

## **PRIVACY POLICY**

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This Privacy Policy (the “Policy”) discloses the privacy practices for Monroe Engineering Products, LLC and its subsidiaries (referred to as “us” or “we”) with respect to its websites and various related services (collectively the “Sites”). We are committed to protecting your privacy online. Please read the information below to learn how we treat information about you that we may receive from your use of this Site.

### **Types of Information Collected**

**Personally Identifiable Information:** This refers to information that lets us know the specifics of who you are and where you are. When you engage in certain activities on this Site, such as registering for an employment opportunity, filling out a survey, request for quote, or sending us feedback, we may ask you to provide certain information about yourself by filling out and submitting an online form. It is completely optional for you to engage in these activities. If you elect to engage in these activities, however, we may ask that you provide information, such as your first and last name, mailing address (including zip code), e-mail address, job title and departments, telephone and facsimile numbers, and other personal identifying information.

### **Non-Personally Identifiable Information**

During a normal visit to our site, no personally identifiable information about you is collected. All information on our site is free to browse at your leisure without the need for you to provide us with any personally identifiable information. Our websites collect other information, non-personally identifiable information from site visitors. This means that we do not track these items on an individual basis that identifies the site visitor, but rather gather and collect this information on an aggregate (or anonymous) basis that includes all site visitors. Non-personal information may include information such as tracking the site pages that are visited, the amount of time spent on our site, clicks, page views, events (which shopping tools you interacted with), and zip code.

Our primary goal in collecting aggregate information from you is to be able to perform analysis that allow us to improve the functionality of the website. We need to collect aggregate information in order to track page visits and peak site usage time, and to perform site clickthrough analysis and site layout re-design.

### **Use and Release of Information**

Personally identifiable information collected on our websites may be used to:

- Fulfill a Site user request (e.g., brochure fulfillment, lead generation, send marketing or promotional materials including e-mails or other information, save or share content)
- Fulfill and deliver an order for goods or services

- Respond to your comments or requests for information
- Meet a request for or to develop new products or services
- Make the user experience more customer friendly
- Contact you if necessary in the course of processing or shipping an order for products or services
- Generate Site analytics that improve our Site layout, content, product offerings and services
- Compile user data that is stored in our corporate database and may be used for marketing and other purposes
- Comply with legal requirements

## **TERMS AND CONDITIONS OF USE**

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