

ACT Policy on Connecticut Social Security Number Use

In accordance with Connecticut law, located at Conn. Gen. Stat. § 42-470, ACT (“the Company”) will not:

- Publicly post or publicly display in any manner an employee’s Social Security number.
- Print an employee’s Social Security number on any card required for the employee to access products or services provided by the Company.
- Require an employee to transmit their Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require an employee to use their Social Security number to access an Internet website, unless a password or unique personal identification number or other authentication device is also required to access the site.

The Company may collect, use, or release an employee’s Social Security number as required by state or federal law or use a Social Security number for internal verification or administrative purposes.

In accordance with Connecticut law, located at Conn. Gen. Stat. § 42-471, the Company has in place specific, detailed methods which protect the confidentiality of Social Security numbers and also limits access to these numbers to employees with a position-based need to access such information. The Company strictly prohibits the unlawful disclosure of Social Security numbers. This policy serves as the legally required publishing of the Company’s privacy policy for the collection of Social Security numbers.

In accordance with Connecticut law, located at Conn. Gen. Stat. § 42-471a, the Company obtains and retains employment applications in a secure manner and employs reasonable measures to destroy or make unreadable such employment applications upon disposal. At a minimum, these measures include the shredding or other means of permanent destruction of employment applications in a secure setting.

Employees found in violation of this policy and violating the Company’s protections of Social Security numbers may be subject to corrective action under applicable Company policies, up to and including termination.

Any employee who believes their Social Security number has been mishandled or illegally used, please immediately contact Human Resources.