

EMCO Chemical Distributors, Inc. Biometric Information Security Policy

This Biometric Information and Security Policy (“Policy”) defines EMCO Chemical Distributors, Inc.’s and its affiliates’ (collectively, “EMCO”) policy and procedures for the collection, use, safeguarding, storage, retention, and destruction of information that may be considered biometric data regarding or relating to its employees and contract workers (collectively, “Workers”). Workers must consent to this Policy as a condition of their relationship with EMCO.¹

Definition of Biometric Data

Biometric Data means personal information regardless of how it is captured, converted, or stored about an individual’s physical characteristics that can be used to identify that person. Currently, “Biometric Data” as used in this Policy specifically includes fingerprints and a mathematical representation related to the fingerprints; however, as technology and systems advance, Biometric Data may also include hand geometry, retina scan, voiceprints, or face geometry. Biometric Data does not include writing samples, written signatures, photographs, human biological samples used for valid scientific testing or screening, demographic data, tattoo descriptions, or physical descriptions such as height, weight, or hair or eye color.

Policy

- 1) EMCO or the timekeeping systems utilized by EMCO may collect, store, and use Worker Biometric Data for the purpose of giving Workers access to the timekeeping systems and to document a Worker’s clock-in and clock-out times and locations, time-off requests, and attempts/failures/errors in Biometric Data scans. Biometric Data may also be shared and used by EMCO and its timekeeping vendors for the purpose of troubleshooting or otherwise providing technical support. Third-party vendors involved in software administration or the storage of Biometric Data may also be given access to a Worker’s Biometric Data for such purposes.
- 2) EMCO protects and stores any Biometric Data in accordance with applicable law including, but not limited to, the Illinois Biometric Information Privacy Act.
- 3) EMCO will destroy any Biometric Data within a reasonable period of time of when the purpose for obtaining or collecting such data has been fulfilled. Generally, this means within six (6) months of a Worker’s separation from EMCO. EMCO may destroy Biometric Data at any time prior to the Worker’s separation for business purposes. EMCO may also destroy Biometric Data related to a Worker on an extended leave of absence lasting three (3) years or longer (e.g. a military leave).
- 4) EMCO will not sell, lease, trade, or otherwise profit from an individual’s Biometric Data. Except as outlined in this Policy, any Biometric Data will not be disclosed by EMCO unless consent is obtained or disclosure is required by law, including pursuant to subpoena.
- 5) Any Biometric Data will be stored using a reasonable standard of care for EMCO’s industry and in a manner that is the same or exceeds the standards used to protect other confidential and sensitive information held by EMCO.
- 6) Any employee who violates this Policy may be subject to discipline, up-to and including termination. Contract workers may have their assignment terminated.
- 7) Nothing in this Policy modifies an employee’s at-will status or EMCO’s ability to end the assignment of a contract worker, or otherwise creates any contractual obligations between EMCO

¹ EMCO’s implementation of this Policy does not constitute an acknowledgment or agreement that it is collecting data governed by the Illinois Biometric Privacy Act 740 ILCS 14/1 or that its policies, practices, or procedures otherwise fall within the ambit of such law.

and a Worker or any greater obligations, protections, or liabilities than required by applicable law. Any Worker that has any questions or concerns about this Policy should promptly contact Human Resources. A copy of this Policy can be found in EMCO's Employee Handbook and will be made available to the public upon request. This Policy replaces and supersedes all previous policies related to Biometric Data. EMCO reserves the right to amend this Policy at any time, without notice. EMCO may expand its use of Biometric Data in the future.