at no cost to you. Experian's® IdentityWorksSM 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 **September 30, 2021** (Your code will not work after this date.)
- Visit the Experian IdentityWorks website to enroll at <https://www.experianidworks.com/credit>
- Reference **Engagement Number B015023 if prompted**
- Provide your activation code: [CODE]

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 **877.890.9332** by **September 30, 2021**. Be prepared to provide engagement number DB18069 as proof of eligibility for the identity restoration services by Experian.

Order Your Free Credit Report. To order your free credit report, visit www.annualcreditreport.com, call toll-free at 1-877-322-8228, or complete the Annual Credit Report Request Form on the U.S. Federal Trade Commission's ("FTC") website at www.consumer.ftc.gov and mail it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. The three consumer reporting agencies provide free annual credit reports only through the website, toll-free number or request form.

When you receive your credit report, review it carefully. Look for accounts you did not open. Look in the "inquiries" section for names of creditors from whom you haven't requested credit. Some companies bill under names other than their store or commercial names. The consumer reporting agency will be able to tell you when that is the case. Look in the "personal information" section for any inaccuracies in your information (such as home address and Social Security number). If you see anything you do not understand, call the consumer reporting agency at the telephone number on the report. Errors in this information may be a warning sign of possible identity theft. You should notify the consumer reporting agencies of any inaccuracies in your report, whether due to error or fraud, as soon as possible so the information can be investigated and, if found to be in error, corrected. If there are accounts or charges you did not authorize, immediately notify the appropriate consumer reporting agency by telephone and in writing. Consumer reporting agency staff will review your report with you. If the information cannot be explained, then you will need to call the creditors involved. Information that can't be explained also should be reported to your local police or sheriff's office because it may signal criminal activity.

Report Incidents. If you detect any unauthorized transactions in a financial account, promptly notify your payment card company or financial institution. If you detect any incident of identity theft or fraud, promptly report the incident to law enforcement, the FTC and your state Attorney General. If you believe your identity has been stolen, the FTC recommends that you take these steps:

- Close the accounts that you have confirmed or believe have been tampered with or opened fraudulently. For streamlined checklists and sample letters to help guide you through the recovery process, please visit <https://www.identitytheft.gov/>.
- File a local police report. Obtain a copy of the police report and submit it to your creditors and any others that may require proof of the identity theft crime.

You can contact the FTC to learn more about how to protect yourself from becoming a victim of identity theft and how to repair identity theft:

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

Consider Placing a Fraud Alert on Your Credit File. To protect yourself from possible identity theft, consider placing a fraud alert on your credit file. A fraud alert helps protect you against the possibility of an identity thief opening new credit accounts in your name. When a merchant checks the credit history of someone applying for credit, the merchant gets a notice that the applicant may be the victim of identity theft. The alert notifies the merchant to take steps to verify the identity of the applicant. You can place a fraud alert on your credit report by calling any one of the toll-free numbers provided below. You will reach an automated telephone system that allows you to flag your file with a fraud alert at all three consumer reporting agencies. For more information on fraud alerts, you also may contact the FTC as described above.

Equifax	Equifax Information Services LLC P.O. Box 740241 Atlanta, GA 30374	1-800-525-6285	www.equifax.com
Experian	Experian Inc. P.O. Box 9554 Allen, TX 75013	1-888-397-3742	www.experian.com
TransUnion	TransUnion LLC P.O. Box 2000 Chester, PA 19022-2000	1-800-680-7289	www.transunion.com

Consider Placing a Security Freeze on Your Credit File. You may wish to place a “security freeze” (also known as a “credit freeze”) on your credit file. A security freeze is designed to prevent potential creditors from accessing your credit file at the consumer reporting agencies without your consent. *Unlike a fraud alert, you must place a security freeze on your credit file at each consumer reporting agency individually.* There is no charge to place or lift a security freeze. For more information on security freezes, you may contact the three nationwide consumer reporting agencies or the FTC as described above. As the instructions for establishing a security freeze differ from state to state, please contact the three nationwide consumer reporting agencies to find out more information.

The consumer reporting agencies may require proper identification prior to honoring your request. For example, you may be asked to provide:

- Your full name with middle initial and generation (such as Jr., Sr., II, III)
- Your Social Security Number
- Your date of birth
- Addresses where you have lived over the past five years
- A legible copy of a government-issued identification card (such as a state driver’s license or military ID card)
- Proof of your current residential address (such as a current utility bill or account statement)

For Massachusetts Residents. You have the right to obtain a police report and request a security freeze as described above. The consumer reporting agencies may require that you provide certain personal information (such as your name, Social Security number, date of birth, and address) and proper identification (such as a copy of a government-issued ID card and a bill or statement) prior to honoring your request to place a security freeze on your account.