Tremco Incorporated
3735 Green Road • Beachwood, Ohio 44122 • 216-292-5000

INSERT DATE

INSERT NAME
INSERT ADDRESS
INSERT ADDRESS

Dear [INSERT NAME]:

We are writing to inform you of an information security incident that could potentially affect you and to share with you the steps that Tremco (the "Company") is taking to address it.

On June 17, 2015, a human resources employee discovered, during a business trip, that he had left his Company-issued laptop computer in the pocket of his airplane seat. The employee promptly notified the major airline on which he had flown and remained in contact with the airline in an effort to recover the laptop. The laptop has not yet been recovered.

The employee did not realize until several weeks after discovering the loss that spreadsheets stored on the laptop contained employees' personal information, including yours. Since then, the Company has worked diligently to determine what information was stored on the laptop. Our investigation indicates that the personal information included names, dates of birth, Social Security numbers, home addresses and personal telephone numbers. Other personal information related to you, such as credit card information, was not stored on the laptop.

We have no reason to believe that your personal information has been misused. The laptop was protected by a strong password, and nothing about the laptop would alert an observer that it contained personal information. In addition, software that permits remote monitoring of the laptop indicated that the laptop had not been recently powered up or otherwise accessed. To date, the Company has received no information suggesting that any unauthorized person obtained the laptop or was able to access the data. We also have received no reports to date indicating that any personal information stored on the laptop has been misused.

Nonetheless, out of an abundance of caution, the Company is offering you two years of identity protection at no cost to you. . For more information about your two-year membership in Experian's ProtectMyID™ Elite product and for additional steps you can take to protect the security of your personal information, please review the back of this page. If you wish to enroll in ProtectMyID, you will need to do the following:

1. **VISIT** The ProtectMyID Elite Web Site: www.protectmyid.com/protect
   or call 1-866-751-1324 to enroll
2. **PROVIDE** Your Activation Code: **[code]**
3. **Enrollment Deadline: October 31, 2015**

We can assure you that the Company is taking this incident seriously, and we are enhancing the Company's information security to prevent a recurrence. For example, the Company is strengthening its protections for all data, in particular data stored on mobile devices to reduce the risk of loss from those devices. We are also implementing more robust incident response procedures.

Please know that we sincerely regret any inconvenience this incident might cause you. If you have any questions, please contact the Company's Information Security Help Desk at 1-877-319-9370.

Sincerely,

Paul Hoogenboom
President

Steps To Protect The Security Of Your Personal Information

By taking the following steps, you can help reduce the risk that your personal information may be misused.

1. Enroll in ProtectMyID™ Elite. You must personally activate credit monitoring for it to be effective. The notice letter contains instructions and information on how to activate your ProtectMyID Elite membership. If you need assistance or if you want to enroll by telephone, you should contact Experian directly at 1-866-751-1324 and provide Engagement # PC95648. Experian's ProtectMyID product will provide the following:

- **Credit Report**: A free copy of your Experian credit report.
- **Daily Credit Monitoring**: Alerts you of suspicious activity including new inquiries, newly opened accounts, delinquencies, or medical collections.
- **Identity Theft Resolution**: If you have been a victim of identity theft, you will be assigned a dedicated, U.S.-based Experian Identity Theft Resolution Agent who will walk you through the fraud resolution process.
- **$1 Million Identity Theft Insurance**: As a ProtectMyID Elite member, you are immediately covered by a $1 Million insurance policy that can help you cover certain costs, including lost wages, private investigator fees, and unauthorized electronic fund transfers.

Please direct questions about the ProtectMyID Elite product to Experian. Enrolling in ProtectMyID Elite will not affect your credit score.

2. Review your credit reports. You can receive free credit reports by placing a fraud alert. Under federal law, you also are entitled every 12 months to one free copy of your credit report from each of the three national credit bureaus. To obtain a free annual credit report, go to www.annualcreditreport.com or call 1-877-322-8228. You may wish to stagger your requests so that you receive a free report from one of the three credit bureaus every four months.

3. Review your account statements. You should carefully review for suspicious activity the statements that you receive from credit card companies, banks, utilities and other service providers.

4. Remain vigilant and respond to suspicious activity. If you receive an e-mail or mail alert from Experian, contact a ProtectMyID Elite fraud resolution representative Toll-Free at 1-866-751-1324 or www.protectmyid.com. If you notice suspicious activity on an account statement, report it to your credit card company or service provider and consider closing the account. You also should consider reporting such activity to your local police department, your state's attorney general, and the Federal Trade Commission.

5. Consider placing a fraud alert with one of the three national credit bureaus. You can place an initial fraud alert by contacting one of the three national credit bureaus listed below. For 90 days, an initial fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you but also may delay you when you seek to obtain credit. If you decide to enroll in ProtectMyID, you should place the fraud alert after enrolling. The contact information for all three bureaus is as follows:

Equifax	Experian	TransUnion
P.O. Box 740241	P.O. Box 2104	P.O. Box 2000
Atlanta, Georgia 30374	Allen, TX 75013	Chester, PA 19022
1-888-766-0008	1-888-397-3742	1-800-680-7289
www.equifax.com	www.experian.com	www.transunion.com

6. Additional Information. You can obtain additional information about steps you can take to avoid identity theft from the following:

Identity Theft Clearinghouse
Federal Trade Commission
600 Pennsylvania Avenue, NW, Washington, DC 20580
http://www.ftc.gov/bcp/edu/microsites/idtheft/
(877) IDTHEFT (438-4338)
TDD: (866) 653-4261