

Notice to Our Employees of Data Security Incident

Tom Wood Group ("TWG") is committed to protecting the privacy of our employees' information. We are in the process of notifying current and former employees, as well as beneficiaries and dependents of those employees, of an incident that involved some of their information. This notice describes the incident, measures we have taken, and some steps that our employees may consider taking in response.

We identified a security incident on October 19, 2020 that resulted in the encryption of certain systems within the TWG environment. We immediately began to investigate, a cybersecurity firm was engaged, and steps were taken to address the incident and restore operations. We also implemented additional safeguards and technical security measures to further enhance the security of our network.

Based on our investigation, we determined that an unauthorized person obtained access to the TWG systems between October 5, 2020 and October 19, 2020, and acquired a limited amount of information that is maintained on the TWG systems. After further investigation, on October 24, 2020, we discovered that the files that were acquired by the unauthorized person may have included information relating to TWG's self-insured health plan. On December 3, 2020, we completed a review of those files and discovered that some employee information was involved in the incident, including employee names, dates of birth, Social Security numbers, and benefits information.

We have no indication that any information was actually viewed by the unauthorized person, or that it has been misused. However, out of an abundance of caution, we began notifying individuals whose information was involved in the incident on December 23, 2020. We recommend that all current and former employees, and the beneficiaries and dependents of those employees, remain vigilant for signs of unauthorized activity by reviewing any statements that they receive relating to their health insurance. If they identify any charges or activity that they did not authorize, please contact TWG immediately.

We have also arranged for all current and former employees, beneficiaries, and dependents whose information was involved in the incident to receive a complimentary membership to Kroll Identity Monitoring. This product helps detect possible misuse of an individual's information and provides the individual with credit monitoring, fraud consultation, and identity theft restoration services. If you are a current or former employee, or the beneficiary or dependent of a current or former employee, and would like more information on Kroll Identity Monitoring, including instructions on how to activate your complimentary membership, please call our dedicated call center at 1-833-960-3584, Monday through Friday, between 9:00 a.m. and 6:30 p.m., Eastern Time, excluding major U.S. holidays.