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| Policy: | Biometrics | Policy Reference and Revision Number: | HR 012 Rev 000 |
| Department: | Human Resources | Effective Date: | 08/01/2021 |
| Authorized By: | SVP Human Resources | Page: | Page 1 of 2 |

PURPOSE

To define the use of Biometric Data for purposes of time and attendance at BWC Terminals (the “**Company**”).

POLICY

The Company and the Company’s vendors, and/or the licensor of the Company’s time and attendance software (the “**Company Representatives**”) may collect, store, and use Biometric Data solely for employee identification, fraud prevention, pre-employment hiring purposes and similar business-related purposes, pursuant to written consent of each employee.

For purposes of this policy the following terms will have the indicated meaning set forth below:

- “**Biometric Data**” means information, regardless of how it is captured, converted, stored, or shared, based on an individual’s Biometric Identifier.
- “**Biometric Identifier**” means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. Biometric identifiers do not include writing samples, written signatures, photographs, human biological samples used for valid scientific testing or screening, demographic data, tattoo descriptions, or physical descriptions such as height, weight, hair color, or eye color, excluding information captured from a patient in a health care setting or information collected, used, or stored for health care treatment, payment, or operations under the federal Health Insurance Portability and Accountability Act of 1996.

PROCEDURE

Before the Company or the Company Representatives collect, capture, or otherwise obtain Biometric Data on an employee, they will:

- Inform each employee, in writing:
 - that the Company or the Company Representatives are collecting, capturing, or otherwise obtaining the employee’s Biometric Data, and that the Company is providing such Biometric Data to the Company Representatives and
 - of the specific purpose and length of time for which the employee’s Biometric Data is being collected, stored, and used.
- Receive a written release signed by the employee (or their legally authorized representative) authorizing the Company and the Company Representatives to collect, store, and use the employee’s Biometric Data for the specific purposes disclosed by the Company, and for the Company to provide such Biometric Data to the Company Representatives.

The Company and Company Representatives will not sell, lease, trade, or otherwise profit from employees’ Biometric Data; provided, however, that the Company’s Representatives may be paid for products or services used by the Company that utilize such Biometric Data.

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DISCLOSURE

The Company may disclose or disseminate Biometric Data to third-parties if, and only if:

1. The Company obtains the employee's written consent to such disclosure or dissemination;
2. The disclosed data completes a financial transaction requested or authorized by the employee;
3. Disclosure is required by state or federal law or municipal ordinance; or
4. Disclosure is required pursuant to a warrant or subpoena issued by a court of competent jurisdiction.

RETENTION SCHEDULE

The Company shall retain employee Biometric Data only until and shall request that its Company Representatives permanently destroy such data upon the earlier of (i) the satisfaction of the initial purpose for collecting or obtaining such Biometric Data or (ii) the third (3rd) anniversary of the employee's last interaction with the Company.

DATA STORAGE

The Company shall use commercially reasonable efforts to store, transmit and protect from disclosure any paper or electronic Biometric Data collected, but in no event in a manner less than the manner in which the Company stores, transmits and protects from disclosure other confidential and sensitive information, including personal information that can be used to uniquely identify an individual or an individual's account or property, such as genetic markers, genetic testing information, account numbers, PINs, driver's license numbers and social security numbers.