

# Privacy Policy

Effective Date: December 10, 2018

Welcome to Executive Personnel Services, Inc. (EPSI Staffing, EPSI, EPSI WORX), website, emails, and/or mobile applications (the "Site"). Throughout these terms, "EPSI," "we," "us" and "our" refer to EPSI Staffing, and its divisions, subsidiaries, and affiliates. This website privacy policy ("Privacy Policy") describes how we may use and disclose personally identifiable information that we may collect about you through this Site ("Personal Information").

EPSI understands that the privacy of your personal information is important to you. The nature of our business requires us to collect and maintain Personal Information. This Policy describes the types of Personal Information we collect, how we may use that information, and how we protect it. We also provide information on how you can update your information or contact us with questions about our privacy practices.

## Information We Collect

When you use or register with the Site, create a EPSI account, and/or apply for a job, we may ask for certain Personal Information such as: your name, mailing address, phone number, email address, and other contact information; information related to your current and past employment, such as the industries in which you have worked, and your current and past job titles; your work experience and compensation; your skills and abilities, including language proficiencies; your education, including degrees held and institutions attended; your preferences regarding the type of employment or job placement you are seeking; your anticipated availability to begin work; the names and contact information for those you refer under our employee referral or other similar program; and any login ID and password created by you.

When you visit our Site, we may send one or more "cookies" to your computer or other device. A "cookie" is a small data file transferred by a Web site to your computer's hard drive. EPSI uses cookies to help improve the Site and to personalize your visit by customizing our web pages. EPSI may also collect information about your computer, including your IP address, operating system and browser type. Most browsers will accept cookies automatically from the Site. You may refuse to accept cookies by adjusting your preferences on your browser. It should be noted that by doing so, you may be unable to access certain pages or areas of the Site.

You also may elect to upload a resume or curriculum vitae, which will provide any Personal Information you have chosen to disclose to us by including it in the file you upload. If you decide to contact us directly or through an internet application, we will receive the contact information you provided so that we could respond and any other personal information you chose to include in your message.

You may elect not to provide us with all of the information we request. However, if you do not provide the information we have requested, we will not be able to provide you with an account or be able to use our internet applications that facilitate job placement. We may combine information we collect about you with other information we receive from additional sources, such as information you may have provided to us by other means or information collected by our job placement consultants.

## How We Use Your Information

EPSI uses your information to provide you with job placement services. We also may use your information for a variety of related purposes and other business functions, such as:

- To establish and maintain an employment or staffing/placement relationship with you;
- To fulfill your requests for information and to communicate with you, such as alerting you to available positions or services we offer;

- To provide you with services, such as job placement, training, career counseling, or career transition services;
- To arrange employment or temporary assignments for you;
- To provide payroll and human resources functions, including employee benefits programs and to otherwise comply with human resource requirements;
- To assess whether you are qualified for a position or task;
- To consider and address feedback you may provide to us;
- To provide referral services, such as if you refer a friend or colleague to us, or if we refer you to a client;
- To inform our clients, candidates and business partners about our services;
- For the performance of our placement, management, or other services agreements with our clients, including billing and enforcing payment arrangements;
- To help us administer or improve our business and our services, the applications and other processes we use to deliver those services, and the promotional materials we have developed to describe those services;
- To perform certain research and analyses;
- To protect the integrity of or to improve our websites, information systems, and security;
- To prevent physical harm or financial loss; and
- For certain administrative purposes, such as risk management, to fulfill legal obligations or address compliance needs, and to resolve or defend legal claims.

### **Information We Share**

We may share the Personal Information we collect about you with other parties. For example, we may share information about you with our clients in order to identify appropriate job opportunities for you. We also may share your information:

- With our divisions, subsidiaries and affiliates;
- With clients who may have job opportunities available or interest in placing our candidates;
- With business partners, such as job placement consultants;
- With service providers, who are only authorized to use information to perform services on our behalf or for limited administrative purposes, such as complying with legal requirements;
- When reasonably requested or required by law enforcement authorities or other government officials;
- When EPSI believes that it is necessary to: (i) protect the integrity of the Site; (ii) protect rights of EPSI; (iii) comply with any court order; (iv) comply with any legal proceedings; (v) assert EPSI's claim under the Terms of Use; and (vi) satisfy any claims regarding violations of third party's rights;
- When we believe disclosure is appropriate to prevent physical harm or financial loss;
- When reasonably necessary to an investigation of suspected or actual illegal activity;
- As needed to protect the vital interests of an individual; and
- In the event we sell or transfer all or a portion of our business or assets.
- You may ask us to refrain from sharing your information with third parties and among our affiliates for marketing purposes. Let us know your preference by contacting us as shown in the "How to Contact Us" section.

### **Information Security**

We maintain administrative, physical, and technical safeguards intended to protect against the loss, misuse, or unauthorized access, acquisition, alteration or destruction of information we collect through physical and automated means. Your EPSI account is protected by your log-in credentials, which you must keep secure and confidential. Unfortunately, however, no security system, or system of transmitting personal information over the Internet can be guaranteed to be 100% secure.

We communicate our privacy and security guidelines and standards to EPSI employees and enforce these requirements within the company.

We also require that our suppliers protect your personal information collected against loss, misuse or unauthorized access, acquisition, alteration or destruction.

### **Accessing and Correcting Your Information**

EPSI endeavors to maintain accurate information and provides you with options to update your information. You can log into your account and modify your information at any time using your log-in credentials, i.e.

1. Personal information
2. Work experience
3. Education
4. Skills
5. Compensation
6. Documents like CVs/Resumes/Cover Letter

From the jobs applications page on the Candidate portal, candidates can easily withdraw consent per job. You also may request that we update your information by contacting us through one of the methods specified in the "How to Contact Us" section of this notice.

### **Links to Other Sites**

The Site may contain links to other websites maintained by third parties and not owned or operated by EPSI ("Other Sites"). Links to the Other Sites are provided merely for your convenience. EPSI does not control the Other Sites or their privacy practices, which may differ from EPSI's practices. EPSI is not responsible for the privacy practices or the content of the Other Sites. EPSI is not responsible for any losses, damages, or other liabilities incurred as the result of the use of any of the Other Sites. You are solely responsible for your access of the Other Sites.

### **Updates to Our Privacy Policy**

We reserve the right to modify or update this Privacy Policy without prior notice to you to reflect changes in our information collection, use and security practices. If the Policy is updated, we will post a new effective date to let you know when the Policy was most recently updated. Please check this page for any changes to our Privacy Policy. Your continued use of the Site and/or Services available through this Site after such modifications will constitute your: (a) acknowledgment of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

### **Contact Information**

EPSI welcomes your questions or comments regarding this Statement of Privacy. If you believe that EPSI has not adhered to this Statement, please contact EPSI at:

EPSI Staffing  
1200 G St. NW  
Washington, District of Columbia 20005

Email Address:  
accounting@epsistaffing.com

Telephone number:  
202-470-3208

Effective as of December 09, 2018