



Associate Information Release Policy

In the event prospective employers or others inquire for references or credit granting purposes, McDaniels requires that the Associate (or former Associate) specifically authorize release of the information. The Associate Information Release should be signed, and, if necessary, should be accompanied by a photograph identification with the matching signature if handled by mail or fax. This form may be downloaded at <http://www.mcdanielsag.com/toolls> or by contacting our Human Resources Director. A signature in person is acceptable without photograph identification if management knows the individual who signs authorizing release of the information. Information should never be released over the telephone, under any circumstances as the information should be misused or used for pretexting (See company Privacy Policy).

As with all McDaniels' policies, questions or ideas for improvement should be directed to the Dealer Principal or Chief Operating Officer.