

## **Substitute Notice**

### **Notice of Security Incident**

Mertz Manufacturing is committed to protecting the confidentiality and security of our employees' information. We recently identified and addressed a security incident that involved the personal information of our health plan beneficiaries. This notice describes the incident, measures we have taken, and some steps that affected individuals may consider taking in response.

On September 29, 2021, we discovered a security incident that resulted in the encryption of certain systems within our network. We immediately began an investigation and took measures to address the incident and restore operations. On October 4, 2021, our investigation determined that files relating to our health plan were acquired from our system between August 19, 2021 and September 29, 2021. Those files contained plan member names, Social Security numbers, information related to plan selection, and member demographic information on file with the health plan.

We mailed letters to affected individuals on December 3, 2021 and arranged for all affected individuals to receive a complimentary membership to identity monitoring services through Kroll. If you believe you are affected by this incident and do not receive a letter by January 3, 2021, please call 1-855-545-1921, Monday through Friday, from 8:00 a.m. to 5:30 p.m., Central Time, excluding major U.S. holidays.

We take the privacy and confidentiality of our employees' information very seriously. To help prevent something like this from happening again, we continue to review our systems and are taking steps to further enhance our existing security measures.