



June 20, 2022

PERSONAL AND CONFIDENTIAL

Dear

I am writing to you with important information about a recent breach of your personal information by Garlock Printing and Converting. Our investigation into this breach revealed the following:

DESCRIPTION OF THE EVENT INCLUDING:

- On Friday June 10, 2022, an email was sent to Robert Rivers and Shawn Gionet containing your Personal Information. This was brought to our attention on June 16, 2022
- The unsecured personal information involved in the breach was, name, address, and social security number.
- We have notified the Massachusetts Office of Consumer Affairs and Business Regulation and the Office of Attorney General. IT has deleted access to the breach email and removed access to that data in our reporting set up.
- Because of the nature of the information breach, we suggest you place a fraud alert on your credit files to protect yourself from the possibility of identity theft. To initiate a fraud alert, you will need to call any one of the three credit bureaus (Equifax, Experian or TransUnion). The credit bureau you choose must tell the other two bureaus to place a fraud alert on your credit report. In addition to the credit reporting that is provided by the credit bureaus in response to the fraud alert, we are offering you a year of free coverage in our MetLegal plan. MetLegal provides credit monitoring and identity management services, as well as assisting with identity theft defense should that become a need. See the attached flyer for more details.

Please note a fraud alert should not prevent you from using your existing credit cards. Once you receive your credit report, review it carefully to verify that all information (name, address, Social Security number, etc.) is correct and there are no accounts you did not open. Monitor your credit reports for several months. An initial fraud alert is valid for 90 days.

Garlock Printing is very sorry for any stress and concern this breach may cause you and your family. We respect the private nature of your personal information and always strive to protect it from authorized or unnecessary disclosure.

We are continuing to review our processes and procedures and will take steps to develop safeguards to prevent such events from recurring.

To accept or waive the offer of Met Life Legal, you must notify Tammy Olson in Human Resources within 90 days from receipt of this letter.





GARLOCK
Printing & Converting
"Helping World-Class Brands
Make a World-Class Impression."

If you have any questions about your information or this matter, please contact Tammy Olson, Human Resource Manager at 978-630-1028 ext. 468.

Sincerely,

Tammy Olson
Human Resource Manager

Acceptance of Met Life Legal

I, _____, accept the offer of Met Life Legal Plans list and the terms and conditions outlined.

OR

Waiver of Met Life Legal

I, _____, waive the offer of Met Life Legal Plans list and the terms and conditions outlined.

Signature _____ Date _____



Legal Plans

Provides access to legal expertise for both expected and unexpected events.

Legal experts on your side, whenever you need them



Quality legal assistance can be pricey. And it can be hard to know where to turn to find an attorney you trust. For a monthly fee, you can have a team of top attorneys ready to help you take care of life's planned and unplanned legal events.

MetLife Legal Plans, formally known as Hyatt Legal Plans, gives you access to experts who can assist you with a broad range of personal legal needs you might face throughout your life. This could be when you're buying or selling a home, starting a family, dealing with identity theft, or caring for aging parents.

You may be thinking — why would top attorneys need or want to join a legal plan network? But even experienced attorneys need to grow their practice. By providing exceptional service to you and other plan members, they can gain more clients through your referrals. That's how we've established a large network of highly experienced attorneys, averaging 25 years of experience.

[Reduce the cost of legal services with MetLife Legal Plans.](#)

How it works

Our service is tailored to your needs. With network attorneys available in person, by phone, or by email and online tools to do-it-yourself or plan your next move—we make it easy to get legal help. And, you will always have a choice in which attorney to use. You can choose one from our network of prequalified attorneys, or use an attorney outside of our network and be reimbursed some of the cost.¹

Best of all, you have unlimited access to our attorneys for all legal matters covered under the plan. For a monthly premium conveniently paid through payroll deduction, an expert is on your side as long as you need them.

Whatever you need to protect your family, MetLife Legal Plans is here to make life a little easier.

For added peace of mind, your spouse and dependent children are also covered.

Our attorneys are here to help when you're:

- Getting married
- Buying or selling a home
- Starting a family
- Dealing with identity theft
- Sending kids off to college
- Caregiving for aging parents
- And more

Legal Plans

Helping you navigate life's planned and unplanned events.

For **\$22.50 a month**, you get legal assistance for some of the most frequently needed personal legal matters —with no waiting periods, no deductibles and no claim forms, when using a Network Attorney for a covered matter.

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| Money Matters | <ul style="list-style-type: none"> • Debt Collection Defense • Identity Management Services² • Identity Theft Defense | <ul style="list-style-type: none"> • Negotiations with Creditors • Personal Bankruptcy • Promissory Notes | <ul style="list-style-type: none"> • Tax Audit Representation • Tax Collection Defense • Triple Bureau Credit Monitoring² |
| Home & Real Estate | <ul style="list-style-type: none"> • Boundary & Title Disputes • Deeds • Eviction Defense • Foreclosure | <ul style="list-style-type: none"> • Home Equity Loans • Mortgages • Property Tax Assessments • Refinancing of Home | <ul style="list-style-type: none"> • Sale or Purchase of Home • Security Deposit Assistance • Tenant Negotiations • Zoning Applications |
| Estate Planning | <ul style="list-style-type: none"> • Codicils • Complex Wills • Healthcare Proxies • Living Wills | <ul style="list-style-type: none"> • Powers of Attorney (Healthcare, Financial, Childcare, Immigration) | <ul style="list-style-type: none"> • Revocable & Irrevocable Trusts • Simple Wills |
| Family & Personal | <ul style="list-style-type: none"> • Adoption • Affidavits • Conservatorship • Demand Letters • Divorce – 20 Hours • Garnishment Defense • Guardianship • Immigration Assistance | <ul style="list-style-type: none"> • Juvenile Court Defense, Including Criminal Matters • Name Change • Parental Responsibility Matters • Personal Property Protection • Prenuptial Agreement | <ul style="list-style-type: none"> • Protection from Domestic Violence • Review of ANY Personal Legal Document • School Hearings |
| Civil Lawsuits | <ul style="list-style-type: none"> • Administrative Hearings • Civil Litigation Defense | <ul style="list-style-type: none"> • Disputes Over Consumer Goods & Services • Incompetency Defense | <ul style="list-style-type: none"> • Pet Liabilities • Small Claims Assistance |
| Elder-Care Issues | Consultation & Document Review for your parents: <ul style="list-style-type: none"> • Deeds • Leases | <ul style="list-style-type: none"> • Medicaid • Medicare • Notes • Nursing Home Agreements | <ul style="list-style-type: none"> • Powers of Attorney • Prescription Plans • Wills |
| Vehicle & Driving | <ul style="list-style-type: none"> • Defense of Traffic Tickets⁴ • Driving Privileges Restoration | <ul style="list-style-type: none"> • License Suspension Due to DUI | <ul style="list-style-type: none"> • Repossession |
| E-Services | <ul style="list-style-type: none"> • Attorney Locator • Financial Planning | <ul style="list-style-type: none"> • Insurance Resources • Law Firm E-Panel | <ul style="list-style-type: none"> • Self-Help Legal Documents |

To learn more, visit info.legalplans.com and enter access code 5030001 or call **800.821.6400** Monday – Friday 8:00 am – 8:00 pm (EST/EDT).

1. You will be responsible to pay the difference, if any, between the plan's payment and the out-of-network attorney's charge for services.
2. These benefits provide the Participant with access to LifeStages Identity Management Services and FraudScout Triple Bureau Credit Monitoring Services provided by CyberScout, LLC. CyberScout is not a corporate affiliate of MetLife Legal Plans.
3. Does not cover DUI.

Group legal plans provided by MetLife Legal Plans, Inc., Cleveland, Ohio. In certain states, group legal plans are provided through insurance coverage underwritten by Metropolitan Property and Casualty Insurance Company and affiliates, Warwick, RI. No service, including consultations, will be provided for: 1) employment-related matters, including company or statutory benefits; 2) matters involving the employer, MetLife, its affiliates, or plan attorneys; 3) matters in which there is a conflict of interest between the employee and spouse/civil union partner or dependents, in which case services are excluded for the spouse/civil union partner and dependents; 4) appeals and class actions; 5) farm and business matters, including rental issues when the participant is the landlord; 6) patent, trademark, and copyright matters; 7) costs and fines; 8) frivolous or unethical matters; 9) matters for which an attorney-client relationship exists prior to the participant becoming eligible for plan benefits. For all other personal legal matters, an advice and consultation benefit is provided. Additional representation is also included for certain matters. Please see your plan description for details. MetLife® is a registered trademark of Metropolitan Life Insurance Company, New York, NY. [ML3w20hrsDivorce&Credit Monitoring]

