

# PRIVACY POLICY

## First Business Resources, Inc.

**W**e are committed to keeping all non-public personal information we have about you confidential and secure with both affiliates and third parties. This policy describes how we protect your privacy. We will disclose our Privacy Policy to you at the time we establish a client relationship with you and not less than annually as long as you remain a client.

### Our Privacy Pledge

First Business Resources, Inc. ("FBR") is a private business advisory firm providing full service professional acquisition, divestiture and consulting services to private middle market corporations.

- We only use client information to conduct our business and provide our services.
- We do not sell or rent client lists or data about our clients to others.
- We require all employees, affiliates, financial professionals and vendors providing services for us to keep client files confidential.

### Keeping Your Files Secure

We use appropriate security measures to protect client data from unauthorized use or disclosure. Access to your files is limited to those who need it to conduct our business. Our privacy policy applies to both current and former clients.

### Information We Collect About You

We collect personal information about you to conduct our business, check your identity and comply with laws. The data we collect varies for different assignments and services and may include (but not be limited to) your:

- name, age, address, phone numbers and Social Security number
- occupation and income
- financial goals and preferences
- assets and liabilities, insurance, savings and investments
- hobbies
- financial statements, financial documents, and tax returns
- life insurance policies
- medical and life insurance policies
- banking relationships
- telephone calls, which we may monitor or record when we communicate with you.
- electronic mail correspondence

You provide most of this information yourself. We may also ask others about you, including:

- your attorney, accountant, financial professionals, designated representatives and banking advisors
- credit reporting agencies and state and federal agencies

## Who We Share Data With

We may share personal information about you with:

- your legal, accounting, banking, designated representatives and financial professionals
- vendors that perform support services for us, including those which:
  - Provide underwriting services
  - Market research services
  - Appraisal services
  - Help market our services for you

Our vendors are required to keep client data confidential and to use appropriate security measures to protect it. They must also agree in writing to use client data only to provide services for us.

We disclose information about you to government agencies and others as required or permitted by law.

This privacy policy does not apply to data that your legal and financial professionals may collect from you for their products and services.

You have the choice to “opt-out” in regards to how FBR shares your non-public personal information with nonaffiliated third parties except as necessary to effect, administer or enforce a transaction requested or authorized by you or in connection with servicing or processing a service requested or authorized by you. In accordance with this Privacy Policy, you may notify FBR to not share personal information about you by delivering your request in writing to FBR at the address listed below. Even if you do tell us not to share, we may do so as required or permitted by law.

## Privacy Policy Changes

We may make changes to this privacy policy in the future. Before we do, we will send you a revised privacy policy. And as long as you continue to be a client, we will send you a current privacy policy once a year.

## Notice to Clients of First Business Resources, Inc.

The Financial Industry Regulatory Authority (FINRA) has published an investor brochure that describes its Public Disclosure Program. You may obtain a copy of the brochure by calling FINRA’s Public Disclosure Program Hotline number at 1-800-289-9999 or by visiting FINRA’s website at [www.finra.org](http://www.finra.org)

## To Contact Us

You may contact First Business Resources, Inc. directly regarding any matter, including the filing of a complaint or “the opt-out” option, by calling 1-214-363-7774 or writing to:

**First Business Resources, Inc.**  
**8117 Preston Road, Suite 300**  
**Dallas, Texas 75225**