



EMPLOYEE STAFFING SMS PRIVACY POLICY

DeRuosi Nut respects the privacy of its employees and is committed to using mobile information responsibly. This Privacy Policy explains how DeRuosi Nut collects, uses, protects, retains, and shares information connected with the DeRuosi Nut Employee Staffing SMS Program.

Scope

This Policy applies to current DeRuosi Nut employees who choose to receive operational staffing messages by SMS. It covers information collected through written consent records, the Employee Master List, scheduling worksheets, SMS delivery records, and employee responses to staffing messages.

Information We Collect

Employee and contact information. We may collect an employee's name, Employee ID, mobile telephone number, department, work area, primary shift, employment status, and preferred message language.

Consent and communication preferences. We may record whether an employee consented to receive SMS messages, the date and method of consent, language preference, opt out status, and requests for assistance.

Scheduling and messaging records. We may process assigned shifts, work areas, start and end times, scheduled days off, schedule changes, message content, delivery status, confirmation replies, timestamps, and carrier or provider error information.

How We Use the Information

DeRuosi Nut uses this information to prepare and deliver employee schedules, communicate new or changed assignments, request and record employee acknowledgment, administer language preferences and opt outs, investigate delivery problems, maintain accurate operational records, protect the security and integrity of the staffing system, and comply with applicable legal and recordkeeping obligations.

The SMS program is used for operational workforce communications. DeRuosi Nut does not use this program to send advertising, promotional offers, or third-party marketing content.

How We Share Information

DeRuosi Nut may provide limited mobile and message information to service providers, including telecommunications and cloud service providers such as Twilio Inc., solely as necessary to transmit, receive, secure, support, and document SMS communications. Service providers are expected to process information only for the services they provide to DeRuosi Nut and subject to applicable contractual and legal obligations.

DeRuosi Nut may also disclose information when required by law, legal process, or a valid governmental request, or when reasonably necessary to protect employees, company systems, or legal rights.

Consent and Employee Choice

Participation in the SMS program is voluntary. Before receiving automated staffing messages, an employee provides express consent through DeRuosi Nut's written employee consent process. Employees who do not participate, or who later opt out, receive scheduling information through existing manager communication methods.

Employees may withdraw SMS consent at any time by replying STOP. DeRuosi Nut may send one final confirmation that the opt out request was processed. To request assistance, employees may reply HELP or contact their



department manager or Scheduling Supervisor.

Message Frequency and Charges

Message frequency varies according to operational needs, published schedules, staffing changes, and harvest conditions. Message and data rates may apply depending on the employee's mobile service plan. DeRuosi Nut does not charge employees to participate in the SMS program.

Data Security

DeRuosi Nut uses reasonable administrative, technical, and organizational safeguards designed to protect employee mobile information and messaging records. Access is limited to personnel and service providers who require the information for authorized staffing, technical support, compliance, or recordkeeping purposes. No method of electronic storage or transmission is completely secure, and DeRuosi Nut cannot guarantee absolute security.

Data Retention

DeRuosi Nut retains consent records, opt out records, scheduling records, and related messaging information for as long as reasonably necessary to administer staffing operations, document employee preferences, resolve disputes, maintain system integrity, and satisfy applicable employment, legal, accounting, and regulatory requirements. Information is securely deleted or identified when it is no longer reasonably needed, subject to applicable retention obligations.

Access, Correction, and Questions

Employees should promptly notify their department manager or Scheduling Supervisor when a mobile number, language preference, or other SMS program information changes. Subject to applicable law and company recordkeeping obligations, employees may request access to or correction of their SMS program information and may ask questions about how it is handled.

Changes to This Policy

DeRuosi Nut may revise this Policy when the staffing program, technology, legal requirements, or business practices change. The updated Policy will display a revised effective date and will be made publicly available. Material changes affecting employee consent will be communicated through an appropriate company channel.

Contact Information

Questions about this Policy or the Employee Staffing SMS Program may be directed to an employee's department manager or Scheduling Supervisor, or to:

DeRuosi Nut

25055 Arthur Road

Escalon, California 95320

Telephone: 209 838 8307

Email: walnuts@deruosinut.com

Online policy: <https://deruosinut.com/privacy-policy>