

# PRIVACY STATEMENT

## Introduction

Employee Owned Holdings, Inc. (“EOHI”) and its wholly owned subsidiaries and affiliates (collectively the “Company”) are committed to protecting your privacy. This statement explains the steps taken to protect your personal data when you visit our website. It describes what categories of personal data we collect, the purposes for which we use those data, your choices regarding use of your data, and our security measures. By accessing our websites, you consent to the data collection and use practices described in this privacy statement.

## Data Collection

*Data collected directly from visitors.* In most instances, you can visit our websites without providing any personal data. However, on some pages, we may ask you for personal data to provide a service or carry out a transaction requested by you. The personal data that we collect may include:

- contact details, such as your name, title, company/organization name, email address, telephone and fax numbers and physical address;
- information about your company and job position;
- your preferences with respect to email marketing;
- your inquiries about products and services, as well as information that assists us in identifying the best products and services for you; and
- feedback from you about products and services, including this website.

You are not required to provide this information. However, if you choose not to, we may not be able to provide you the requested service or complete your transaction.

*Data collected automatically.* We may collect certain data about all visitors to our websites, including what pages they view, the number of bytes transferred, the links they click, and other actions taken within our websites. On websites to which you logon, we may connect this information with your identity to determine your potential interests in our products and services. We may also use this information to improve our security measures. We may also collect certain standard information that your browser sends to every website you visit, such as your Internet Protocol (IP) address, your browser type and capabilities and language, your operating system, the date and time you access the site, and the website from which you linked to our site. We do not link these data to your identity.

## Our use of personal data

We will use personal data provided only for the purposes set forth below.

*Services and transactions.* We use your personal data to deliver services or execute transactions you request, such as providing information about products and services, processing orders, answering customer service requests, facilitating use of our websites and so forth. In order to offer you a more consistent experience in interacting with the Company, information collected by our websites may be combined with information we collect by other means.

*Website improvement.* We may use your data to improve our websites (including our security measures) and related products or services, or to make our websites easier to use by eliminating the need for you to repeatedly enter the same information or by customizing our websites to your particular preference or interests.

*Marketing Communications.* With your permission, we may use your data to inform you of products or services available from the Company. When collecting information that might be used to contact you about our products and services, we strive to provide you the opportunity to opt-out from receiving such communications. Moreover, you may stop delivery of that type of communication at any time and we will remove you from the relevant list within 10 business days.

*Employment Applications.* In connection with a job application or inquiry, you may provide us with data about yourself, including your educational background, resume or curriculum vitae, and other information, including your ethnicity where required or permitted by law. We may use this information throughout the Company and its joint ventures for the purpose of employment consideration. We will keep the information for future consideration unless you direct us not to do so.

## Our use of cookies and web beacons

Cookies are small files that websites save to your hard disk or to your browser's memory. Our websites may use them to track the number of times you have visited the website, to track the number of visitors to the website, to determine and analyze visitors' use of our websites, to store data that you provide (such as your preferences and email address), and to store technical information related to your interactions with our websites. We may also use session cookies, which are deleted when you close your browser, to store your user ID, to facilitate your movement around our websites (particularly in connection with information searches and order placement) and other information useful in administering the session.

Most Internet browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies or to notify you when a cookie is being placed on your computer. If you choose not to accept cookies, you may not be able to experience all of the features of our websites. Internet browsers also enable you to delete existing cookies, although this means that your existing settings (including stored user IDs and other preferences) may be lost.

Our sites also may contain electronic images known as Web beacons—sometimes called single-pixel gifs—that allow us to count the number of users who have visited those pages. We may include Web beacons in promotional email messages or newsletters in order to determine whether messages have been opened and acted upon, including whether the recipient clicked on a link in the email or forwarded the email to another person.

## Disclosure of your personal data

Except as described below, personal data provided to the Company via our websites will not be shared outside of the Company and its joint ventures without your consent.

*Disclosure to service providers.* The Company may contract with other companies to provide services on our behalf, such as hosting websites, sending out information, processing transactions, and analyzing our websites. We provide these companies with only those elements of this data they need to deliver those services. These companies and their employees are prohibited from using that data for any other purposes.

*Disclosure in connection with transactions.* In connection with certain transactions, we may disclose some or all of your data to financial institutions, government entities and shipping companies or postal services involved in fulfilling the transaction.

*Disclosures in connection with acquisitions or divestitures.* Circumstances may arise where, for strategic or other business reasons, the Company decide to sell, buy, merge or otherwise reorganize particular businesses. Such a transaction may involve the disclosure of the data provided to prospective or actual purchasers, or receiving it from sellers. It is the Company's practice to seek appropriate protection for information in these types of transactions.

*Disclosure on collaborative websites.* Some of our websites promote collaboration among registered users with respect to a particular area or topic. On those websites, we may share your username with other participants to label comments or suggestions that you make as yours. We do not, however, share your name, contact details, or personal data with other users of those collaborative websites.

*Disclosure for other reasons.* We may disclose data provided if required to do so by law or in the good-faith belief that such action is necessary to comply with legal requirements or with legal process served on us, to protect and defend our rights or property, or in urgent circumstances to protect the personal safety of any individual.

## Security

The Company is committed to protecting the security of your personal data. We may use a variety of security technologies and procedures to help protect your personal data from unauthorized access, use, or disclosure.

For sites to which you login, it is your responsibility to ensure the security of your password and not to reveal this information to others. If you are sharing a computer with anyone, you should always logout before leaving a website so that subsequent users will not be able to access your data.

## Links to other websites

Our websites may contain links to other websites, including those of other companies, professional and government organizations, and publications. Although we try to link only to websites that share our high standards and respect for privacy, we do not control and are not responsible for the content, security or privacy practices employed by other websites. You should review the privacy statements of those websites to determine how they protect and use your data.

## Questions about our privacy practices

If you have questions regarding this privacy statement or our handling of your personal data, please contact our legal department by phone at 281-569-7053 or by mail at

Employee Owned Holdings, Inc.  
Attn. Legal Department  
16330 Central Green Blvd., Suite 200  
Houston, TX 77032.

## Changes to this privacy statement

The Company may occasionally update this privacy statement. When we do, we will revise the "updated" date at the bottom of the privacy statement. We will obtain consent for any updates to this privacy statement that materially expand the sharing or use of the personal data provided in ways not disclosed in this privacy statement at the time of collection.

Updated: April 2017