

December 20, 2023

Employee Name
Employee Address
Employee City, MA and Zip Code

NOTICE OF DATA BREACH

Dear Employee Name:

We respect the privacy of your information, which is why, as a precautionary measure, we are writing to let you know about a data security incident.

WHAT HAPPENED?

On November 30, 2023, our former payroll company, Paycor, notified us that they were informed of a cyber vulnerability in software utilized by Paycor (Progress Software's MOVEit Transfer software). An unauthorized third party exploited this cyber vulnerability and obtained certain files and information transferred through the software. Paycor, with the assistance of an outside forensic data analysis company (Charles River Associates), has determined that some of our employees' sensitive information was affected as a result of this incident. You may recall that Paycor took over from Fidelity and was our payroll vendor from March 1, 2022 through November 30, 2022.

Paycor will not be providing individual notice to you. They have notified law enforcement of the breach.

WHAT WE ARE DOING

Chimerix values your privacy and deeply regrets that this incident occurred. Chimerix is no longer using Paycor and has not used Paycor since 2022. Currently, Chimerix has chosen to use another company to prevent a recurrence of such an attack and to protect the privacy of its valued employees.

Chimerix will work with law enforcement to ensure the incident is properly addressed.



CHIMERIX

WHAT YOU CAN DO

Please also review the attachment to this letter, "Steps You Can Take to Further Protect Your Information," for further information on steps you can take to protect your information, and how to receive free credit monitoring/identity theft protection services for up to eighteen months. Additionally, included with this letter are two articles from our Employee Assistance Program which offer advice on how to protect yourself from identity theft and resource information in the event something occurs.

Under Massachusetts law, you have the right to obtain any police report filed in regard to this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

FOR MORE INFORMATION

For further information and assistance, please contact me at 919-313-2969.

Sincerely,

CHIMERIX, INC.

Barbara Berg
Executive Director of Human Resources

Steps You Can Take to Further Protect Your Information

- **Review Your Account Statements and Notify Law Enforcement of Suspicious Activity**

As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, including your state attorney general and the Federal Trade Commission (FTC).

To file a complaint with the FTC, go to IdentityTheft.gov or call 1-877-ID-THEFT (877-438-4338). Complaints filed with the FTC will be added to the FTC's Identity Theft Data Clearinghouse, which is a database made available to law enforcement agencies.

- **Obtain and Monitor Your Credit Report**

We recommend that you obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting www.annualcreditreport.com, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can access the request form at <https://www.annualcreditreport.com/requestReport/requestForm.action> or you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. Contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is provided below:

Equifax (866) 349-5191 www.equifax.com P.O. Box 740241 Atlanta, GA 30374	Experian (888) 397-3742 www.experian.com P.O. Box 2002 Allen, TX 75013	TransUnion (800) 888-4213 www.transunion.com P.O. Box 1000 Chester, PA 19016
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- **Consider Placing a Fraud Alert on Your Credit Report**

We recommend placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at www.annualcreditreport.com.

- **Credit Report Monitoring/Identity Theft Protection Services**

In addition, Chimerix has arranged with LifeLock to provide you with credit monitoring/identity theft protection services for eighteen months, at no cost to you. The with credit monitoring/identity theft protection services package provides you with the following benefits:

LifeLock™ with Norton™ Benefit Plans provides peace of mind with comprehensive all-in-one protection for your identity, personal information and connected devices.

Everyday things like online shopping, banking and even browsing can expose personal information and make you vulnerable to cybercriminals and identity theft. Norton LifeLock helps monitor your personal accounts and sends you alerts if they detect potential threats to your identity. If you should become a victim of identity theft, they will work to resolve it. Norton's multi-layered, advanced security helps protect against existing and emerging malware threats to your devices and helps protect your private and financial information when you go online.

To take advantage of this offer, you must enroll.

Enroll through Chimerix to participate! The information needed to protect your identity includes; Name, Date of Birth, Social Security Number, Address, Phone, and personal E-mail and Name, Date of Birth and Social Security Number for any benefit eligible family members. If you do not wish to enroll, please contact your HR team to opt out.

On January 1, 2024, you will receive a welcome email from Norton LifeLock with instructions on how you can access your account and begin taking advantage of the features available to you.

Take Advantage of Additional Free Resources on Identity Theft

We recommend that you review the tips provided by the Federal Trade Commission's Consumer Information website, a valuable resource with some helpful tips on how to protect your information. Additional information is available at <https://consumer.ftc.gov/identity-theft-and-online-security>.

For more information, please visit IdentityTheft.gov or call 1-877-ID-THEFT (877-438-4338). A copy of Identity Theft – A Recovery Plan, a comprehensive guide from the FTC to help you guard against and deal with identity theft, can be found on the FTC's website at https://www.bulkorder.ftc.gov/system/files/publications/501a_idt_a_recovery_plan_508.pdf.

OTHER IMPORTANT INFORMATION

- **Security Freeze**

You may also place a security freeze on your credit reports, free of charge. A security freeze prohibits a credit reporting agency from releasing any information from a consumer's credit report without written authorization. However, please be aware that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing, or other services. Under federal law, you cannot be charged to place, lift, or remove a security freeze.

You must place your request for a freeze with each of the three major consumer reporting agencies: Equifax (www.equifax.com); Experian (www.experian.com); and TransUnion (www.transunion.com). To place a security freeze on your credit report, you may send a written request by regular, certified or overnight mail at the addresses below. You may also place a security freeze through each of the consumer reporting agencies' websites or over the phone, using the contact information below:

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348
1-800-349-9960
<https://www.equifax.com/personal/credit-report-services/>

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
1-888-397-3742
<https://www.experian.com/freeze/center.html>

TransUnion Security Freeze
P.O. Box 160
Woodlyn, PA 19094
1-888-909-8872
<https://www.transunion.com/credit-freeze>

In order to request a security freeze, you will need to provide some or all of the following information to the credit reporting agency, depending on whether you do so online, by phone, or by mail:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security Number;
3. Date of birth;
4. If you have moved in the past five (5) years, the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill, telephone bill, rental agreement, or deed;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
7. Social Security Card, pay stub, or W2;
8. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

The credit reporting agencies have one (1) to three (3) business days after receiving your request to place a security freeze on your credit report, based upon the method of your request. The credit bureaus must also send written confirmation to you within five (5) business days and provide you with a unique personal identification number (PIN) or password (or both) that can be used by you to authorize the removal or lifting of the security freeze. It is important to maintain this PIN/password in a secure place, as you will need it to lift or remove the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (including name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze, as well as the identities of those entities or individuals you would like to receive your credit report. You may also temporarily lift a security freeze for a specified period of time rather than for a specific entity or individual, using the same contact information above. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for requests made by mail) after receiving your request to lift the security freeze for those identified entities or for the specified period of time.

To remove the security freeze, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for requests made by mail) after receiving your request to remove the security freeze.