

NOTICE REGARDING WELLNESS PROGRAM

Arcwood Environmental Wellness Program is a voluntary wellness program available to all employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a Tobacco Affidavit stating whether you are tobacco free or if you use any tobacco products.

Employees who attest to being tobacco free, will forego the tobacco surcharge. Those who are NOT tobacco free will receive monthly tobacco surcharge of \$75/month.

Additional incentives of up to **\$200** may be available for employees who participate in certain health-related activities **through the Anthem Wellness Incentives Reward Program**. If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by completing the Freedom From Smoking Plus Tobacco Cessation Program or quitting tobacco use for minimum of 3 months. You may contact Laura Sylak at lsylak@arcwoodenviro.com for more information.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and Arcwood Environmental may use aggregate information it collects to design a program based on identified health risks in the workplace, Arcwood Environmental will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.



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You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please Laura Sylak at lsylak@arcwoodenviro.com or (317) 753-7893.

