

<i>EAST PENN MANUFACTURING CO., INC.</i>			
EAST PENN POLICIES AND PROCEDURES MANUAL			
Revision No.:	Effective Date: 10/1/2021	Page 1 of 1	Change #
Approved By: Robert D. Harrop	Document No.: EPPM\PERSONAL\NAVITAS		

Employee Records

It is the responsibility of each employee to promptly notify East Penn Manufacturing, Co. Inc. of any changes in his/her personnel data. Personal mailing addresses, telephone numbers, any changes to the status, age, and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed please notify the facility Manager or office.

Employees may not provide to customers or outside parties any private information about another Employee, including phone numbers, Social Security number, date of birth, home address, and spouse and children's names. Any requests for personal information about another Employee should be forwarded to the Employee, or in appropriate circumstances (e.g., employment inquiries related to credit checks) to Human Resources

Employment records are the property of the Company, and these records are confidential. Internal access to personnel records must be restricted to management personnel on a need-to-know basis, except where Employees have promptly requested access to their own records when permitted by applicable state law. Employees who are authorized to access company records containing personal employment, identification, and health information must ensure such information is not misused or improperly disclosed. Such authorized personnel must take all necessary and reasonable precautions, including locking personnel records and password-protecting electronic files, to avoid any inadvertent or accidental disclosure of any Employee's personal records or data.

Record of Revisions

Revision #	Revision Date	Description