

Personal Information Policy

All Employees:

Manafort Brothers Incorporated values your privacy and has taken steps to ensure that your personal information is not available to any unauthorized person. Among those steps:

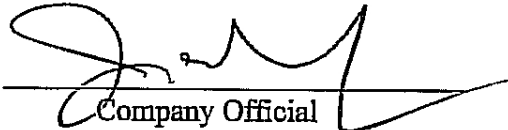
1. All employees must recognize that personal information, such as social security numbers, drivers' license numbers, state identification card numbers, bank account numbers, credit or debit card numbers, state alien registration numbers, and health insurance identification numbers, is confidential information, and such information shall always be handled in a manner reasonably designed to protect it. No employee has the authority to release such personal information to anyone without written permission. Further, no employee may access such information unless that employee has a legitimate business need to use such information for a work related purpose.
2. All employees, whose job duties and responsibilities provide them with access to personal information, such as social security numbers, drivers' license numbers, state identification card numbers, bank account numbers, credit or debit card numbers, state alien registration numbers, and health insurance identification numbers, will be notified that such information must be treated as confidential and such employees shall take all reasonable steps to ensure that there is no unauthorized release of that information.
3. Any written document that contains personal information, including but not limited to social security numbers, drivers' license numbers, state identification card numbers, bank account numbers, credit or debit card numbers, state alien registration numbers, and health insurance identification numbers, shall be kept in locked file cabinets, and access to such documents shall be limited to employees with a legitimate business need to use such information for work related purpose.
4. Any personal information, such as social security numbers, drivers' license numbers, state identification card numbers, bank account numbers, credit or debit card numbers, state alien registration numbers, and health insurance identification numbers that is stored on the company's computers, shall be reasonably protected by limiting access to such information to employees with a legitimate business need to use such information for a work related purpose. Such information shall be password protected.

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(Continued)

5. Personal information such as social security numbers, drivers' license numbers, state identification card numbers, bank account numbers, credit or debit card numbers, state alien registration numbers, and health insurance identification numbers, shall be deleted from any document or computer file prior to the disposal of the document or the computer file.

6. Any individual who learns that personal information is being mishandled shall report such misuse to Renee Larsen, Human Resources Generalist, as soon as reasonable under the circumstances.

If you have any questions about this policy or the Company's attempts to protect personal information, contact Renee Larsen, Human Resources Generalist (860) 793-6434 or rlarsen@manafort.com.



Company Official