

February 14, 2023


Haworth, Inc.
One Haworth Center
Holland, MI 49423

Dear 

Hungerford Nichols CPAs and Advisors (“Hungerford” or “we”) values and respects the privacy of the information entrusted to us, which is why we are writing to advise you of a recent incident that involves certain personal information Hungerford received from Haworth, Inc. **We have no reason to believe that any personal information has been misused for the purpose of committing fraud or identity theft.** Nonetheless, we are writing to advise you about the incident and the steps that Hungerford has taken to address the incident.

We have learned that an unauthorized third party gained access to our computer network. Upon discovering the incident, we promptly began an internal investigation and engaged a leading computer forensics firm to further examine our network and confirm the security of our systems. As a result of that investigation, we learned that the unauthorized party acquired copies of some files stored on our systems. On August 18, 2022, we confirmed that the files contained certain personal information that Hungerford received from Haworth, Inc.

If you would like us to, we are offering to notify the individuals associated with Haworth, Inc. on your behalf. Prior to making that decision, we recommend that you consult with legal counsel to determine if you, as the data owner, have any notification obligations. If you determine that you do and would like us to notify these individuals on your behalf we will coordinate with you on the notification process. Included with this letter for your review is a template notification letter that we would use to send notifications out on your behalf. If you decide that you would like us to send notifications to individuals on your behalf, Haworth, Inc.’s will be inserted into the document. We will also arrange for a call center to be available for individuals who have any questions.

We again apologize for any inconvenience or concern that this incident might cause you and others. Please contact me at your earliest convenience if you have any questions.

Sincerely,



Teresa R. Keena, CPA
Shareholder

[Hungerford Nichols CPA and Advisors /Letterhead]

<<First>><<Middle>><<Last>><<Suffix>>

<<Address>>

<<City>><<State>><<Zip>>

<<Date>>

Dear <<First>><<Middle>><<Last>><<Suffix>>:

Hungerford Nichols CPAs and Advisors (“Hungerford” or “we”) respects the confidentiality of the information entrusted to us and the privacy of individuals whose personal information we maintain. Unfortunately, we are writing to advise you of an incident that may have involved some of your personal information. Hungerford assists <<client name>> with its accounting and financial needs and in the course of this work we acquired some of your personal information. **We have no reason to believe that your personal information has been misused for the purpose of committing fraud or identity theft.** Nonetheless, because your information was involved in the incident, we are notifying you of the incident and including with information about steps you can take to protect yourself against identity theft and fraud, should you feel it is appropriate to do so.

What Happened. We have learned that an unauthorized third party gained access to our computer network. Upon discovering the incident, we promptly began an internal investigation and engaged a leading computer forensics firm to further examine our network and confirm the security of our systems. As a result of that investigation, we learned that the unauthorized party acquired copies of some files stored on our systems.

What Information Was Involved? On August 18, 2022 a review of the information in those files determined that they contained your name, together with your <<variable text>>.

What We Are Doing. In addition to conducting an investigation into how the incident occurred, we are taking steps to reduce the risk of this type of incident occurring in the future, including implementing additional technical controls. Additionally, although we have no evidence of information being used for the purposes of fraud or identity theft, we are offering you a complimentary one-year membership to [credit monitoring product]. This product helps detect possible misuse of your personal information and provides you with identity protection services focused on immediate identification and resolution of identity theft. [credit monitoring product] is completely free to you and enrolling in this program will not hurt your credit score. **For more information on identity theft prevention and [credit monitoring product], including instructions on how to activate your complimentary one-year membership, please see the additional information provided in this letter.**

What You Can Do. We encourage you to take advantage of the complimentary credit monitoring included in this letter. You can also find more information on steps to protect yourself against possible identity theft or fraud in the enclosed *Additional Important Information* page.

We understand that you may have questions that this letter does not answer. If you have questions, please call [insert phone number] between [] and [] EST.

We sincerely regret any inconvenience or concern this incident may cause you.

Respectfully,

[Signature Image]

[Printed Name and Title]

ACTIVATING YOUR COMPLIMENTARY CREDIT MONITORING

To help protect your identity, we are offering a **complimentary** one-year membership of Experian IdentityWorksSM Credit 3B. This product helps detect possible misuse of your personal information and provides you with superior identity protection support focused on immediate identification and resolution of identity theft.

Activate IdentityWorks Credit 3B Now in Three Easy Steps

1. ENROLL by: <<**Enrollment Deadline**>> (Your code will not work after this date.)
2. Visit the **Experian IdentityWorks website** to enroll: <https://www.experianidworks.com/3bcredit>
3. PROVIDE the **Activation Code**: <<**Code**>>

If you have questions about the product, need assistance with identity restoration or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at 877-288-8057. Be prepared to provide engagement number <<**Engagement Number**>> as proof of eligibility for the identity restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR 12-MONTH EXPERIAN IDENTITYWORKS CREDIT 3B MEMBERSHIP:

A credit card is **not** required for enrollment in Experian IdentityWorks Credit 3B.

You can contact Experian **immediately** regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.*
- **Credit Monitoring:** Actively monitors Experian, Equifax and Transunion files for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **Up to \$1 Million Identity Theft Insurance**:** Provides coverage for certain costs and unauthorized electronic fund transfers.

Activate your membership today at <https://www.experianidworks.com/3bcredit>
or call 877-288-8057 to register with the activation code above.

What you can do to protect your information: There are additional actions you can consider taking to reduce the chances of identity theft or fraud on your account(s). Please refer to www.ExperianIDWorks.com/restoration for this information. If you have any questions about IdentityWorks, need help understanding something on your credit report or suspect that an item on your credit report may be fraudulent, please contact Experian's customer care team at 877-288-8057.

* Offline members will be eligible to call for additional reports quarterly after enrolling. ** The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

Additional Important Information

As a precautionary measure, we recommend that you remain vigilant to protect against potential fraud and/or identity theft by, among other things, reviewing your account statements and monitoring credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You should also promptly report any fraudulent activity or any suspected incidents of identity theft to proper law enforcement authorities, including the police and your state's attorney general, as well as the Federal Trade Commission ("FTC").

You may wish to review the tips provided by the FTC on fraud alerts, security/credit freezes and steps you can take to avoid identity theft. For more information and to contact the FTC, please visit www.ftc.gov/idtheft or call 1-877-ID-THEFT (1-877-438-4338). You may also contact the FTC at Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

Credit Reports: You may obtain a free copy of your credit report once every 12 months from each of the three national credit reporting agencies by visiting www.annualcreditreport.com, by calling toll-free 1-877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can print a copy of the request form at <https://www.annualcreditreport.com/manualRequestForm.action>.

Alternatively, you may elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. Contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is as follows:

Equifax 1-866-349-5191 www.equifax.com P.O. Box 740241 Atlanta, GA 30374	Experian 1-888-397-3742 www.experian.com P.O. Box 2002 Allen, TX 75013	TransUnion 1-800-888-4213 www.transunion.com P.O. Box 2000 Chester, PA 19016
---	--	--

Fraud Alerts: You may want to consider placing a fraud alert on your credit report. A fraud alert is free and will stay on your credit report for one (1) year. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any new accounts in your name. To place a fraud alert on your credit report, contact any of the three national credit reporting agencies using the contact information listed above. Additional information is available at www.annualcreditreport.com.

Credit and Security Freezes: You may have the right to place a credit freeze, also known as a security freeze, on your credit file, so that no new credit can be opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A credit freeze can be placed without any charge and is designed to prevent potential credit grantors from accessing your credit report without your consent. If you place a credit freeze, potential creditors and other third parties will not be able to get access to your credit report unless you temporarily lift the freeze. Therefore, using a credit freeze may delay your ability to obtain credit. Unlike a fraud alert, you must separately place a credit freeze on your credit file at each credit reporting company. Since the instructions for how to establish a credit freeze differ from state to state, please contact the three major credit reporting companies as specified below to find out more information:

Equifax Security Freeze 1-888-298-0045 www.equifax.com P.O. Box 105788	Experian Security Freeze 1-888-397-3742 www.experian.com P.O. Box 9554	TransUnion Security Freeze 1-888-909-8872 www.transunion.com P.O. Box 160
--	---	--

Atlanta, GA 30348

Allen, TX 75013

Woodlyn, PA 19094

This notification was not delayed by law enforcement.

District of Columbia Residents: District of Columbia residents can contact the Office of the Attorney general to obtain information about steps to take to avoid identity theft from the Office of the Attorney General for the District of Columbia at 441 4th Street, NW, Washington, DC 20001, 202-727-3400, oag@dc.gov, <https://oag.dc.gov/>. The District of Columbia law also allows consumers to place a security freeze on their credit reports without any charge.

Iowa Residents: Iowa residents can contact the Office of the Attorney general to obtain information about steps to take to avoid identity theft from the Iowa Attorney General's office at: Office of the Attorney General of Iowa, Hoover State Office Building, 1305 E. Walnut Street, Des Moines IA 50319, 515-281-5164.

Maryland Residents: Maryland residents can contact the Office of the Attorney General to obtain information about steps you can take to avoid identity theft from the Maryland Attorney General's office at: Office of the Attorney General, 200 St. Paul Place, Baltimore, MD 21202, (888) 743-0023, <http://www.marylandattorneygeneral.gov/>.

Massachusetts: Under Massachusetts law, you have the right to obtain any police report filed in regard to this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it. Massachusetts law also allows consumers to place a security freeze on their credit reports without any charge.

New York State Residents: New York residents can obtain information about preventing identity theft from the New York Attorney General's Office at: Office of the Attorney General for the State of New York, Bureau of Consumer Frauds & Protection, The Capitol, Albany, New York 12224-0341; <https://ag.ny.gov/consumer-frauds/identity-theft>; (800) 771-7755.

North Carolina Residents: North Carolina residents can obtain information about preventing identity theft from the North Carolina Attorney General's Office at: North Carolina Attorney General's Office, Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699-9001; 877-5-NO-SCAM (Toll-free within North Carolina); 919-716-6000; www.ncdoj.gov.

Rhode Island Residents: We believe that this incident affected ____ Rhode Island residents. Rhode Island residents can contact the Office of the Attorney general at: Rhode Island Office of the Attorney General, 150 South Main Street, Providence, RI 02903, (401) 274-4400, www.riag.ri.gov. You have the right to obtain any police report filed in regard to this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

Vermont Residents: If you do not have internet access but would like to learn more about how to place a security freeze on your credit report, contact the Vermont Attorney General's Office at 802-656-3183 (800-649-2424 toll free in Vermont only).