

Global Version Privacy Policy

Univertical LLC (the “**Company**”) is committed to protecting the privacy and security of personal data. This Global Version Privacy Policy (this “**Policy**”) outlines our commitment to protecting your privacy and ensuring that your personal data is handled with the highest standards of security and confidentiality.

This Privacy Policy describes the personal information we may collect, use, disclose and otherwise process about individuals. This Policy applies to personal information we may collect through our products, when you interact with the Univertical LLC through telephone, trade show, or training and from former and prospective customers, distributors, and other business partners as well as our suppliers and vendors.

1. Acquisition of Personal Information

We collect personal information that you voluntarily provide when you register on our website, express an interest in obtaining information about us or our products. It covers data collected from our customers, business partners, and any other individuals who interact with us including candidates for employment.

- Name, Company Name, Job Title, Address, E-mail Address and Phone Number
- Financial information needed to process payments if you make purchases, such as account information or FEIN Numbers
- Establishing an employment relationship (including recruitment) with company including dependents information for benefits
- Customer and Supplier Negotiations including transactions related to product products and materials.
- Responding to various customer inquiries
- Providing a service or resource requested through website
- Other information (any other information you choose to provide)

2. How Univertical Uses Your Personal Information

We use personal information collected or provided, for a variety of business purposes. The personal information you provide under this Privacy Policy is as follows:

- Develop and manage our relationships with you and our Business Partners.
 - This may include delivering of services that you or our Business Partners have requested, providing information about Univertical products, services, or transactions that may be of interest to you.
- Communicate with you or your company
 - This may include informing you of products or services that may be of interest to you or your company. Providing information about relevant Univertical products, services, or transactions including pricing information invoicing, shipping, or recall information. Responding to questions or inquiries that you make, including customer service requests and inviting you to participate in customer satisfaction surveys.
- Personal information provided by candidates for employment
 - We collect data and process your personal data solely for the purpose of evaluating your application or resume and conducting recruitment activities. Your data will be handled confidentially and will only be accessible to authorized personnel involved in the hiring process.
- Personal information concerning Company's officers, employees, former employees, and family members of current and former employees
 - We collect and maintain personal data of officers, employees, former employees, and family members for the purposes of employment history verification, compliance with legal obligations, and ongoing employee support including insurance information and retirement information.

In addition to the above, the Company may use the information for the following purposes in connection with the Company's business operations:

- (1) Accepting visitors, invitation of guests, and other personal or government exchanges;
- (2) Implementing and reporting internal audits;
- (3) Handling of whistle-blowing, etc., and implementing internal investigations and reporting based on whistle-blowing, etc..

3. Provision of Personal Information to Third Parties

Univertical may share personal data with third party service providers who perform services on our behalf, such as payroll processors, or when required by law or in

response to legal proceedings. Unless otherwise set forth in the applicable laws and regulations, the Company will not provide personal information to third parties without obtaining consent from the relevant identifiable person.

Your personal information may be shared with third parties in other countries for the purposes such as support or compliance with legal obligations. These transfers are conducted in compliance with international data protection laws and are supported by appropriate safeguards to ensure your data is protected. The Company will not provide personal information unless permitted by the applicable laws and regulations or unless the Company has obtained consent from the relevant identifiable person pursuant to the method set forth in the applicable laws and regulations.

For further details on how we handle international data transfers please consult our policy or contact us directly.

4. Management of Personal Information

Notwithstanding the purposes described above, we do not use or disclose of sensitive personal information beyond the purposes authorized by applicable law. Accordingly, we only use and disclose sensitive personal information as reasonably necessary, to perform a service requested by you, to help ensure security and integrity, including to prevent, detect, and investigate security incidents, to detect, prevent and respond to fraudulent, deceptive, or illegal conduct, and for compliance with our legal obligations.

Unfortunately, no data transmission over the Internet or data storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is not longer secure, please immediately notify us.

5. Retention Period

We will retain your Personal Information for the period necessary to fulfill the purposes outlined in this Policy unless a longer retention period is required or permitted by law, for example, for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements.

- The criteria used to determine our retention periods include:

- The length of time we have an ongoing relationship with you.
- A period beyond the time of the ongoing relationship if we have a legitimate internal operations need, such as a need to retain the information for record-keeping and compliance with data retention schedules.
- If there is a legal obligation to which we are subject (for example, certain laws require us to keep records of your transactions for a certain period before we can delete them), or
- If retention is advisable considering our legal position (such as regarding applicable statutes of limitations, litigation or regulatory investigations).

Where a legal obligation arises or retention is advisable in light of our legal position, in some circumstances, we will retain certain Personal information, even after your account has been deleted and/or we no longer have a relationship with your, for example:

- To cooperate with law enforcement or public, regulatory and government authorities.
- To comply with legal provisions on tax and accounting.
- To pursue or defend legal action.
- To document security or fraud incidents.

6. Privacy Rights

Subject to certain limitation and exceptions under applicable law, verified residents in certain U.S. states may have, pursuant to applicable law, additional privacy right with respect to their personal information with Univertical. You may exercise the following U.S. privacy rights by contacting us directly.

- **Right to Know:** You have the right to ask Univertical to disclose to you the categories of personal information, the categories of sources from which the personal information is collected, the business or commercial purposes for collecting or sharing personal information, the categories of third parties to whom we disclose personal information.
- **Right to Access:** You have a right to ask Univertical to provide you with a copy of the specific pieces of personal information that we retain about you.
- **Right to Correct:** Subject to certain conditions and exceptions, that we correct inaccurate personal information that we maintain about you, taking into account the nature and purposes of the processing of the personal

information.

- **Right to Deletion:** You have the right to ask Univertical to delete personal information it has collected about you. The Right to Deletion may, subject to applicable law, not apply in certain circumstances, for example when Univertical needs the personal information to complete a transaction with you, provide a good requested by you, or otherwise perform a contract with you, to detect or prevent security incidents or illegal activity, solely for internal uses that are reasonably aligned with expectations based on your relationship with Univertical, to comply with legal obligations, or for lawful internal uses that are compatible with the context in which Univertical obtained the information.
- **Right to Limit Use of Disclosure:** Subject to certain conditions and exceptions, you have the right to limit the use and disclosure of sensitive personal information (as defined under applicable local laws). However, as stated above, we do not use or disclose your sensitive personal information for purposes except as described herein (and as permitted pursuant to applicable law).
- **Right to Non-Discrimination:** The right not to be subject to discriminatory treatment for exercising rights under the applicable privacy laws.
- **Right to Opt-Out:** Subject to applicable laws, the right to opt out of certain types of processing, including:
 - To opt out of the “sale” (as such term is defined under applicable law) of your personal information.
 - To opt out of targeted advertising.
 - To opt out of any processing of personal information for purposes of making decisions that produce legal or similarly significant effects.
- **Right to Appeal:** If we deny your privacy rights request, you may, depending on applicable law, also appeal.

We will take steps to verify your request by matching the information provided by you with the information we have in our records. Your request must:

- Provide sufficient information that allows us to reasonably verify you are the person about whom we collected personal information or an authorized representative.
- Describe your request with sufficient details that allows us to properly understand, evaluate, and respond to it.

Please note, in some cases, we may request additional information in order to verify your request or where necessary to process your request. Authorized agents may initiate a request on behalf of another individual through one of the above methods; authorized agents will be required to provide proof of their authorization and the verify their identity and the authority of the authorized agent.

7. Changes to this Policy

This policy is current as of the effective date below. Changes to this policy will be posted on the company webpage. Univertical reserves the right to update or modify this Policy at any time and without prior notice. Any modifications will apply to the personal information we collect after the posting. We will notify you of major changes via email or by posting a prominent notice on our website, specifying the nature of the changes. We recommend that you regularly review this policy to remain informed about any updates or changes.

Last Revised: July 1, 2024

8. Inquiries

For inquiries regarding personal information held by the Company, please communicate with the following contact desk:

203 Weatherhead St

Univertical LLC

Human Resource Department

203 Weatherhead St.

Angola, IN 46703

Fax: 260-665-9438

Email: careers@univertical.com

9. Others

The Company reserves the right to change, modify or add to this Policy without prior notice as necessary at the Company's discretion or due to the revision or abolition of applicable laws and regulations. The Company shall not be responsible for the protection of personal information on any external websites linked to the Company's website; thus, please check the privacy policies of each relevant website.