

[Date]

[First Name Last Name]

[Address]

[City, State Zip]

Dear [First Name],

Notification of Security Incident

ChemStation International, Inc. (“ChemStation”, “we” or “our”) takes the security and protection of your personal information seriously. You are receiving this letter as a current or former employee of ChemStation, or a dependent or beneficiary of such an individual or otherwise may have a relationship with our company. Through the investigation of a security incident, unauthorized access or viewing of your personal information stored by the company may have occurred. While we know unauthorized access, collection or viewing of some personal data by a threat actor has taken place, we are not aware of actual fraudulent misuse of your personal information at this time. We are notifying you so that you can remain vigilant and better protect yourself against potential misuse of your information.

What Happened. On April 15, 2022, we first learned of a cyberattack that partially disrupted ChemStation information systems (the “Incident”). The cyberattack was made possible, in part, by the use of malicious software on some of our systems with the intent of extorting money from our company. Based on our information security and data back-up procedures, we were able to sustain business operations with limited interruptions while working to secure our systems and restore company data. Upon learning of the Incident, we immediately shut down certain systems and worked with a third-party forensics firm to secure all systems, remediate any risks, and securely and methodically bring our systems back online over the following days and weeks. In addition to confirming the interference and disruption of some ChemStation information systems, our investigation also confirmed that the Incident resulted in the unauthorized access, viewing or removal of certain personal information and company data on some ChemStation file systems. Since that confirmation, we have been analyzing impacted files to understand what personal information may be at risk and working to provide notice to individuals and authorities, as applicable.

What Information Was Involved. At this time, we cannot definitively state whether your particular personal information was impacted due to the Incident or to what extent. We can only confirm that access, viewing and removal of certain personal data occurred, including, but not necessarily limited to, the following data for some employees, dependents or beneficiaries.

First and last name	Address	Date of birth
Driver’s license/Passport number	Financial account information	Social Security number

What We Did and What We Are Doing. Upon learning of the Incident, we followed our incident response plan, including engaging a third-party forensic investigation firm to identify the scope of the Incident and to assist us with securing our systems and data. We have carefully brought our systems back online and we continue to closely monitor our network and information systems for unusual activity. We are taking all steps possible to reduce risk to your information and will continue to implement the recommendations from the third-party forensics firm to further assist ChemStation in developing its administrative, technical, and physical protections to safeguard against a recurrence of this type of incident in the future.

What You Can Do. While we have received no reports or indications of such activity at this time, the risks related to the unauthorized use of a Social Security number and other personal information may include identity theft, financial fraud, and tax fraud. Please be vigilant about monitoring your personally identifiable information, particularly your credit report information and financial accounts, to protect against fraudulent activity. Please also pay attention when submitting tax returns to protect against possible fraudulent submissions made on your behalf.

Complimentary Credit Monitoring. To assist you in this effort, we have provided complimentary credit monitoring and identity theft prevention services through Experian. If you are concerned about identity theft, please sign up for the complimentary monitoring and protection services by following the instructions provided below from Experian at the end of this letter. If you are concerned about identity theft, you may also contact local law enforcement and file a police report. You can contact your state’s Attorney General, as well as the Federal Trade Commission or one of the credit bureaus for more information about how to protect your identity.

For More Information. If you are concerned about identity theft, you can place an identity theft/fraud alert, get credit freeze information for your state, or order a free credit report by calling any of the following credit bureaus at one of the phone numbers listed below or by visiting their websites.

Equifax 1- 888-548-7878 P.O. Box 740256 Atlanta, GA 30348 https://www.equifax.com/personal/credit-report-services/	Experian 1-888-397-3742 P.O. Box 4500 Allen, TX 75013 https://www.experian.com/help/	TransUnion 1-800-680-7289 P.O. Box 2000 Chester, PA 19022 https://www.transunion.com/credit-help
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Credit Reports. You can request credit reports from all three credit bureaus be sent to you free of charge. Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTC) recommends that you check your credit reports periodically. Thieves may hold stolen information to use at different times. Checking your credit reports periodically can help you spot problems and address them quickly.

Fraud Alerts. You can place a fraud alert with the credit bureaus free of charge. A fraud alert tells creditors to contact you before they open any new accounts or change your existing accounts. Contact any one of the three major credit bureaus. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts. The initial fraud alert stays on your credit report for one year. You can renew it after one year. You may also place an extended fraud alert, which lasts up to seven years unless you cancel it sooner. Additionally, you can provide a phone number instructing lenders to contact you if someone applies for credit in your name, and you will get an instant alert to the potential fraud.

Security Freeze. Under state law, a security freeze (or a credit freeze) prohibits a credit reporting agency from releasing any information from a consumer’s credit report without written authorization. There is no fee associated with freezing or thawing your credit. The process of freezing your credit takes only a few minutes. You must contact each credit bureau individually to freeze your credit with each agency. When freezing your credit, you may need to provide the following information:

Your full name	Date of Birth	Social Security number	Mobile number
Postal address	Email address	Other information the credit bureaus may require	

The credit bureaus have one business day after your request to place a security freeze if made by telephone or secure electronic means. If the request is made by mail, the credit bureaus have three business days. The credit bureaus must also send written confirmation to you within five business days.

To lift the security freeze, in order to allow a specific entity or individual access to your credit report, you must apply online, call, or send a written request to the credit bureaus by mail. When you contact a credit bureau to lift the security freeze, you will need to include proper identification (name, address, and Social Security number) and the PIN number or password that was provided to you (if provided) when you placed the security freeze as well as the identities of those entities or individuals you would like to receive your credit report or the specific period of time you want the credit report available. If you request a credit thaw online or by phone, the credit bureaus are required by law to complete the request within one hour. If you request the thaw by regular mail, the credit bureaus have three business days after receiving your request to lift the security freeze for those identified entities or for the specified period of time.

The FTC provides more information about how to protect your identity at either <https://www.ftc.gov/> or <https://www.identitytheft.gov/>. You may also find additional information on any applicable rights under the Fair Credit Reporting Act. You can also contact the FTC by using the information below.

Federal Trade Commission; Bureau of Consumer Protection
 600 Pennsylvania Avenue, NW
 Washington, DC 2058 1-202-326-2222

<p><u>For District of Columbia Residents:</u> You may also contact the Attorney General for the District of Columbia for more information about how to protect your identity by using the information below:</p> <p>Attorney General Karl A. Racine 400 6th Street, NW Washington, DC 20001 Phone: (202) 727-3400 Website: https://oag.dc.gov/</p>	<p><u>For New York Residents:</u> You may also contact the New York Attorney General’s Office for more information about how to protect your identity by using the information below:</p> <p>Attorney General Letitia James Toll Free Phone Number: (800) 771-7755 Website: https://ag.ny.gov/</p>
<p><u>For North Carolina Residents:</u> You may also contact the North Carolina Attorney General’s Office for more information about how to protect your identity by using the information below:</p> <p>Attorney General Josh Stein 9001 Mail Service Center Raleigh, NC 27699-9001 Toll Free in NC: 1-877-566-7226 Outside NC: 919-716-6000 Website: https://ncdoj.gov/</p>	

Again, we sincerely regret that this has occurred. If you have any questions, please contact us at:

ChemStation International, Inc.
 3400 Encrete Lane
 Moraine, Ohio 45439

Sincerely,

Jeff Purks, President

Experian – Credit Monitoring Information

To help protect your identity, we are offering a complimentary you a 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: **August 31, 2022** (Your code will not work after this date.) Visit the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/credit>.
- Provide your activation code: [code].
- A credit card is not required for enrollment in Experian IdentityWorks.
- 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 August 31, 2022. Be prepared to provide engagement number B052335 as proof of eligibility for the identity restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR EXPERIAN IDENTITYWORKS MEMBERSHIP:

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 Identity Works Extend CARE: You receive the same high-level of Identity Restoration support even after your Experian Identity Works 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). Please note that this Identity Restoration support is available to you for 12-months 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 same 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.