

## **DISCLOSURE ON CONSENT TO USE ELECTRONIC SIGNATURES**

Emptech offers multiple HR related services that allow you to electronically sign and submit important documents within the OPTYMA platform that you are accessing. This Disclosure on Consent to Use Electronic Signatures (this “**Disclosure**”) describes the terms and conditions for signing documents electronically. Please read this Disclosure carefully as it explains the legal effect of signing a document electronically; how to receive paper copies; and how to withdraw your consent to use electronic signatures.

*By clicking the “I Accept”, you affirmatively consent to use an electronic signature to sign electronic documents and receive copies of those documents electronically.*

### **Your Consent to Sign Documents Electronically**

If you consent to sign documents electronically, your electronic signature will have the same legal effect as your handwritten signature.

### **All Documents will be Available Electronically**

All documents you sign electronically can be provided to you electronically unless you withdraw your consent as described below. To confirm you can access information electronically and maintain copies of electronic documents:

- Print or save this Disclosure for your future reference and access; or,
- Email this Disclosure to an email address where you can print or save it for future use.

### **Getting Paper Copies**

At any time, you may get paper copies of any documents you signed electronically.

To request paper copies, email us at [info@emptech.com](mailto:info@emptech.com) and include:

- Your email address,
- Your full name,
- Your mailing address,
- Your telephone number; and,
- The titles and a brief description of any documents you wish to receive.

### **Withholding or Withdrawing Your Consent**

You may withhold your consent, decline to sign documents electronically, and request to sign and receive documents only in paper format.

If you consented to sign documents electronically but wish to withdraw your consent, contact us at [info@emptech.com](mailto:info@emptech.com) and include:

- Your email address,
- Your full name,
- Your mailing address,
- Your telephone number; and,
- That you wish to withdraw receive documents only in paper format.

### **Consequences of Withholding or Withdrawing Your Consent**

If you withhold or withdraw your consent to sign documents electronically, it will slow down our ability to process your requests and complete important paperwork that may be required to complete your documentation. Further, you can no longer sign and submit documents electronically.

### **If Your Email Address Changes**

If your email address changes, you must contact us at [info@emptech.com](mailto:info@emptech.com) and include your:

- Previous email address; and
- New email address.

### **Browser Requirements and Compatibility**

We are continually upgrading our online services to provide you with the most valuable and secure online access. As we add new features and enhancements to our service, there are certain browser versions and operating systems that do not support these changes. To ensure browser compatibility and to minimize security risks, we recommend that you use the latest version of the supported browsers.

### **How to Contact Us**

You may contact us about changes to your preferences, your contact information, or for other questions at [info@emptech.com](mailto:info@emptech.com).