



SMS TEXT MESSAGING PRIVACY POLICY

Effective March 01, 2026

All **Bridgefield Electrical Services** employees are required to opt in to company SMS text messaging while employed. We use this to communicate to you about various things such as onboarding activities, safety, and weather alerts, etc.

We are committed to protecting your privacy. This SMS Text Messaging Privacy Policy ("Policy") governs how we treat the Personal Information that we collect and receive from you in connection with your use of the SMS Service ("Service"), which we make available to you through a third-party service provider (*AT&T Office@Hand*). This Policy is incorporated into the Terms of Service.

By using the Service, you agree to the terms of this Policy. Bridgefield Electrical Services reserves the right, in its sole discretion, to modify or change this Policy at any time with or without prior notice to you. The date of the last update will be posted at the top of this Policy for your convenience. This Policy, and any changes, are effective as soon as posted. Your continued use of the Service following the posting of any changes to the Policy constitutes your full acceptance of those changes.

"Personal Information" is information that individually identifies you, such as your mobile phone number or user/screen name, as well as the any Personal Information that you choose to include in messages you send through the Service.

WHAT PERSONAL INFORMATION IS COLLECTED ABOUT YOU

Through the use of the Service, Bridgefield Electrical Services will receive the following information from our third party service provider: your mobile phone number when you send a text message to us.

HOW BRIDGEFIELD ELECTRICAL SERVICES USES PERSONAL INFORMATION ABOUT YOU

We use Personal Information to (a) process and respond to inquiries, (b) contact you with important announcements or messages, (c) request information or documents still needed for onboarding, (c) safety alerts, (d) weather alerts, etc.

DISCLOSURE OF YOUR INFORMATION

We will not rent or sell your Personal Information to other companies or individuals.

SECURITY

Bridgefield Electrical Services recognizes the importance of maintaining the security of the information it collects and maintains, and we endeavor to protect information from unauthorized access and damage. We strive to ensure reasonable security measures are in place, including physical, administrative, and technical safeguards to protect your personal information.

OPTING IN

As an employee, you will Opt-In by signing an SMS Text Messaging Policy & Procedure form.

OPTING OUT

Once you leave our employment, you have the right to Opt-Out of SMS Text Messaging. You may opt out by texting "STOP" or "QUIT" to (409) 254-2223.

We reserve the right to send you certain communications such as announcements and administrative messages, without offering you the opportunity to opt-out of receiving them.

QUESTIONS OR CONCERNS?

If you have any additional questions regarding this Policy, please feel free to contact Human Resources at (409) 254-2223.