



## **Employee SMS Notification Privacy Policy & Terms (A2P 10DLC Compliant)**

### ***Effective Date***

4/14/2026

### ***1. Program Description***

Lobar, Inc. provides an employee SMS notification program for HR-related updates via UKG. Messages include checklist reminders, onboarding tasks, and compliance notifications. This program is informational only and limited to employees. No mobile information will be shared with third parties/affiliates for marketing or promotional purposes.

### ***2. Message Type Disclosure***

All messages are transactional/informational only and not marketing or promotional.

### ***3. Information We Collect***

Name, mobile number, employee ID, HR workflow data, and consent status.

### ***4. How We Use Information***

To send HR notifications, track delivery, and maintain compliance records.

### ***5. Consent and Opt-In***

Employees must provide prior express consent via UKG or onboarding forms before receiving messages.

### ***6. Message Frequency***

Message frequency varies depending on HR tasks and employment status.

### ***7. Standard Disclosures***

Message and data rates may apply.

### ***8. Opt-Out***

Reply STOP to unsubscribe at any time.

### ***9. Help***

Reply HELP or contact HR for assistance.

## **10. Data Sharing**

No mobile information will be shared with third parties/affiliates for marketing/promotional purposes. Data is only shared with vendors like UKG and Twilio for service delivery.

## **11. Data Security**

Lobar uses secure systems, access controls, and safeguards to protect employee data.

## **12. Data Retention**

Data is retained only as necessary for business and legal purposes.

## **13. Employee Rights**

Employees may access, correct, or withdraw consent for their data.

## **14. Compliance**

This program complies with TCPA, CTIA guidelines, and A2P 10DLC requirements.

## **15. Contact**

Lobar, Inc. Human Resources [amber.myers@lobar.com](mailto:amber.myers@lobar.com), (717) 432-9728 x 4301

## **16. SMS Terms and Conditions**

Participation is voluntary and limited to employees. Message frequency varies. Message and data rates may apply. Reply STOP to opt out or HELP for help. Carriers are not liable for delayed or undelivered messages. Lobar may modify or discontinue the program at any time.