

PERSONAL INFORMATION AND PRIVACY

OUR CLIENT COMMITMENT: We are committed to providing our clients and customers, with exceptional service. Providing our service involves the collection, use and disclosure of some personal information about our clients and customers. As a result, protecting their personal information is one of our highest priorities.

While we have always respected our clients' and customers' privacy and safeguarded their personal information, we have strengthened our commitment to protecting personal information as a result of the *Personal Information Protection and Electronic Documents Act* (PIPEDA) and Ontario's *Personal Health Information Protection Act, PHIPA*) which sets out the ground rules for how organizations may collect, use and disclose personal information.

As our client, we will tell you why and how we collect, use and disclose your personal information. We will ask you to share only the personal information that we need to prepare and fulfill the services you have requested. When you provide us with this information, in most cases we consider you are providing voluntary consent. If we ask you for information and the purpose is not clear to you, we encourage you to question the purpose and we will tell you. If you prefer, we will provide you with the answers in writing as well. We will obtain your consent where required throughout all service we provide to you, and handle your personal information in a manner that a reasonable person would consider appropriate in the circumstances.

Our privacy commitment includes ensuring the accuracy, confidentiality, and security of your personal information. We respect your right to request access to, and correction of your personal information. We will only collect such information that is absolutely necessary to provide the service you have requested.

All employees and Associates have been trained in their duties as it applies to the collection and handling of personal information.

We encourage you to contact us with any concerns you may have regarding the information we collect and handle. We will work with you to address your concerns. All concerns and complaints should be brought to the immediate attention of our CEO and Privacy Officer, Dunya Marijan.

SCOPE OF THIS POLICY: Our Privacy Policy applies to all services provided by WM+A and its related divisions Interim and AlphaBee. A full copy of our policy is posted on our website.

Signature: CEO & Privacy Officer

Date: December ??, 2012

INSERT LOGOS FOR ALL DIVISIONS and date of signing