



This contact sheet provides important employment information for individuals working on behalf of Kingsbridge Shared Services, LLC, including payroll information, Human Resources contact details, and Workers' Compensation and Unemployment Insurance coverage details. It is intended to ensure employees know who to contact with workplace questions, how to report an injury or incident, and where to obtain assistance related to pay, benefits, or employment matters.

Employees must immediately report any work-related injury, illness, or safety concern to Human Resources as soon as possible after the incident occurs. In the event of a medical emergency, call 911 first and then notify Human Resources.

This notice serves as a reference resource and does not replace company policies, safety rules, or applicable federal, state, or local employment laws.

IN CASE OF AN EMERGENCY, CALL 911

Company Representative for Kingsbridge Shared Services, LLC:

- Human Resources; Email: HR@kingsbridgess.com
2050 Finley Rd, Suite 80, Lombard, IL 60148
Phone: 866-619-3488, Option 3
Hours are Monday through Friday from 8:30 AM to 5:00 PM

Payday Information:

- Payday schedule for Kingsbridge Shared Services, LLC is as follows:
Weekly, on Fridays Signed by: Human Resources

For Paid Sick Leave, the employer's calendar year is January 1st through December 31st

Workers' Compensation Information:

1. The Insurance Carrier is: Vigilant Insurance Company ("CHUBB")
Phone Number: 800-699-9916
Policy Number: 71749541; Policy effective 3/15/2026 through 3/15/2027
2. Employer is Kingsbridge Shared Services, LLC
2050 Finley Rd, Suite 80, Lombard, IL 60148
FEIN: 85-1905074
3. Employer Representative: Human Resources; Email: incidents@allsharedservices.com
Phone: 630-869-6020

Unemployment Insurance is under:

- Kingsbridge Shared Services, LLC