

HUMAN RESOURCES – MTH – Privacy Policy

It is JW Aluminum's goal to respect the individual privacy of its teammates and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its teammates: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Teammates are expected to make use of company facilities only for the business purposes of the company. Accordingly, materials that appear on company hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the company at any time without notice to the teammates. Teammates do not have to have any expectation of privacy with respect to any material on company property. JW Aluminum regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Teammates who make excessive use of the communications system for personal matters are subject to discipline. Teammates are expected to keep personal communication to a minimum and to emergency situations.

Video surveillance. As part of its security measures and to help ensure a safe workplace, JW Aluminum has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc. Videotapes will not include an audio component.

Mobile Phone. No mobile information will be shared with third parties/affiliates for marketing/promotional purposes. Information sharing to subcontractors in support services, such as customer service is permitted. All other use case categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

SMS Messaging Terms and Conditions

These SMS Messaging Terms and Conditions ("Terms") govern your participation in JW Aluminum's SMS messaging program. By opting in to receive text messages from JW Aluminum, you agree to these Terms.

SMS Program Description

JW Aluminum may use SMS/text messaging to provide employees and other authorized recipients with employment-related information, notifications, reminders, alerts, and other communications related to JW Aluminum programs, services, and workplace activities.

Messages may include, but are not limited to, reminders, administrative notifications, benefits or HR-related communications, and other information that JW Aluminum determines may be useful to you.

Message Frequency

Message frequency may vary depending on the programs and communications for which you are enrolled. You may receive multiple messages depending on your participation in JW Aluminum programs and the nature of the information being communicated.

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Message and Data Rates

Message and data rates may apply. Your mobile carrier's standard messaging and data rates may apply to messages you send or receive. JW Aluminum is not responsible for any charges imposed by your mobile carrier.

Opting Out

You may opt out of receiving SMS messages at any time by replying **STOP** to any JW Aluminum text message. After you send STOP, you may receive a confirmation message, and you will no longer receive SMS messages from that program unless you subsequently opt in again.

Getting Help

For assistance with SMS messaging, reply **HELP** to any JW Aluminum text message. You may also contact JW Aluminum through the appropriate Human Resources or company support channel.

Changes to These Terms

JW Aluminum may modify these Terms from time to time. Any changes will be posted on this page with an updated effective date. Your continued participation in the SMS messaging program following the posting of revised Terms constitutes acceptance of the updated Terms.

Contact

Questions regarding these SMS Messaging Terms and Conditions may be directed to:

JW Aluminum

115 Fairchild St. Ste. 400, Charleston, SC 29492
VP, Human Resources
www.jwaluminum.com

RECORD OF REVISION

Revision No.	Issue Date	Description
1	06/2023	Document Created
2	08/25/2023	Update language
3	05/08/2025	Converted to controlled document.
4	09/29/2026	Revision – Mobile Phone and SMS Messaging Terms and Conditions