

## Biometric Information Policy and Consent Form

For purposes of this policy, "biometric information" means any information that is collected through an identification process for individuals based on their unique physiological characteristics, in this case scan of the fingerprint. The term "biometric information" as used in this policy shall also include "biometric identifiers" as defined under applicable state laws.

Ron's Temporary Help Services, Inc. d/b/a Ron's Staffing Services, Inc. ("Ron's") policy is to protect and store biometric information in accordance with all applicable standards and laws.

The collection and use of employee biometric information shall be in accordance with the following policy:

1. Written consent from the employee must be obtained.
2. Employee biometric information shall be collected, transmitted and stored in a manner designed to protect it from disclosure.
3. Ron's will not sell, lease, trade, or otherwise profit from an employee's biometric information.
4. Ron's will not disclose, redisclose, or otherwise disseminate an employee's biometric information unless:
  - a. The employee consents, in writing, to the disclosure;
  - b. The disclosure is required by court order, a valid warrant or a subpoena;
  - c. The disclosure completes a financial transaction authorized by the employee; or
  - d. Disclosure is required by state or federal law or municipal ordinance.
5. The employer shall discontinue the use of an employee's biometric information upon either of the following occurrences:
  - a. When the initial purpose for obtaining the information has been satisfied or within three years of the employee's last interaction with Ron's, whichever occurs first; or
  - b. The receipt of a written request to discontinue the use of such information from the employee.
6. In the event Ron's discontinues the use of an employee's biometric information in accordance with section 5 above, Ron's shall permanently destroy all of that employee's biometric information within 30 days after the use of such information is discontinued.
7. Biometric information will be stored using a reasonable standard of care for Ron's industry and in a manner that is the same or exceeds the standards used to protect other confidential information held by Ron's.
8. A copy of this policy has been made publically available at [www.ronsstaffingservices.com](http://www.ronsstaffingservices.com).
9. Ron's reserves the right to amend this policy at any time.