



Employee Privacy Policy & Notice

Effective Date - This Notice is effective as of June 16, 2025.

Last Update – August 27, 2025

Program Productions, LLC and its operating groups, parents, subsidiaries and affiliates¹ (collectively referred to as, the “Company”, “We” or “Us”) collects and uses personal information, including sensitive personal information, for human resources, employment, benefits administration, health and safety, business-related and legal compliance purposes. We are committed to properly handling the personal information collected or processed in connection with your employment, or relationship with us.

We do not sell personal information, including any sensitive personal information, we collect about our employees, nor do we share it with third parties for cross-context behavioral advertising.

The table below lists the categories of personal information and sensitive personal information we collect from employees. The table also lists, for each category, the purposes for collecting and using such information and the criteria for determining how long such information is retained.

Personal Information Category	Retention Period	Purposes for Collection and Use	Sold ² or Shared?
Identifiers , such as full name, email address(es), phone number(s), gender, date of birth, signature, Social Security number, driver's license or state identification numbers, and similar information for employees'	Personal Information will not be stored for longer than: 1) necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under	<ul style="list-style-type: none"> Recruit and process job applications, including verifying eligibility for employment and conducting background checks Employee onboarding Maintain and administer payroll and employee benefit plans, including enrollment and medical/dental/vision claims handling 	<p>Not sold.</p> <p>Personal Information is shared only amongst affiliates, select third party providers for the purposes of employment related services,</p>

¹ Company affiliated entities include, but are not limited to: Ditka Parent, LLC; Armstrong Hall, LLC; Event Software Partners, LLC; Finley Road Partners, LLC; Kingsbridge Shared Services, LLC; ProCrewz, LLC; Program Productions, LLC; Rhino Admin, LLC; Rhino Staging, LLC; XLT Management Services, LLC; XLT Services Group, LLC; and other entities as added.

² The California Privacy Rights Act (CPRA), which amends the California Consumer Privacy Act (CCPA), broadly defines “sale” to include “selling, renting, releasing, disclosing, disseminating, making available, transferring ... personal information by the business to a third party for monetary or other valuable consideration,” CA Civil Code 1798.140(ad)(1). **For purposes of this Notice, “sale” and “sold” has the same meaning as in the CCPA/CPRA.**

Personal Information Category	Retention Period	Purposes for Collection and Use	Sold ² or Shared?
dependents and beneficiaries.	<p>the Company's records retention policies and practices; and/or 3) as required by applicable law.</p> <p>The Company's records retention policy and schedule(s) are available by emailing HR@allsharedservices.com</p>	<ul style="list-style-type: none"> • Maintain personnel records and comply with record retention requirements per applicable laws • Provide employees with human resources management and information technology services • Communicate with employees, their emergency contacts and plan beneficiaries, as needed • Comply with applicable state and federal labor, employment, tax benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws • Reduce risks of unauthorized access to or use of the Company's property, including electronic and computing hardware, information systems, electronic devices, network, and data • Conduct internal audits • Investigate complaints, grievances, and suspected violations of Company policy • Respond to law enforcement, government or litigation-related requests, as required by applicable law or court order • Exercise or defend the legal rights of Company and its 	such as payroll processing, human resources benefits, and the like, and potentially pursuant to law enforcement investigations.

Personal Information Category	Retention Period	Purposes for Collection and Use	Sold ² or Shared?
		employees (including former employees and temporary workers), as well as Company affiliates, subsidiaries, customers, contractors, and agents	
Protected classification characteristics under U.S. state or federal law(s) , such as age, race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, reproductive health decision making, military and veteran status, or genetic information (including familial genetic information), and any other protected classification under applicable state, federal or local laws.	<p>Personal Information will not be stored for longer than: 1) necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under the Company's records retention policies and practices; and/or 3) as required by applicable law.</p> <p>The Company's records retention policy and schedule(s) are available by emailing HR@allsharedservices.com</p>	<ul style="list-style-type: none"> • Comply with federal and state equal employment opportunity law • Perform workforce analytics, data analytics, and benchmarking • Conduct internal audits • Investigate complaints, grievances, and suspected violations of Company policy • Exercise or defend the legal rights of Company and its employees (including former employees and temporary workers), as well as Company affiliates, subsidiaries, customers, contractors, and agents 	<p>Not sold.</p> <p>Personal Information is shared only amongst affiliates and to the extent required by applicable laws and regulations, such as EEO filings on behalf of the Company.</p>
Internet or other similar network activity information,	Personal Information will not be stored for	<ul style="list-style-type: none"> • Facilitate the efficient and secure use of Company information systems 	Not sold.

Personal Information Category	Retention Period	Purposes for Collection and Use	Sold ² or Shared?
including activity on the Company's information systems (such as internet browsing history, search history, intranet activity, email communications, social media postings, stored documents and emails, usernames, and passwords) and activity on Company owned or controlled communications systems (such as phone calls, call logs, voicemails, text messages, chat logs, app use, mobile browsing and search history, mobile email communications, and other information regarding an employee's use of company-issued devices).	longer than: 1) necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under the Company's records retention policies and practices; and/or 3) as required by applicable law. The Company's records retention policy and schedule(s) are available by emailing HR@allsharedservices.com	<ul style="list-style-type: none"> • Ensure compliance with Company information systems policies and procedures • Comply with applicable state, local, and federal laws • Prevent unauthorized access and/or augmentation to, use, or disclosure or removal of the Company's property, records, data, and information • Enhance employee productivity • Conduct internal audits • Investigate complaints, grievances, and suspected violations of Company policy • Exercise or defend the legal rights of Company and its employees (including former employees and temporary workers), as well as Company affiliates, subsidiaries, customers, contractors, and agents 	Personal Information is shared only amongst affiliates, pursuant to law enforcement investigations, or pursuant to investigating and remediating IT forensics investigations (such as with a third-party IT services provider).
Professional or employment-related information , such as job application information (work history, academic and professional qualifications, educational records, references, and interview notes,	Personal Information will not be stored for longer than: 1) necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under	<ul style="list-style-type: none"> • Recruit candidates and process job applications, including verifying eligibility for employment, background checks, and onboarding • Design and administer employee benefit plans and programs, including for leaves of absence 	Not sold. Personal Information is shared only amongst affiliates, with third parties to provide human resources-related services to the company, to assist

Personal Information Category	Retention Period	Purposes for Collection and Use	Sold ² or Shared?
background check, drug testing results, work authorization, performance and disciplinary records, salary, bonus, commission, and other similar compensation data, benefit plan enrollment, participation, and claims information, leave of absence information including religious, military and family obligations, health data concerning employee and their family members.	<p>the Company's records retention policies and practices; and/or 3) as required by applicable law.</p> <p>The Company's records retention policy and schedule(s) are available by emailing HR@allsharedservices.com</p>	<ul style="list-style-type: none"> • Maintain personnel records and comply with record retention requirements • Communicate with employees, their emergency contacts and plan beneficiaries, as needed • Comply with applicable state and federal labor, employment, tax, benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws • Reduce risks of unauthorized access to or use of Company property, including electronic and computing hardware, information systems, electronic devices, network, and data • Improve employee productivity and adherence to the Company policies • Conduct internal audits • Investigate complaints, grievances, and suspected violations of Company policy • Evaluate and provide feedback about job performance, facilitate better working relationships, and bolster employee professional development • Exercise or defend the legal rights of Company and its employees (including former employees and temporary workers), as well as Company 	entities or organizations in law enforcement investigations, or as necessary for relevant government or regulatory filings.

Personal Information Category	Retention Period	Purposes for Collection and Use	Sold ² or Shared?
		affiliates, subsidiaries, customers, contractors, and agents	
Non-public education information , such as education records, academic degrees and vocational certifications, and transcripts	<p>Personal Information will not be stored for longer than: 1) necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under the Company's records retention policies and practices; and/or 3) as required by applicable law.</p> <p>The Company's records retention policy and schedule(s) are available by emailing HR@allsharedservices.com</p>	<ul style="list-style-type: none"> Evaluate an individual's candidacy and suitability for a job role and/or for a promotion or transfer to a different role in the Company. 	<p>Not sold.</p> <p>Personal Information is shared only with affiliates, third parties to provide human resources-related services to the company, to assist entities or organizations in law enforcement investigations, or as necessary for relevant government or regulatory filings</p>

Sensitive Personal Information ("SPI") Category	Retention Period	Purposes for Collection and Use	Sold or Shared?
Government identifiers , such as Social Security number, driver's license, state	Personal Information will not be stored for longer than: 1)	<ul style="list-style-type: none"> Recruit and process job applications, including verifying eligibility for 	<p>Not sold.</p> <p>Personal Information is</p>

Sensitive Personal Information ("SPI") Category	Retention Period	Purposes for Collection and Use	Sold or Shared?
<p>identification card, and passport and visa information, and immigration status and documentation</p>	<p>necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under the Company's records retention policies and practices; and/or 3) as required by applicable law.</p> <p>The Company's records retention policy and schedule(s) are available by emailing HR@allsharedservices.com</p>	<p>employment and conducting background checks</p> <ul style="list-style-type: none"> • Process and administer payroll and employee benefit plans, including enrollment and claims handling • Maintain personnel records and comply with record retention requirements per applicable laws • Provide employees with human resources management and information technology services • Communicate with employees and their emergency contacts and plan beneficiaries • Comply with applicable state and federal labor, employment, tax benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws • Reduce risks of unauthorized access to or use of Company property, including electronic and computing hardware, information systems, electronic devices, network, and data • Respond to law enforcement, government or litigation-related requests, as required by applicable law or court order 	<p>shared only amongst affiliates, with government agencies as required by law, or third-party providers and/or law firms providing services to the Company.</p>

Sensitive Personal Information (“SPI”) Category	Retention Period	Purposes for Collection and Use	Sold or Shared?
Account access credentials , such as user names	<p>Personal Information will not be stored for longer than: 1) necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under the Company’s records retention policies and practices; and/or 3) as required by applicable law.</p> <p>The Company’s records retention policy and schedule(s) are available by emailing HR@allsharedservices.com</p>	<ul style="list-style-type: none"> Recruit and process job applications, including verifying eligibility for employment and conducting background checks Provide employees with human resources management and information technology services Reduce risks of unauthorized access to or use of Company property, including electronic and computing hardware, information systems, electronic devices, network, and data 	<p>Not sold.</p> <p>Personal Information may be shared only amongst affiliates, pursuant to law enforcement investigations, or with third party service providers as needed for account forensics, access, and investigations.</p>
Geolocation data , such as the time and physical location within the geographic radius of the venue when an employee is clocking in for work, as well as GPS location data from mobile devices of employees (when physically present at a venue for work).	<p>Personal Information will not be stored for longer than: 1) necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under the Company’s records retention policies and</p>	<ul style="list-style-type: none"> Maintain safety of employees, customers, and the public related to use of Company property and equipment Reduce risks of unauthorized access to or use of Company property, including electronic and computing hardware, information systems, electronic devices, network, and data 	<p>Not sold.</p> <p>Personal Information is shared with affiliates or only if contractually or legally required, such as with the building’s landlord for access to Company office facilities, and employee time</p>

Sensitive Personal Information (“SPI”) Category	Retention Period	Purposes for Collection and Use	Sold or Shared?
	<p>practices; and/or 3) as required by applicable law.</p> <p>The Company’s records retention policy and schedule(s) are available by emailing HR@allsharedservices.com</p>	<ul style="list-style-type: none"> • Improve efficiency and logistics and reduce costs via supply chain management • Improve employee productivity and adherence to the Company policies • Conduct internal audits • Investigate complaints, grievances, and suspected violations of Company policy • Exercise or defend the legal rights of Company and its employees (including former employees and temporary workers), as well as Company affiliates, subsidiaries, customers, contractors, and agents 	<p>tracking verification, investigations and compliance.</p>
Racial or ethnic origin	<p>One (1) year for EEO-1 submissions. Employees, however, may choose to decline to answer.</p> <p>Per I-9, certain state, and EEOC requirements, if an employee voluntarily provides information about their racial or ethnic origin.</p>	<ul style="list-style-type: none"> • Comply with federal and state equal employment opportunity laws • Perform workforce analytics, data analytics, and benchmarking • Conduct internal audits • Investigate complaints, grievances, and suspected violations of Company policy 	<p>Not sold.</p> <p>Personal Information is shared only amongst affiliates, with government agencies as required by law, and third-party providers and/or law firms providing services to the Company.</p>
Citizenship or immigration information	<p>Personal Information will not be stored for longer than: 1)</p>	<ul style="list-style-type: none"> • Comply with federal and state equal employment opportunity laws 	<p>Not sold.</p> <p>Personal Information is</p>

Sensitive Personal Information ("SPI") Category	Retention Period	Purposes for Collection and Use	Sold or Shared?
	<p>necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under the Company's records retention policies and practices; and/or 3) as required by applicable law.</p> <p>The Company's records retention policy and schedule(s) are available by emailing HR@allsharedservices.com</p>	<ul style="list-style-type: none"> • Verify employment eligibility (Form I-9) 	<p>shared only amongst affiliates, with government agencies as required by law, and third-party providers and/or law firms providing services to the Company.</p>
<p>Religious or philosophical beliefs</p>	<p>Personal Information will not be stored for longer than: 1) necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under the Company's records retention policies and practices; and/or 3) as required by applicable law.</p>	<ul style="list-style-type: none"> • This category of SPI is not routinely collected by Company, but might be collected on occasion to review and process various types of reasonable accommodation requests • Exercise or defend the legal rights of Company and its employees (including former employees and temporary workers), as well as Company affiliates, subsidiaries, customers, contractors, and agents 	<p>Not sold.</p> <p>Personal Information may be shared only amongst affiliates, pursuant to law enforcement investigations, and third-party providers and/or law firms providing services to the Company.</p>

Sensitive Personal Information (“SPI”) Category	Retention Period	Purposes for Collection and Use	Sold or Shared?
	The Company’s records retention policy and schedule(s) are available by emailing HR@allsharedservices.com		
The contents of email, of text messages contents directed to the Company	<p>Personal Information will not be stored for longer than: 1) necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under the Company’s records retention policies and practices; and/or 3) as required by applicable law.</p> <p>The Company’s records retention policy and schedule(s) are available by emailing HR@allsharedservices.com</p>	<ul style="list-style-type: none"> • Conduct internal audits • Investigate complaints, grievances, and suspected violations of the Company policy • Exercise or defend the legal rights of Company and its employees (including former employees and temporary workers), as well as Company affiliates, subsidiaries, customers, contractors, and agents 	<p>Not sold.</p> <p>Personal Information might be shared with affiliates, and an investigator, auditor, law enforcement or government officials in response to a lawful subpoena and/or in connection with an active investigation or at any stage of litigation.</p>
Genetic data	This category of Personal Information is not collected directly by the Company. It is possible that	<ul style="list-style-type: none"> • Investigate and process workers' compensation claim • Process health insurance claims 	<p>Not sold.</p> <p>Personal Information is collected by third party medical insurance</p>

Sensitive Personal Information (“SPI”) Category	Retention Period	Purposes for Collection and Use	Sold or Shared?
	a third-party insurance or benefits provider could collect and/or share this data with the Company in connection with the resolution of a claim.		providers, not the Company. It is possible that Personal Information could be shared with a third-party provider, such as a law firm, for the resolution of a claim.
Unique identifying biometric information	<p>Personal Information will not be stored for longer than: 1) necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under the Company’s records retention policies and practices; and/or 3) as required by applicable law.</p> <p>The Company’s records retention policy and schedule(s) are available by emailing</p>	<ul style="list-style-type: none"> • Fingerprinting might be performed by a third-party service provider for criminal background checks after an initial offer of employment is made by the Company³ • Ensure accurate time records • Exercise or defend the legal rights of Company and its employees (including former employees and temporary workers), as well as Company affiliates, subsidiaries, customers, contractors, and agents 	<p>Not sold.</p> <p>Personal Information may be shared only amongst affiliates, pursuant to law enforcement investigations, government clients as required by contract, or with prime contractors as required.</p>

³ Criminal background checks and fingerprinting protect the Company, mitigate risk, and avoid potential “negligent hiring” lawsuits.

Sensitive Personal Information ("SPI") Category	Retention Period	Purposes for Collection and Use	Sold or Shared?
	HR@allsharedservices.com		
Health information, including job restrictions and workplace illness and injury information	<p>Company collects health information and/or medical records from employees and, in some cases, their medical providers, for various purposes (see Purposes for Collection and Use column).</p> <p>It is also possible that a third-party insurance or benefits provider could collect this type of information and/or share it with the Company in connection with the resolution of a claim. In such cases, Personal Information will not be stored for longer than: 1) necessary for the purpose(s) for which it was collected or any applicable further Processing; 2) required under</p>	<ul style="list-style-type: none"> • Investigate and process workers' compensation claims • Process health insurance claims • Process requests for short or long-term disability leave and short and long-term disability claims • Ensure equal access to retirement programs and fertility planning by same-sex spouses • Ensure equal family leave policies and insurance for transgender surgeries • Process reasonable accommodation request • Screening for viruses (when warranted based on public health concerns) 	<p>Not sold.</p> <p>Personal Information may be shared only amongst affiliates, pursuant to law enforcement investigations, or with human resources and/or benefits providers for the purpose of processing benefits. Otherwise, this data is not collected by the Company.</p>

Sensitive Personal Information ("SPI") Category	Retention Period	Purposes for Collection and Use	Sold or Shared?
	<p>the Company's records retention policies and practices; and/or 3) as required by applicable law.</p> <p>The Company's records retention policy and schedule(s) are available by emailing HR@allsharedservices.com</p>		

NOTE: If you have any questions about this Notice or need to access this Notice in an alternative format due to having a disability, please contact the Human Resources Department at HR@allsharedservices.com

Data Security

We recognize the importance of protecting the personal information of our employees and job applicants. Thus, the Company has implemented reasonable and appropriate security measures designed to protect against the unauthorized access to, or disclosure of, personal information. These security measures take into account the nature of the information and the risks involved in processing. The measures are intended to prevent data breaches and ensure the confidentiality, integrity, and availability of personal information.

Our security measures include, but are not limited to:

- Access controls to limit who can view personal information.
- Encryption of sensitive personal information.
- Regular security assessments and monitoring to identify and remediate potential vulnerabilities.
- Employee training on the importance of data security and how to protect personal information.
- Incident response plans to address any potential data breaches promptly and effectively.

COPPA (Children Online Privacy Protection Act)



When it comes to the collection of personal information from children under the age of 13 years old, COPPA puts parents in control. The Federal Trade Commission, United States' consumer protection agency, enforces the COPPA Rule, which spells out what operators of websites and online services must do to protect children's privacy and safety online.

Fair Information Practices

The Fair Information Practices Principles form the integrity of the privacy law in the United States. In order to be congruent with the Fair Information Practices we will take the following responsive action, should a data breach occur that we have verified:

We will notify you via email within 7 business days.

We agree to the Individual Redress Principle which requires that individuals have the right to legally pursue enforceable rights against data collectors and processors who fail to adhere to the law. This principle requires not only that individuals have enforceable rights against data users, but also that individuals have recourse to courts or government agencies to investigate and/or prosecute non-compliance by data processors.

For More Information

If you have any questions or concerns about this Notice or our practices about your personal information, please contact us by email at HR@allsharedservices.com or by phone at 1-800-305-0553

Changes to This Notice

We reserve the right to amend this Notice at our discretion and at any time and update the notice's effective date.

Privacy Policy: which includes California & Canadian Requirements

1. Information We Collect

Program Productions, LLC and its operating groups, parents, subsidiaries and affiliates ⁴(collectively referred to as, the "Company", "We" or "Us") collects information that identifies, relates to, describes, references, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer, household, or device ("personal information").

Personal information does not include:

⁴ Company affiliated entities include, but are not limited to: Ditka Parent, LLC; Armstrong Hall, LLC; Event Software Partners, LLC; Finley Road Partners, LLC; Kingsbridge Shared Services, LLC; ProCrewz, LLC; Program Productions, LLC; Rhino Admin, LLC; Rhino Staging, LLC; XLT Management Services, LLC; XLT Services Group, LLC; and other entities as added.

- Publicly available information from government records.
- Deidentified or aggregated consumer information.
- Information excluded from the CCPA's scope, like:
 - Health or medical information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Confidentiality of Medical Information Act (CMIA), clinical trial data, or other qualifying research data;
 - Personal information covered by certain sector-specific privacy laws, including the Fair Credit Reporting Act (FCRA), the Gramm-Leach-Bliley Act (GLBA) or California Financial Information Privacy Act (FIPA), and the Driver's Privacy Protection Act of 1994.

In particular, we have collected the following categories of personal information from consumers within the last twelve (12) months:

Category	Examples	Collected
A. Identifiers.	A real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, Social Security number, driver's license number, passport number, or other similar identifiers.	Yes
B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).	<p>A name, signature, Social Security number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information.</p> <p>Some personal information included in this category may overlap with other categories.</p>	Yes

C. Protected classification characteristics under California or federal law.	Age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).	Yes
D. Commercial information.	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	No
E. Biometric information.	Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.	No
F. Internet or other similar network activity.	Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.	No
G. Geolocation data.	Physical location or movements, such as the time and physical location within the geographic radius of the venue when an employee is clocking in for work, as well as GPS location data from mobile devices of	Yes

	employees (when physically present at a venue for work).	
H. Sensory data.	Audio, electronic, visual, thermal, olfactory, or similar information.	No
I. Professional or employment-related information.	Current or past job history or performance evaluations.	Yes
J. Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.	No
K. Inferences drawn from other personal information.	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	No

We obtain the categories of personal information listed above from the following categories of sources:

- Directly from you. For example, from forms you complete or products and services you purchase.

2. Use of Personal Information

We may use, or disclose the personal information we collect for one or more of the following purposes:

- Comply with applicable laws and regulations.
- Recruit and evaluate job applicants and candidates for employment.
- Conduct background checks.
- Manage your employment relationship with us, including, but not limited to and for: onboarding processes; timekeeping, payroll, employee benefits, and expense report administration; employee benefits administration; employee training and development requirements.
- The creation, maintenance, and security of your online employee accounts.
- Reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill.
- Workers' compensation claims management.
- Employee job performance, including goals and performance reviews, promotions, discipline, and termination.
- Other human resources purposes.
- Manage and monitor employee access to company facilities, equipment, and systems.
- Conduct internal audits and workplace investigations.
- Investigate and enforce compliance with and potential breaches of Company policies and procedures.
- Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of the Company.
- Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.
- Perform workforce analytics, data analytics, and benchmarking.
- Administer and maintain the Company's operations, including for safety purposes.
- For client marketing purposes.
- Exercise or defend the legal rights of the Company and its employees and affiliates, customers, contractors, and agents.
- To fulfill or meet the reason you provided the information. For example, if you share your name and contact information to ask a question about our products or services, we will use that personal information to respond to your inquiry. If you provide your personal information to purchase or apply for a product or service, we will use that information to process your payment and facilitate delivery. We may also save your information to facilitate new product orders, job opportunities, or process returns.
- To respond to law enforcement requests and as required by applicable law, court order, or governmental regulations.
- As described to you when collecting your personal information or as otherwise set forth in the CCPA.



- To evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information held by us about our Website users is among the assets transferred.

We will not collect additional categories of personal information or use the personal information we collected for materially different, unrelated, or incompatible purposes without providing you notice.

3. Sharing Personal Information

We may share your personal information by disclosing it to a third party for a business purpose. We only make these business purpose disclosures under written contracts that describe the purposes, require the recipient to keep the personal information confidential, and prohibit using the disclosed information for any purpose except performing the contract. In the preceding twelve (12) months, Company has disclosed personal information for a business purpose to the categories of third parties indicated in the chart below.

Personal Information Category	Category of Third-Party Recipients	
	Business Purpose Disclosures	Sales
A: Identifiers.	Service providers, Internet Cookie Data Recipients, Clients, and Affiliates	None
B: California Customer	Service providers, Clients, and Affiliates	None

Records personal information categories.	Business Purpose Disclosures, and Government Regulations	This information is only shared for compliance reasons with applicable laws.
C: Protected classification characteristics under California or federal law.	None	None
D: Commercial information.	None	None
E: Biometric information.	None	None
F: Internet or other similar network activity.	None	None
G: Geolocation data.	Geolocation data, such as the time and physical location within the geographic radius of the venue when an employee is clocking in for work, as well as GPS location data from mobile devices of employees (when physically present at a venue for work).	Personal Information is shared (not sold) with affiliates or only if contractually or legally required, such as with the building's landlord for access to Company office facilities, and employee time tracking verification/compliance.

H: Sensory data.	None	None
I: Professional or employment-related information.	Service Providers, Clients, and Affiliates	None
J: Non-public education information.	None	None
K: Inferences drawn from other personal information.	None	None

4. Additional Personal Data We Disclose for a Business Purpose

Service Providers. We may use third-party service providers to perform certain business services on behalf of us or the services and may disclose Personal Data to such service providers as needed for them to perform these business services. Service providers are only allowed to use, disclose or retain the Personal Data to provide these services and are prohibited from selling Personal Data. Business services provided include, but are not limited to, background check and employee eligibility providers, employee benefit and insurance providers, training platforms, time keeping and payroll providers, security and building access providers, healthcare providers, uniform companies, communications and video conference providers, internal social media platform provider, and other software and technology providers.



Internal Third Parties. We may disclose Personal Data to our parent company, subsidiaries and other related companies owned by or controlled by or under common ownership, who may use the Personal Data for the purposes described above.

Categories of Personal Data that have been disclosed for business purposes in the past twelve months to service providers and internal third parties include:

- Identifiers;
- Contact information;
- Characteristics of protected classifications under California or federal law;
- Information about your job;
- Education information;
- Professional or employment related information and documents;
- Internet and other electronic network activity information;
- Performance and disciplinary information;
- Information about your compensation and benefits;
- Family information;
- Financial information;
- Health information;
- Union membership status;
- Termination and Post-Employment Information.

Exclusion

SMS consent and phone number will not be shared with any third-party or affiliate companies for marketing purposes.

5. How We Protect the Personal Data We Collect

We have technical, administrative, and physical security measures in place designed to protect your Personal Data from unauthorized access or disclosure and improper use. For example, we use Transport Layer Security (TLS) encryption to protect the data collection forms on our website. In addition, we restrict access to your Personal Data to employees who need the Personal Data to perform a specific job (for example, a customer service representative). Employees with access to Personal Data are kept up-to-date on our security and privacy practices. It is important for you to protect against unauthorized access to your password and to your computer. Be sure to close your browser after you have completed your visit to the website or any of our online systems. Please note that despite our reasonable efforts, no security measure is ever perfect or impenetrable, so we cannot guarantee the security of your Personal Data.



Client Data Collection

This Policy is directed solely to our collection and use of your Personal Data. Clients of the Company may also collect the Personal Data of Freelance employees working at a Client event, and any such collection and use by clients shall be governed by the client privacy policies.

Your Rights and Choices

Under applicable laws, certain consumers (e.g., California residents) have specific rights regarding their personal information. This section describes such rights and explains how to exercise those rights.

Right to Know and Data Portability

You have the right to request that we disclose certain information to you about our collection and use of your personal information over the past 12 months (the “right to know”). Once we receive your request and confirm your identity (see Exercising Your Rights to Know or Delete), we will disclose to you:

- The categories of personal information we collected about you.
- The categories of sources for the personal information we collected about you.
Our business or commercial purpose for collecting or selling that personal information.
- The categories of third parties with whom we share that personal information.
- If we sold or disclosed your personal information for a business purpose, two separate lists disclosing:
 - Sales, identifying the personal information categories that each category of recipient purchased; and
 - Disclosures for a business purpose, identifying the personal information categories that each category of recipient obtained.
- The specific pieces of personal information we collected about you (also called a data portability request).

6. Right to Delete

You have the right to request that we delete any of your personal information that we collected from you and retained, subject to certain exceptions (the “right to delete”). Once we receive your request and confirm your identity (see Exercising Your Rights to Know or Delete), we will review your request to see if an exception allowing us to retain the information applies. We may deny your deletion request if retaining the information is necessary for us or our service provider(s) to:

- a. Complete the transaction for which we collected the personal information, provide a good or service that you requested, take actions reasonably anticipated within the context of our ongoing business relationship with you, fulfill the terms of a written warranty or product recall conducted in accordance with federal law, or otherwise perform our contract with you.
- b. Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, or prosecute those responsible for such activities.



- c. Debug products to identify and repair errors that impair existing intended functionality.
- d. Exercise free speech, ensure the right of another consumer to exercise their free speech rights, or exercise another right provided for by law.
- e. Comply with the California Electronic Communications Privacy Act (Cal. Penal Code § 1546 seq.).
- f. Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws, when the information's deletion may likely render impossible or seriously impair the research's achievement, if you previously provided informed consent.
- g. Enable solely internal uses that are reasonably aligned with consumer expectations based on your relationship with us.
- h. Comply with a legal obligation.
- i. Make other internal and lawful uses of that information that are compatible with the context in which you provided it.

We will delete or deidentify personal information not subject to one of these exceptions from our records and will direct our service providers to take similar action.

7. Exercising Your Rights to Know or Delete

To exercise your rights to know or delete described above, please submit a request either

Calling 1-800-305-0553

Emailing HR@allsharedservices.com

Writing to:

Program Productions, LLC and Affiliates
Attn: Human Resources
2050 S. Finley Rd.
Suite 80
Lombard, IL 60148

Only you, or someone legally authorized to act on your behalf, may make a request to know or delete related to your personal information. To designate an authorized agent, contact HR@allsharedservices.com

You may also make a request to know or delete on behalf of your child by contacting HR@allsharedservices.com

You may only submit a request to know twice within a 12-month period. Your request to know or delete must provide sufficient information that allows us to reasonably verify you are the person about whom we collected personal information or an authorized and describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.



We cannot respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the personal information relates to you.

You do not need to create an account with us to submit a request to know or delete. We will only use personal information provided in the request to verify the requestor's identity or authority to make it.

Response Timing and Format

We will confirm receipt of your request within ten (10) business days. If you do not receive confirmation within the 10-day timeframe, please contact HR Manager by emailing HR@allsharedservices.com

We endeavor to substantively respond to a verifiable consumer request within forty-five (45) days of its receipt. If we require more time (up to another 45 days), we will inform you of the reason and extension period in writing.

If you have an account with us, we will deliver our written response to that account. If you do not have an account with us, we will deliver our written response by mail or electronically, at your option.

Any disclosures we provide will only cover the 12-month period preceding our receipt of your request. The response we provide will also explain the reasons we cannot comply with a request, if applicable. For data portability requests, we will select a format to provide your personal information that is readily useable and should allow you to transmit the information from one entity to another entity without hindrance, specifically PDF.

We do not charge a fee to process or respond to your verifiable consumer request unless it is excessive, repetitive, or manifestly unfounded. If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request.

Non-Discrimination

We will not discriminate against you for exercising any of your CCPA rights. Unless permitted by the CCPA, we will not:

- Deny you goods or services.
- Charge you different prices or rates for goods or services, including through granting discounts or other benefits, or imposing penalties.
- Provide you a different level or quality of goods or services.
- Suggest that you may receive a different price or rate for goods or services or a different level or quality of goods or services.

8. Other California Privacy Rights

California's "Shine the Light" law (Civil Code Section § 1798.83) permits users of our Website that are California residents to request certain information regarding our disclosure of personal information to third parties for their direct marketing purposes. To make such a request, please send an email to HR@programproductions.com or write us:



Program Productions, LLC and Affiliates
Attn: Human Resources
2050 S. Finley Rd.
Suite 80
Lombard, IL 60148

9. Privacy Policy for SaaS Use in Canada

At ProCrewz®, it's operating groups, parents, subsidiaries and affiliates (collectively referred to as the "Company", "We" or "Us") we are committed to protecting the privacy of individuals who use our software-as-a-service (SaaS) platform. This Privacy Policy outlines how we collect, use, disclose, and retain personal information in accordance with Canadian privacy laws. These include the federal Personal Information Protection and Electronic Documents Act (PIPEDA), Quebec's Act Respecting the Protection of Personal Information in the Private Sector (Law 25), and the Personal Information Protection Acts of British Columbia and Alberta. Where provincial laws impose stricter standards than federal law, we apply the higher standard to ensure consistent protection for all users. Si vous avez besoin d'une copie de cette politique en français, veuillez suivre la procédure de contact indiquée à la fin de ce document.

Scope

This policy applies to all users of our SaaS platform located in Canada. It governs the handling of personal information provided by employees, employers, contractors, and other individuals whose data may be processed through our services. Our platform is designed to support functions such as recruitment, onboarding, performance management, client request, operational messaging, on-site verifications, compliance tracking, and employee recordkeeping.

Information We Collect

We collect personal information that is necessary to deliver and improve our services. This may include names, contact details, job titles, employment history, performance evaluations, compensation data, workplace accommodations, and usage activity within the platform. We only collect such sensitive data with explicit consent and ensure it is handled with heightened safeguards.

Purpose of Collection

We collect personal information to fulfill the core functions of our platform. These purposes include creating and managing user accounts, facilitating employment-related workflows, geolocation for confirmation of on-site status, ensuring compliance with labor and privacy regulations, employer and/or client updates, generating analytics to improve service delivery, and providing technical support. We do not use personal information for unrelated purposes without obtaining additional consent.

Consent and Legal Basis

We rely on user consent to collect and process personal information, except where collection is necessary for contractual performance or legal compliance. In jurisdictions governed by PIPEDA, consent may be



implied for non-sensitive data, but we seek express consent for sensitive information. In Quebec, we adhere to Law 25's requirements for clear, informed, and specific consent, including separate opt-ins for each distinct purpose. In British Columbia and Alberta, we ensure that consent is reasonable, informed, and revocable. Users may withdraw their consent at any time, subject to legal or contractual limitations.

Cross-Border Data Transfers

Our platform may store or process personal information outside of Canada, including in the United States. When data is transferred across borders, we implement contractual and technical safeguards to ensure that it receives protection equivalent to Canadian standards. For Quebec residents, we comply with Law 25's requirements for assessing the adequacy of foreign jurisdictions and incorporating protective clauses into our service agreements.

Individual Rights

All users have the right to access their personal information, request corrections, and withdraw consent. Quebec residents also have the right to data portability and to receive explanations of any automated decisions that significantly affect them. While Alberta and British Columbia do not mandate data portability, we strive to accommodate reasonable requests for data export. Users in all provinces may contact our Legal Department to exercise these rights or to file a complaint.

Data Retention

We retain personal information only for as long as necessary to fulfill the purposes outlined in this policy or to meet legal obligations. When an account is terminated or data is no longer required, we securely delete or anonymize the information. In Quebec, we follow Law 25's guidelines for retention schedules and destruction protocols.

Security Measures

We implement industry-standard security measures to protect personal information from unauthorized access, disclosure, or loss. These include encryption, access controls, secure authentication, and regular security audits. In Alberta and Quebec, we comply with mandatory breach notification requirements and will promptly inform affected individuals and regulators in the event of a data breach involving a real risk of significant harm.

Cookies and Tracking Technologies

Our platform uses cookies and similar technologies to enhance user experience and monitor system performance. Users may disable cookies through their browser settings, although doing so may limit certain functionalities. In Quebec, we obtain opt-in consent for non-essential cookies in accordance with Law 25's transparency requirements.

Children's Privacy



Our services are intended for use by employers and employees in professional settings. We do not knowingly collect personal information from children under the age of 13. If we become aware that such information has been inadvertently collected, we will delete it promptly.

Contact Information

If you have questions about this Privacy Policy or wish to exercise your privacy rights, please contact:

Program Productions, LLC and Affiliates
Attn: Human Resources
2050 S. Finley Rd. Suite 80
Lombard, IL 60148

Updates to This Policy

We may update this Privacy Policy from time to time to reflect changes in law, technology, or our business practices. When material changes occur, we will notify users through email or platform alerts and provide access to the revised policy.

10. User Consent Agreement for Personal Information Processing for Québec Residents

Consent and Legal Framework

By using ProCrewz® and/or the Company website “I Agree,” signing electronically, or continuing to use the platform, you provide informed, specific, and unambiguous consent for the collection, use, disclosure, and retention of your personal information by the Company. This consent is governed by Québec’s Act Respecting the Protection of Personal Information in the Private Sector (CQLR c. P-39.1), as amended by Bill 25.

Purpose of Data Collection

Your personal information is collected to support employment-related functions, including payroll administration, benefits management, performance evaluations, disciplinary tracking, onboarding and offboarding processes, internal operational and HR communications, legal compliance, workforce analytics, and secure platform access. It may also be used to respond to audits, legal inquiries, or regulatory obligations.

Types of Personal Information Collected

The platform may collect identification details (such as your name, date of birth, employee ID, and government-issued identification), contact information (including email, phone number, and address), employment data (such as job title, compensation, performance records, and work history), and digital activity (such as IP address and login timestamps). Sensitive information, including health data or accommodation requests, may be collected only when necessary and will be subject to enhanced safeguards.



Disclosure and Cross-Border Transfers

Your personal information may be disclosed to authorized Company personnel, internal administrators, third-party service providers (such as payroll processors or cloud hosting vendors), and government authorities where legally required. If data is transferred outside Québec, the Company will ensure adequate protection through legal safeguards, including standard contractual clauses or equivalent mechanisms.

Data Retention and Security

Your personal information will be retained only as long as necessary to fulfill the identified purposes or as required by law. The Company employs robust administrative, technical, and physical safeguards to protect your data, including encryption, role-based access controls, audit trails, and regular security assessments.

Your Rights Under Québec Law

You have the right to access your personal information, request corrections, withdraw your consent (subject to legal or contractual limitations), be informed of any automated decision-making that significantly affects you, and file a complaint with the Commission d'accès à l'information (CAI). To exercise these rights, contact is provided at the end of this Agreement.

Updates to This Agreement

This consent agreement may be updated to reflect changes in legal requirements or platform functionality. You will be notified of material changes

Digital Acceptance

By accepting this agreement, you confirm that you have read and understood its terms, voluntarily consent to the collection, use, and disclosure of your personal information, and acknowledge your rights under Québec law.

11. Changes to Our Privacy Policy

We reserve the right to amend this privacy policy at our discretion and at any time. When we make changes to this privacy policy, we will post the updated notice on the Website and update the notice's effective date. Your continued use of our website following the posting of changes constitutes your acceptance of such changes.

12. Contact Information

If you have any questions or comments about this notice, the ways in which Company collects and uses your information described here, your choices and rights regarding such use, or wish to exercise your rights under California law, please do not hesitate to contact us by:

Calling [1-800-305-0553](tel:1-800-305-0553)

Emailing HR@allsharedservices.com



Writing to:

Program Productions, LLC and Affiliates
Attn: Human Resources
2050 S. Finley Rd.
Suite 80
Lombard, IL 60148

If you need to access this Policy in an alternative format due to having a disability, please contact
HR@allsharedservices.com or 1-800-305-0553

Terms and Conditions

1. Acceptance

Welcome to our website (the “Site”). This page together with our Privacy Policy, states the terms and conditions (hereinafter collectively “Notice”) on which we provide access to the Site.

By accessing, browsing, or using the Site (“Use”), all users and viewers (“You,” “you,” “User,” or “user”) acknowledge acceptance of the terms and conditions listed in this Notice. If you do not accept the terms and conditions listed in this Notice, please do not use this Site. Program Productions, LLC and its operating groups, parents, subsidiaries and affiliates⁵ (collectively referred to as, the “Company”, “We” or Us”) reserve the right to update this Notice from time to time in its sole discretion. You should review this Notice periodically for updates and changes.

PLEASE READ THIS NOTICE CAREFULLY. THE TERMS SET FORTH IN THIS NOTICE AFFECT YOUR LEGAL RIGHTS AND INCLUDE A WAIVER OF YOUR RIGHT TO A JURY TRIAL FOR ANY CLAIMS ARISING OUT OF OR RELATING TO THIS NOTICE AND YOUR USE OF THE SITE.

2. Eligibility

⁵ Company affiliated entities include, but are not limited to: Ditka Parent, LLC; Armstrong Hall, LLC; Event Software Partners, LLC; Finley Road Partners, LLC; Kingsbridge Shared Services, LLC; ProCrewz, LLC; Program Productions, LLC; Rhino Admin, LLC; Rhino Staging, LLC; XLT Management Services, LLC; XLT Services Group, LLC; and other entities as added.



The Site and any related services are available to you, provided that you can form legally binding agreements under applicable law. The Site is not available to minors. If you are a minor, please do not use this Site.

3. License

The Company grants you a limited, non-exclusive, non-transferable, non-assignable, revocable license to view and temporarily download a copy of the materials displayed on the Site solely for your personal and non-commercial use for yourself or within your organization, and not for republication, distribution, assignment, sublicense, sale, preparation of derivative works, or other use. You agree not to copy materials, content or any other information on the Site in violation of any state or federal law. In addition, you shall not manipulate or otherwise display the Site by using framing or similar navigational technology, nor shall you access the Site by any means other than through the standard industry-accepted interfaces. Except as stated above, all rights are reserved. Commercial use of any content on the Site or any materials made available through the Site is strictly prohibited.

All materials displayed or made available on the Site, including, but not limited to, graphics, documents, text, images, sound, video, audio, artwork, software, and HTML code (collectively, the "Material") are exclusive property of the Company or its content suppliers. The Materials are protected by U.S. and international copyright laws and any other applicable intellectual property rules, regulations, and laws. Except as expressly permitted herein, you shall not (i) use, copy, modify, display, delete, distribute, download, store, reproduce, transmit, publish, sell, re-sell, adapt, reverse engineer, or create derivative works of the Material, or (ii) use the Material on other web sites or any media, e.g., networking environment, without the Company's prior written consent.

All trademarks, service marks, and logos, including but not limited to the Company and ProCrewz® names and logos (the "Marks") displayed on the Site are exclusive property of the Company and their respective owners. You shall not use the Marks in any manner without the Company's and their respective owners' prior written consent.

4. User Submissions

The Site provides a forum for you to obtain employment and career information. By submitting or entering your information to the Site ("Submitted Material"), you agree that you grant the Company a perpetual, non-exclusive, irrevocable, royalty free, worldwide license and right, but not the obligation, to use, copy, modify, display, distribute, download, store, reproduce, transmit, publish, transfer, adapt,



create derivative works in any manner, in its entirety or a portion of, your Submitted Material, and by any means, forever and worldwide.

You acknowledge and accept that the Company is only a passive forum for users to obtain employment and career information. The Company does not screen or monitor any Submitted Materials. The Company, therefore, makes no representation regarding the reliability, accuracy, completeness, validity, or truthfulness of any Submitted Materials. The Company reserves the right, in its sole discretion, to delete, remove, refuse to display, or block any Submitted Materials that the Company considers to be unacceptable. The decision of whether or not to remove content from the Site is within the Company's sole and complete discretion. The Company has no obligations, contractual or otherwise, to take or refrain from taking any action. Under no circumstances will the Company be liable for removing or failing to remove any content. You acknowledge and agree that the Company may retain copies of your Submitted Materials and disclose your Submitted Materials to a third party if the Company believes that it is necessary to: (i) protect the integrity of the Site; (ii) protect rights of the Company; (iii) comply with any court order; (iv) comply with any legal proceedings; (v) assert the Company's claim under this Notice; and (vi) satisfy any claims regarding violations of third party's rights.

5. General Prohibition

In connection with your Use, you agree NOT to:

- a. Violate any local, state, and federal rules, regulations and statutes, including, but not limited to, U.S. export laws and regulations, anti-discrimination, or equal opportunity employment laws;
- b. Infringe any intellectual property and privacy rights, including, but not limited to, patent, copyright, trademark, or trade secrets, of any third party;
- c. Upload, post, transmit, or store any material that:
 - i. Is unlawful, offensive, defamatory, fraudulent, deceptive, misleading, harmful, threatening, harassing, obscene, or objectionable;
 - ii. Breaches any of your contractual or confidentiality obligations;
 - iii. Disrupts or interferes with the normal operations of the Site, such as posting or transmitting viruses, continuous posting of repetitive materials, or posting abnormally large load; or
 - iv. Is not permitted by the Company, including, but not limited to, any unauthorized advertising materials, unsolicited promotional materials, "junk mail," "spam mail," "chain letters," pyramid schemes, franchises, distributorship, club membership, sales arrangement, or otherwise unacceptable materials.

- d. Violate other's privacy rights or personal rights by abusing the Materials, including, but not limited to, harassing or "stalking" another person, sending unsolicited e-mails, and collecting other's personal information;
- e. Breach or attempt to breach any security measures of the Site;
- f. Use any device, process, or mechanism to monitor, retrieve, search, or access, e.g., spider or robot, the Site or any Material without the Company's prior written consent;
- g. Access or attempt to access any account or login of any third party listed on the Site;
- h. Copy, modify, augment using AI, reproduce, delete, distribute, download, store, transmit, sell, re-sell, publish, reverse engineer, or create derivative works of any Materials, except for materials that have been submitted and owned by you;
- i. Post or submit any inaccurate, false, or incomplete information, such as your resume, biographical data, or employment information;
- j. Impersonate any person or entity;
- k. Forge any header information in any electronic posting or mail;
- l. Misrepresent yourself, your affiliation with any third party, or your entity;
- m. Solicit business, sell product, or otherwise engaging in commercial activities or personal advertisements;
- n. Deep link to any part of the Site; or
- o. Assist or permit any person engaging in any of the activities described above.

6. Specific Usage and Responsibilities

In addition to the general responsibilities listed in Section 5, you agree to comply with the following terms:

- a. Use the Site only for lawful purposes in searching for employment opportunities, career information, and workforce solutions;
- b. Provide and maintain complete, correct, up-to-date, and accurate information on your submitted information;
- c. Post materials for which you have all the necessary rights or licenses;
- d. Use your own judgment, caution, and common sense in managing job opportunities and information offered by or obtained from the Site; and
- e. Bear the risks of any reliance or use of any Materials or any information provided by any third party.

7. Account and Password



The Site may present you with opportunities to open an account with the Site. It is your sole responsibility to (a) maintain the confidentiality of your account logon and password; (b) frequently update and revise your password; and (c) promptly notify the Company if there is any unauthorized use of your account or any breach of security. You are solely responsible for all activities that occur under your account, including but not limited to any content and data posted, shared or transmitted through the Site. You shall not knowingly disclose your user name and password to any third party. You must notify us immediately of any unauthorized use of your user name and password, if you believe that your user name and password is no longer confidential, or if you believe that there has been a breach in security with respect to your account. We reserve the right to require that you change your password if your account is no longer secure. The Company shall not be liable for any loss or damages you may suffer as a result of someone else using your user name and password.

8. Employment

You understand and agree that the Company does not warrant that you will receive any employment or job offers through the Site. You shall use your own judgment, caution, and common sense in evaluating any prospective employers and any information provided by any third party.

9. Third-Party Links and Content

The Site may have links, such as hyperlinks or buttons, directing access to third party's web sites ("Linked Sites"). The Linked Sites may not be controlled or monitored by the Company. The Company will not be responsible for any materials, information, or content posted on the Linked Sites. The inclusion of the Linked Sites on the Site does not imply any relationship or association between the Company and the owner of the Linked Sites or any endorsement or sponsorship by the Company of the Linked Sites. The Company includes the Linked Sites solely for your convenience. You are solely responsible for your access of the Linked Sites. You shall use your own judgment, caution, and common sense in using the Linked Sites.

This Site may contain also materials submitted by third-parties, including but not limited to job descriptions and advertisements. Any such materials are provided solely as a convenience to you. The Company has not tested or evaluated these materials and does not endorse or make any representations about these materials or your use thereof. If you use or rely on any of the third-party materials, you do



so at your own risk. In no event shall the Company be liable for any loss, claim, damages, or costs that may arise in connection with your use of or reliance on these materials.

10. Cookies

Like many companies, we may use cookies on this Site. Cookies are pieces of information shared between your web browser and a website. Use of cookies enables a faster and easier experience for the user. A cookie cannot read data off your computer's hard drive.

There are different kinds of cookies with different functions:

- a. Session cookies: these are only stored on your computer during your web session. They are automatically deleted when the browser is closed. They usually store an anonymous session ID allowing you to browse a website without having to log in to each page. They do not collect any information from your computer.
- b. Persistent cookies: a persistent cookie is one stored as a file on your computer, and it remains there when you close your web browser. The cookie can be read by the website that created it when you visit that website again.
- c. First-party cookies: the function of this type of cookie is to retain your preferences for a particular website for the entity that owns that website. They are stored and sent between the Company's servers and your computer's hard drive. They are not used for anything other than for personalization as set by you. These cookies may be either Session or Persistent cookies.
- d. Third-party cookies: the function of this type of cookie is to retain your interaction with a particular website for an entity that does not own that website. They are stored and sent between the Third-party's server and your computer's hard drive. These cookies are usually Persistent cookies.

Except as described in this Privacy Policy, we do not use third-party cookies on our Sites, although we do use third party provided web beacons (please see the section on Web Beacons below).

This Site does use analytics tools, which may be provided by a third party. Analytics tools use cookies to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored on servers in the United States. We, and our service providers use this information for the purpose of evaluating your use of the website, compiling reports on website activity, and providing other services relating to website activity and internet usage for the Company and its affiliates. We may also transfer this information to third parties where required to do so by law, or where such third parties process the information on our behalf. You may refuse the use of cookies by selecting the appropriate settings on your browser, however, please note that if you do this you may not be able to use the full functionality of this website.

The major browsers have attempted to implement the draft "Do Not Track" ("DNT") standard of the World Wide Web Consortium ("W3C") in their latest releases. As this standard has not been finalized, the Company's Sites are not compatible with DNT and so do not recognize DNT settings.



For information on all these categories of cookies, and for more information generally on cookies please refer to aboutcookies.org.

We use cookies for the following purposes:

Where strictly necessary

These cookies are essential to enable you to move around the Site and use its features, such as accessing secure areas of the Site. Without these cookies, services you have asked for, such as obtaining a quote or logging into your account, cannot be provided. These cookies do not gather information about you that could be used for marketing or remembering where you have been on the internet.

Performance

These cookies collect information about how visitors use a Site, for instance which pages visitors go to most often, and if they get error messages from web pages. They also allow us to record and count the number of visitors to the Site, all of which enables us to see how visitors use the Site to improve the way that our Site works. These cookies do not collect information that identifies a person, as all information these cookies collect is anonymous and is used to improve how our Site works.

Functionality

These cookies allow our Site to remember choices you make (such as your username, language, or the region you are in) and provide enhanced features. For instance, a Site may be able to remember your log in details, so that you do not have to repeatedly sign into your account when using a particular device to access our Site. These cookies can also be used to remember changes you have made to text size, font, and other parts of web pages that you can customize. The information these cookies collect is usually anonymized.

Please consult your web browser's 'Help' documentation or visit aboutcookies.org for more information about how to turn cookies on and off for your browser.

11. Web Beacons

The Site may also use web beacons (including web beacons supplied or provided by third parties) alone or in conjunction with cookies to compile information about users' usage of the Site and interaction with e-mails from the Company. Web beacons are clear electronic images that can recognize certain types of information on your computer, such as cookies, when you viewed a particular Site tied to the web beacon, and a description of a Site tied to the web beacon. We use web beacons to operate and improve the Sites and e-mail communications. We may use information from web beacons in combination with other data we have about our clients to provide you with information about the Company and our services. We will conduct this review on an anonymous basis.

12. IP Addresses

When you visit our Sites, the Company collects your Internet Protocol ("IP") addresses to track and aggregate non-Personal Information. For example, the Company uses IP addresses to monitor the regions from which users navigate the Sites. IP addresses will be stored in such a way so that you cannot be identified from the IP address.



13. reCaptcha

We use Google reCAPTCHA on our website and application to ensure the security of our platform and protect against spam and abuse. This service is provided by Google LLC (“Google”) and operates under Google's Privacy Policy and Terms of Service.

reCAPTCHA works by collecting hardware and software information, such as device and application data, and sending this data to Google for analysis. This includes the capture of user activity on our website (e.g., mouse movements, clicks, and keystrokes). The data collected is used solely for security purposes and to prevent fraudulent activities.

By using our website and application, you agree to the use of Google reCAPTCHA and acknowledge that its operation is governed by Google's privacy and terms policies. For further details on how Google handles your data, please visit Google's Privacy Policy.

14. Disclosure of Information to Others

We do not disclose any Personal Information about you to any third parties except as stated in this Privacy Policy, as otherwise permitted by law, or authorized by you.

Generally

Third parties to whom we disclose information are required by law and contractual undertakings to keep your Personal Information confidential and secure, and to use and disclose it for purposes that a reasonable person would consider appropriate in the circumstances, in compliance with all applicable legislation, which purposes are as follows:

- To provide the products and services you have requested from us;
- To notify you or allow our affiliated companies to notify you of certain products or services offered by our affiliated companies;

If these third parties wish to use your Personal Information for any other purpose, they will have a legal obligation to notify you of this and, where required, to obtain your consent. Contact us

HR@allsharedservices.com

Image Information

We disclose Personal Information and Image Information only to third parties who are bound by law or contractual undertakings to maintain the confidentiality and security of the information and to use it only for the purposes for which we disclose it to them. This may include cloud storage providers, service providers for feature enhancement, and legal authorities if mandated by law.

Affiliate Sharing

In the normal course of performing services for our clients, Personal Information may be shared within the Company and its affiliates for research and statistical purposes, system administration and crime prevention or detection. When you supply us with information containing third party Personal Information (names, addresses, or other information relating to living individuals), we will hold and use that Personal Information to perform general insurance and other services for you on the understanding



that the individuals to whom the Personal Information relates have been informed of the reason(s) for obtaining the Personal Information, the fact that it may be disclosed to third parties such as the Company, and have consented to such disclosure and use.

Service Providers

Because a number of the service providers we use are located in the United States, including certain the Company affiliates, your Personal Information may be processed and stored inside the United States, and the U.S. government, courts, or law enforcement or regulatory agencies may be able to obtain disclosure of your Personal Information under US laws.

The Company's service suppliers adhere to the same protections regarding the collection, use, and retention of data as we do.

15. Privacy

Our Privacy Policy is hereby incorporated by reference in its entirety.

16. Indemnification

You agree to indemnity, defend, and hold the Company, its parents, subsidiaries, affiliates, officers, directors, agents, employees, harmless from any claims or demands of any third party, including, but not limited to, attorneys' fees and legal fees, resulting from or arising out of your Use of the Site, your Submitted Materials, or your violation of any terms and conditions of this Notice.

17. Disclaimer

YOU ACKNOWLEDGE AND ACCEPT THAT: (A) YOU ASSUME ALL RISKS RELATED TO OR RESULTING FROM YOUR USAGE, VIEWING, OR ACCESS OF THE SITE. THE SITE IS PROVIDED ON AN "AS IS" AND AN "AS AVAILABLE" BASIS. (B) THE COMPANY EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR WARRANTIES ARISING FROM COURSE OF PERFORMANCE, COURSE OF DEALING OR USAGE. (C) THE COMPANY EXPRESSLY DISCLAIMS ALL WARRANTIES THAT (I) THE SITE AND ITS MATERIALS WILL BE ERROR-FREE OR VIRUS-FREE; (II) THE SITE WILL BE UNINTERRUPTED AND SECURE; (III) THE SITE WILL BE UNINTERRUPTED AND AVAILABLE AT ALL TIMES; (IV) THE SITE WILL MEET YOUR REQUIREMENTS; AND (V) THE RELIABILITY, ACCURACY, COMPLETENESS, VALIDITY, OR TRUTHFULNESS OF ANY SUBMITTED MATERIALS.



18. Liability and Limitations of Liability

YOU AGREE TO ASSUME ALL RISKS ASSOCIATED WITH, ARISING OUT OF, OR RESULTING FROM YOUR USE OF THE SITE OR ANY SUBMITTED MATERIALS, INCLUDING, BUT NOT LIMITED TO, THE RISKS OF FINANCIAL LOSS, PHYSICAL HARM, PROPERTY DAMAGES, DEALING WITH OTHER USERS OF THE SITE, STRANGERS, MINORS, OR FOREIGN NATIONALS, AND PERSONS ACTING UNDER FALSE PRETENSE. YOU FURTHER AGREE TO RELEASE THE COMPANY, ITS PARENTS, SUBSIDIARIES, AFFILIATES, OFFICERS, AGENTS, AND EMPLOYEES, HARMLESS FROM ALL CLAIMS, DEMANDS, DAMAGES (DIRECT, INDIRECT, AND CONSEQUENTIAL) OF ANY KIND OR NATURE, KNOWN OR UNKNOWN, ASSOCIATED WITH, ARISING OUT OF, OR RESULTING FROM YOUR USAGE OF THE SITE, YOUR SUBMITTED MATERIALS, ANY TRANSACTIONS RELATED TO OR RESULTING FROM YOUR USE OF THE SITE. IF YOU ARE A CALIFORNIA RESIDENT, YOU WAIVE CALIFORNIA CIVIL CODE '1542, WHICH SAYS: "A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR."

YOU FURTHER UNDERSTAND AND AGREE THAT IN NO EVENT SHALL THE COMPANY, ITS PARENTS, SUBSIDIARIES, AFFILIATES, OFFICERS, AGENTS, EMPLOYEES, AND SUPPLIERS BE LIABLE FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL DAMAGES, OR DAMAGES FOR LOSS OF PROFITS, GOODWILL, REVENUE, DATA, OR USE, INCURRED BY YOU OR ANY THIRD PARTY, WHETHER IN AN ACTION IN CONTRACT, TORT, OR BREACH OR FAILURE OF WARRANTY, EVEN IF THE COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT SOME JURISDICTIONS PROHIBIT THE EXCLUSION OF CERTAIN WARRANTIES, THE LIMITATION OF LIABILITY, OR THE DISCLAIMER OF CERTAIN DAMAGES, THE COMPANY' AGGREGATE LIABILITY FOR ANY DAMAGES SHALL NOT EXCEED U.S. \$10.

19. Access Restriction and Termination

Access and use of the Site, is expressly conditioned on your compliance with all relevant laws, regulations, contractual obligations, and the terms and conditions in this Notice. The Company has the right, in its sole discretion, to restrict, suspend, or terminate any services of the Site and remove any Materials from the Site. The Company may also terminate your access to any part or all of the services provided by The Company on the Site at any time, with or without cause or notice, for any reasons. If you want to terminate your account, you may only cease your Use of the Site. The Company shall not be responsible for maintaining or returning your Submitted Materials, your account, or your logon and password. You should always maintain a copy of your Submitted Materials.



20. Copyright Infringement Notice Policy

The Digital Millennium Copyright Act of 1998 (the “DMCA”) provides recourse for copyright owners who believe that material appearing on the Internet infringes their rights under the U.S. copyright law. If you believe that your copyrighted material has been copied in a way that constitutes copyright infringement, please contact the Company’s designated Copyright Agent and provide the following information:

- a. A description of the copyrighted work that allegedly has been infringed.
- b. A description of the material that is claimed to be infringing and the URL of where such material is located on the Site, sufficient to permit the Company to locate the material.
- c. Your contact information, including an address, telephone number, and e-mail address.
- d. A statement by you that you have a good faith belief that the disputed use of the copyright-protected material in the manner complained of is not authorized by the copyright owner, its agent, or the law.
- e. A statement, under penalty of perjury, that the above information in your notice is accurate and that you are the copyright owner or are authorized to act on the copyright owner’s behalf.
- f. Your physical or electronic signature.

Send this information to:
Program Productions, LLC and Affiliates
Attn: Human Resources
2050 S. Finley Rd.
Suite 80
Lombard, IL 60148

PLEASE CAREFULLY REVIEW THE DISPUTE RESOLUTION PROVISIONS BELOW. THESE GOVERN THE MANNER IN WHICH DISPUTES WILL BE ADDRESSED BETWEEN YOU AND THE COMPANY. THESE PROVISIONS INCLUDE A MANDATORY PRE-ARBITRATION INFORMAL DISPUTE RESOLUTION PROCESS (EXCEPT FOR INDIVIDUAL CLAIMS OF SEXUAL ASSAULT OR SEXUAL HARASSMENT OCCURRING IN CONNECTION WITH YOUR USE OF THE SERVICES), AN ARBITRATION AGREEMENT, SMALL CLAIMS COURT ELECTION, CLASS ACTION WAIVER, ADDITIONAL PROCEDURES FOR MASS ARBITRATION FILINGS, AND JURY TRIAL WAIVER THAT AFFECT YOUR RIGHTS. IN ARBITRATION, THERE IS TYPICALLY LESS DISCOVERY AND APPELLATE REVIEW THAN IN COURT.

21. Governing Law/Dispute Resolution

Except to the extent prohibited by law, any controversy or claim arising out of this Agreement, or the breach thereof, shall be settled by binding arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules. The demand for arbitration must be



made within a reasonable time and in no event after the date when the institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by this Agreement or the applicable statute of limitations. Any arbitration conducted hereunder shall be before a single arbitrator at the American Arbitration Association OFFICE located in Chicago, Illinois, or as the Parties may agree. The Parties specifically agree that irrespective of the place of execution or performance, this Agreement, all of the obligations of the Parties arising hereunder, shall be governed, construed and interpreted in accordance with the laws of the State of Illinois without regard to its "choice of law" principles.

22. Individual Relief: Class Action and Jury Trial Waiver

TO THE FULLEST EXTENT ALLOWABLE BY LAW, YOU AND THE COMPANY EACH WAIVE THE RIGHT TO A JURY TRIAL AND THE RIGHT TO LITIGATE DISPUTES IN COURT IN FAVOR OF INDIVIDUAL ARBITRATION (EXCEPT FOR SMALL CLAIMS COURT OR FOR INDIVIDUAL CLAIMS OF SEXUAL ASSAULT OR SEXUAL HARASSMENT OCCURRING IN CONNECTION WITH YOUR USE OF THE SERVICES, AS PROVIDED HEREIN). YOU AND THE COMPANY EACH WAIVE THE RIGHT TO FILE OR PARTICIPATE IN A CLASS ACTION AGAINST THE OTHER OR OTHERWISE TO SEEK RELIEF ON A CLASS BASIS, INCLUDING ANY CURRENTLY PENDING ACTIONS AGAINST THE COMPANY. TO THE FULLEST EXTENT ALLOWABLE BY LAW, THERE SHALL BE NO RIGHT OR AUTHORITY FOR ANY CLAIMS TO BE ARBITRATED OR LITIGATED ON A CLASS, COLLECTIVE, REPRESENTATIVE, CONSOLIDATED, OR PRIVATE ATTORNEY GENERAL BASIS. THE ARBITRATOR CAN AWARD THE SAME RELIEF AVAILABLE IN COURT PROVIDED THAT THE ARBITRATOR MAY ONLY AWARD FINAL RELIEF (INCLUDING INJUNCTIVE OR DECLARATORY RELIEF) IN FAVOR OF THE INDIVIDUAL PARTY SEEKING RELIEF AND ONLY TO THE EXTENT NECESSARY TO PROVIDE FINAL RELIEF WARRANTED BY THAT INDIVIDUAL PARTY'S CLAIM. THE ARBITRATOR MAY NOT AWARD FINAL RELIEF FOR, AGAINST, OR ON BEHALF OF ANYONE WHO IS NOT A PARTY TO THE ARBITRATION ON A CLASS, COLLECTIVE, REPRESENTATIVE, OR PRIVATE ATTORNEY GENERAL BASIS. IF A COURT DETERMINES THAT ANY OF THESE PROHIBITIONS IN THIS PARAGRAPH ARE UNENFORCEABLE AS TO A PARTICULAR CLAIM OR REQUEST FOR RELIEF (SUCH AS A REQUEST FOR PUBLIC INJUNCTIVE RELIEF), AND ALL APPEALS OF THAT DECISION ARE AFFIRMED AND SUCH DECISION BECOMES FINAL, THEN YOU AND THE COMPANY AGREE THAT THAT PARTICULAR CLAIM OR REQUEST FOR RELIEF SHALL PROCEED IN COURT BUT SHALL BE STAYED PENDING INDIVIDUAL ARBITRATION OF THE REMAINING CLAIMS FOR RELIEF THAT YOU HAVE BROUGHT. IF THIS SPECIFIC PARAGRAPH IS FOUND TO BE UNENFORCEABLE, THEN THE ENTIRETY OF THIS ARBITRATION PROVISION (EXCEPT FOR THE JURY TRIAL WAIVER) SHALL BE NULL AND VOID. THIS PARAGRAPH IS AN ESSENTIAL PART OF THIS ARBITRATION AGREEMENT.

23. Indemnity by you

You agree to indemnify the Company if a claim is made against the Company due to your actions.

Where permitted by law, you agree, to the extent permitted under applicable law, to indemnify, defend, and hold harmless the Company, our affiliates, and their and our respective officers, directors, agents,



and employees from and against any and all complaints, demands, claims, damages, losses, costs, liabilities, and expenses, including attorney's fees, due to, arising out of, or relating in any way to your access to or use of our Services, Your Content, your conduct toward other users, or your breach of this Agreement. **SOME JURISDICTIONS DO NOT ALLOW INDEMNIFICATION, SO SOME OR ALL OF THIS SECTION MAY NOT APPLY TO YOU.**