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### Notice of Data Incident And Potential Access to Personally Identifiable Information

We are providing formal notification of the recent lock out incident described below to make you aware that as a result of the incident, personally identifiable information (PII) relating to you or your family which existed on our computer system may have been accessed or even transferred during the event. We understand that the PII accessed or taken may include Social Security numbers (SSNs), driver's license numbers, birthdates, and telephone and address information from such files among other information which may have been resident on our system.

We also want to extend the offer to provide IdentityForce Rapid Response credit monitoring/identity theft protection for the next 24 months,<sup>1</sup> and would urge you to lock your credit with the credit reporting agencies. This is addressed in a separate section below.

In the late evening of Friday February 25<sup>th</sup> QES's computer system was subject to an unauthorized lock down, encrypting files and precluding our access to the system.

Following consultation with and through counsel, computer forensic consultants were immediately retained to investigate the incident. Although forensic efforts continue, the preliminary investigation suggests that PII may have been exposed and/or exfiltrated. To date there is no information that any such PII has been published or sold on the dark web.

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### What You Can Do To Minimize Your Credit and Identity Theft Risks

The principal risks from stolen PII include unauthorized credit risks and risks to governmental transactions including tax returns and government benefits. With respect to risks involving tax refunds and social security benefits, we include a copy of a detailed IRS pamphlet: "Securing Today and Tomorrow" as an attachment to this email which includes further specific links for reporting and monitoring.

With respect to unauthorized credit risks, it is recommended that you immediately lock down your credit reports with each of the credit rating agencies (E.g. Transunion, Experian, etc.) if you have not already done so. When locked, no third parties are allowed to make credit inquiries even if they have your social security number, unless and until you unlock your account for that purpose. Further information on this process is available here: <https://www.nerdwalk.com/article/finance/how-to-freeze-credit>

While some commentators believe that third party credit and/or identity theft monitoring is unnecessary if your credit reports are locked, we leave that decision to you.

Regards,

Christopher Velturo

President and Owner, QES

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<sup>1</sup> IdentityForce Rapid Response ID includes Advanced Fraud-Monitoring, Dark Web ID monitoring, a mobile app, fully managed restoration, Identity Theft Insurance (\$1 Million), Stolen Funds Reimbursement, and Tax Fraud Coverage, Medical Identity Theft coverage. To opt into this coverage, please reach out via email to Heather Johnson as [hjohnson@qes-llc.com](mailto:hjohnson@qes-llc.com)