

[LETTERHEAD]

[DATE], 2016

[NAME]
[ADDRESS]

Re: Notice of Data Security Event

Dear [NAME]:

Road and Highway Builders, LLC (“Road and Highway”) is writing to inform you of a data security event that may have affected the security of some of your information. We are unaware of any attempted or actual misuse of your information as a result of this data security event. We are providing notification to you so that you may take steps to protect your information should you feel it is appropriate to do so.

What Happened? On February 25, 2016, Road and Highway learned that an email with an attachment containing some personal information of certain Road and Highway employees had been sent to other Road and Highway employees.

What Information Was Involved? The email at issue did not contain personal information. The attachment to the email contained personal information relating to certain Road and Highway employees including your name, driver’s license number, and date of birth.

What is Sterling Construction Doing? We take the security of employee information very seriously. Upon learning of this incident, we immediately launched an investigation to determine the nature and scope of this incident.

To help protect your identity, we are offering you a complimentary one year membership to Experian’s credit monitoring and identity restoration services. Information on these services and instructions on how to enroll and receive these services are include in the enclosed *Information and Resources Relating to Identity Theft Protection*. The enclosed *Information and Resources Relating to Identity Theft Protection* also contains information on protecting yourself against identity theft and fraud.

What Can You Do? We encourage you to enroll and receive the complimentary membership to Experian’s services we are offering to you. We also encourage you to take steps described in the enclosed *Information and Resources Relating to Identity Theft Protection*.

For More Information. Should you have any questions regarding this incident, please call Jenna Carlson, Human Resources Director, Western Region, Monday through Friday, 9:00 a.m. to 5:00 p.m. P.D.T. at 916-283-9955.

We regret any inconvenience this incident may cause. We remain committed to safeguarding information in our care and will continue to take proactive steps to enhance security.

Sincerely,

Craig Allen
CHRO, CCO

Enclosure

Information and Resources Relating to Identity Theft Protection

Experian's Services

To help detect the possible misuse of your information, we are offering enrollment with Experian's credit monitoring and identity restoration services for 12 months at no cost to you.

Activate ProtectMyID Now in Three Easy Steps

1. ENSURE That You Enroll By: **June 30, 2016** (Your code will not work after this date.)
2. VISIT the **ProtectMyID Web Site to enroll:** www.protectmyid.com/protect
3. PROVIDE Your Activation Code: **[CODE]**

If you have questions or need an alternative to enrolling online, please call 866-751-1324 and provide reference #: PC100107.

Additional Details Regarding Your 12-MONTH ProtectMyID Membership:

A credit card is **not** required for enrollment in ProtectMyID.

Once your ProtectMyID membership is activated, you will receive the following features:

- **Free copy of your Experian credit report**
- **Surveillance Alerts for:**
 - **Daily Bureau Credit Monitoring:** Alerts of key changes & suspicious activity found on your Experian credit report.
 - **Internet Scan:** Alerts if your personal information is located on sites where compromised data is found, traded or sold.
 - **Change of Address:** Alerts of any changes in your mailing address.
- **Identity Theft Resolution & ProtectMyID ExtendCARE:** Toll-free access to US-based customer care and a dedicated Identify Theft Resolution agent who will walk you through the process of fraud resolution from start to finish for seamless service. They will investigate each incident; help with contacting credit grantors to dispute charges and close accounts including credit, debit and medical insurance cards; assist with freezing credit files; contact government agencies.
 - It is recognized that identity theft can happen months and even years after a data breach. To offer added protection, you will receive ExtendCARE™, which provides you with the same high-level of Fraud Resolution support even after your ProtectMyID membership has expired.
- **\$1 Million Identity Theft Insurance¹** Immediately covers certain costs including, lost wages, private investigator fees, and unauthorized electronic fund transfers.
- **Lost Wallet Protection:** If you misplace or have your wallet stolen, an agent will help you cancel your credit, debit, and medical insurance cards.

Once your enrollment in ProtectMyID is complete, you should carefully review your credit report for inaccurate or suspicious items. If you have any questions about ProtectMyID, need help understanding something on your credit report or suspect that an item on your credit report may be fraudulent, please contact Experian's customer care team at 866-751-1324.

¹ Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of ACE/Chubb. The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

Additional Steps You Can Take to Protect Yourself

In addition to enrolling in Experian's services, we encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports and explanation of benefits forms for suspicious activity. Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

At no charge, you can also have these credit bureaus place a "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below.

Equifax
P.O. Box 105069
Atlanta, GA 30348
800-525-6285
www.equifax.com

Experian
P.O. Box 2002
Allen, TX 75013
888-397-3742
www.experian.com

TransUnion
P.O. Box 2000
Chester, PA 19022-2000
800-680-7289
www.transunion.com

You may also place a security freeze on your credit reports. A security freeze prohibits a credit bureau from releasing any information from a consumer's credit report without the consumer's written authorization. However, please be advised that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing, or other services. If you have been a victim of identity theft, and you provide the credit bureau with a valid police report, it cannot charge you to place, list or remove a security freeze. In all other cases, a credit bureau may charge you a fee to place, temporarily lift, or permanently remove a security freeze. You will need to place a security freeze separately with each of the three major credit bureaus listed above if you wish to place a freeze on all of your credit files.

To find out more on how to place a security freeze, you can use the following contact information:

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348
1-800-685-1111
(NY residents please call
1-800-349-9960)
www.equifax.com/help/credit-freeze/en_cp

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
1-888-397-3742
www.experian.com/freeze/center.html

TransUnion Security Freeze
PO Box 2000
Chester, PA 19022-2000
www.transunion.com/securityfreeze
[ze](http://www.transunion.com/securityfreeze)
1-888-909-8872

You can further educate yourself regarding identity theft, and the steps you can take to protect yourself, by contacting your state Attorney General or the Federal Trade Commission. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue, NW, Washington, DC 20580, www.ftc.gov/idtheft, 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. Instances of known or suspected identity theft should be reported to law enforcement, your Attorney General, and the FTC. You can

also further educate yourself about placing a fraud alert or security freeze on your credit file by contacting the FTC or your state's Attorney General. This notice has not been delayed due to law enforcement involvement.