## Privacy Policy for Employees

Biomuber Inc values each employee, and so has a commitment to protect the personal information which we handle on behalf of the employee.

It is our policy that:
$\Box$ Biomuber Inc will collect only that information about employees which is needed and relevant.
$\Box$ Biomuber Inc will strive to make certain that personal information about employees is kept accurate and up-to-date.
$\Box$ Biomuber Inc will use appropriate controls to ensure that this information is kept secure, and is only viewed or used by the proper personnel.
☐ Information about employees will not be disclosed to any external parties unless appropriate.
$\Box$ Employees will be told how they can review information about them, make updates, and report problems.
$\ \square$ Biomuber Inc will comply with applicable laws, regulations, and industry standards when protecting employee information.
We hold our employees, vendors, contractors, suppliers, and trading partners to meet this same set of policies.
I have read and understood Biomuber Inc's and privacy policies.
G'and Date
Signed Date