

EMPLOYEE PRIVACY POLICY

This Employee Privacy Practice describes how InfuCare Rx Inc and its subsidiaries (collectively, “InfuCare Rx”) collects, uses, and shares Personal Information about you before, during, and after your working relationship with us. It applies to all permanent and temporary employees, workers, contractors, and any other individuals who are working for us but are not directly employed (“staff member” or “you”).

Information We Collect About You

We collect, maintain, and use different types of Personal Information in the context of our employment relationship or potential employment relationship with you. The following provides examples of the type of information that we collect from you and how we use the information.

Information Type	Use
Unique Identifiers such as name, signature, address, telephone/fax numbers, email, account name, social security number, passport number, online identifier, IP address.	To address and identify the employee, complete forms and process applications, employee notifications, payroll, and benefit purposes, etc.
Physical description or characteristics	To address and identify the employee and complete forms.
Financial information such as bank account number, credit card number, debit card number, or any other financial information.	For payroll purposes and employee travel and expense reimbursements.
Health and medical information and health insurance information	Submit and process medically related requests, such as FMLA, STD, LTD, LOA, reasonable accommodations, and workers compensation claims.
Insurance policy number and health insurance information	Proof of medical insurance for opt out or medical premium insurance waiver credit.
Protected class data such as race, ancestry, national origin, age, marital status, sex, sexual orientation, medical condition, disability, genetics, and veteran or military status.	Military leave as required by USERRA and forms processing-EEO-1 self-ID form (optional)
Internet or other electronic network activity information, including, but not limited to, browsing history, search history, and information regarding a consumer’s interaction with an internet website, application, or advertisement	To ensure usage of company provided computers is compliant with policy and to maintain internet security.
Geolocation data	To allow the use of multi-factor identification
Audit, electronic, visual, thermal, olfactory, or similar information	To ensure employee safety
Professional or employment related information	Annual training requirements, performance evaluation, letters or recognition and awards, disciplinary documentation
Education Information that is not publicly available	Tuition reimbursement program

How We Collect Your Information

We collect Personal Information about you through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider where background checks are permitted. In addition, we may sometimes collect additional information from third parties including former employers, personal and professional references, credit reference agencies or other background check agencies, or government agencies (where permitted).

We will also collect additional Personal Information in the course of job-related activities throughout the period of you working for us. This may include monitoring communications and use of company IT equipment and systems, or from other staff members or supervisors.

How We Monitor the Use of Company IT Equipment and Systems

In the course of conducting our business, we may, under conditions permitted by applicable law, monitor employee activities and our premises and property. We may monitor activity for the protection of employees and third parties, and to protect against theft, vandalism, and damage to Belong Health's property. These measures do not aim at controlling the working activity of the individual employee. Recorded images are typically destroyed and not shared with third parties unless there is suspicion of a crime or wrongdoing, in which case they may be turned over to the police, or other appropriate government agency or other appropriate third parties.

Additionally, where permitted by law, InfuCare Rx has the ability to monitor all business communications, including without limitation, phone, internet browsing, email, instant messaging, and VoIP. For the purposes of your own personal privacy, you need to be aware that such monitoring might reveal sensitive personal information about you if you include such information in a business communication. By carrying out such activities using InfuCare Rx's equipment or facilities you acknowledge that sensitive information about you may be revealed to InfuCare Rx by such monitoring.

How We Use Your Personal Information

In addition to the purposes described above, we use your Personal Information for the following purposes:

- To administer your relationship with us, including fulfilling any obligation that we have to provide you with compensation or benefits
- To carry out our business effectively
- To comply with laws or regulations to which InfuCare Rx is subject
- To comply with our contractual obligations
- To detect and prevent fraud or crime
- To enforce, exercise, or defend legal claims
- To investigate potential misconduct
- To keep your personal information and that of other staff members secure and to prevent unauthorized access, loss, damage, destruction, or corruption of data. This may include monitoring communications and use of company IT equipment and systems
- To plan, organize, and carry out administration tasks within InfuCare Rx
- To protect InfuCare Rx's interest, including protecting InfuCare Rx's property and trademark

How We Share Your Personal Information

We do not sell your Personal Information. In addition to the specific situations discussed elsewhere in this policy, we share your Personal Information in the following situations:

- **Affiliates and Business Transfers.** We may share information with our affiliates. If another company acquires, or plans to acquire, our company, business, or our assets, we will also share information with that company, including at the negotiation stage.
- **Legal or Regulatory Requests and Investigations.** We may disclose information in response to subpoenas, warrants, or court orders, or in connection with any legal process, or to comply with relevant laws or regulations. We may also need to share your Personal Information with tax authorities, courts, regulators, the police, and other governmental authorities where we are required or permitted to do so by law.
- **Other Disclosures.** We may disclose certain information such as name, work contact details (including your workplace ID photo), training and qualification records, certifications, and other information about your work arrangements to other entities, such as professional advisers (including lawyers, auditors and accountants), professional bodies, and regulatory authorities in the normal course of business.
- **Other Disclosures with Your Consent.** We may ask to share your information with other unaffiliated entities who are not described elsewhere in this privacy notice.
- **Protection of InfuCare Rx or Others.** We may share your information in order to establish or exercise our rights, to defend against a legal claim, to investigate, prevent, or take action regarding possible illegal activities, suspected fraud, safety of person or property, or a violation of our policies.
- **Service Providers.** We may share your information with service providers. For example, we may share your Personal Information with payroll administrators, pension administrators, IT service providers, training providers, benefits providers, marketing/events agencies, and recruitment agencies.

If you have any objections to the disclosures of your Personal Information or you would like more information about this, please contact corporatecompliance@infucarerx.com.

To view InfuCare Rx, Inc.'s general privacy policies, see the [Web Privacy Policy](#); and related to applicants, see the [Applicant Privacy Policy](#).