



## Employee Privacy Policy Statement

AME CONSTRUCTORS, INC.  
10979 LIN VALLE ROAD  
SAINT LOUIS, MO 63123

### Introduction

This AME Employee Privacy Policy Statement (the “Privacy Policy”) contains the policies, procedures and practices to be followed by AME Constructors, INC., and any of its present or future subsidiaries pertaining to the collection, use and disclosure of personal information of an identifiable person that is a present, future or former employee of the Company.

The Company recognizes the confidential nature of the Personal Information is its care and is accountable for the compliance of itself and its directors, officers, management, employees, representatives and agents including consultants (the “Staff”) in protecting this Personal Information.

For the purpose of this Privacy Policy, the term “Personal Information” has the meaning of any information or collection of information in any form, whether oral, electronic or written that pertains to the Individual excluding information that is publicly available in its entirety. Personal information will also include any publicly available information that is combined with non-publicly available.

Personal Information includes but is not limited to name, home address, home phone number, home email address, identity verification information, Social Security Number, physical description, age, gender, salary, education, professional designation, personal hobbies and activities, medical history, employment history, credit history, contents of resume’, references, interview notes, performance review notes and emergency contact information.

Personal Information will not include the Individual’s business title, business address and contact information when used or disclosed for the purposes of reasonable business communication.

The Company will implement policies and procedures that give effect to this Privacy Policy including procedures to protect and secure Personal Information, procedures to receive, investigate and resolve complaints, procedures to ensure adequate training of the Staff concerning the Company’s privacy

policies, and procedures to distribute new and current information pertaining to the Company's Privacy Policy.

## **Corporate Privacy Policy**

The Company and the Staff will at all times respect the confidentiality of the Personal Information placed in its care. The Company will endeavor to ensure that the policies affecting the collection, storage and disclosure of Personal Information reflect the confidential nature of the information.

The Company will comply with all applicable privacy legislation and regulations in force now and in the future related to protecting the confidentiality of Personal Information.

## **Purposes for which Personal Information is Collected**

Personal Information will be collected, used and disclosed for purposes pertaining to the Individual's employment relationship with the Company, including but not limited to the administration of employee hiring, performance reviews, the administration of employee payroll, processing of employee benefit claims, and for the purpose of complying with all applicable labor and employment legislation.

Personal Information will only be used for the stated purpose of purposes for which it was originally collected. The purposes for which Personal Information is being collected will be identified orally or in writing to the Individual before it is collected. The person collecting the information will be able to explain the purpose at the time the information is collected.

The Company may use Personal Information for a purpose other than the originally stated purpose where the new purpose is required by law, or where the Company has obtained consent in writing from the affected Individual for each new purpose.

The Company will not release employee information to third parties unless the recipient has a business reason to know. The information will not be released to outside sources without the employee's approval, except to verify employment dates and most recent job title, or as required by law. Only the Human Resources Department is authorized to disclose employee information.

Revision date: 5/28/2015

Revision Number: 04

AME CONSTRUCTORS, INC.

EMPLOYEE PRIVACY POLICY STATEMENT

I \_\_\_\_\_, have received AME Constructors, Inc., Employee Privacy Policy.

\_\_\_\_\_  
Employees Signature

\_\_\_\_\_  
Date