Informed Consent for Text (SMS) Messaging

Leavitt & Starck Excavating, Inc. uses text (SMS/MMS) messaging to provide employees with timely company-related communications.

By providing your informed consent below, you acknowledge that you have read and understood the information contained in this form and agree to participate in the Leavitt & Starck Excavating, Inc. text messaging program.

Purpose and Description

Leavitt & Starck Excavating, Inc. may send text messages to the mobile telephone number you provide for company-related purposes, including:

- **Weekly Toolbox Talk reminders** and related safety or training information;
- **Vehicle Inspection reminders**, generally sent Monday through Friday to applicable drivers;
- **Human Resources communications**, including annual training notices, benefits and open enrollment information, and other employment-related notices;
- Other company operational or administrative communications; and
- **Urgent work-related, operational, safety, weather, or emergency notifications** when necessary.

Message Frequency

Message frequency varies.

Vehicle Inspection reminders are generally sent Monday through Friday to applicable drivers. Toolbox Talk reminders are generally sent weekly. Human Resources communications are sent periodically throughout the year, and urgent work-related notifications are sent as needed.

The number of messages you receive may vary depending on your position, work activities, applicable company programs, and operational needs.

Voluntary Participation

Participation in the Leavitt & Starck Excavating, Inc. text messaging program is voluntary.

You have the right to decline or withdraw your consent at any time.

If you choose not to participate or later opt out of SMS messaging, Leavitt & Starck Excavating, Inc. may communicate required employment, Human Resources, safety, emergency, or operational information to you through other appropriate communication methods.

Benefits and Risks

Benefits: The text messaging program provides an additional method for Leavitt & Starck Excavating, Inc. to deliver timely safety, operational, Human Resources, and emergency information directly to your mobile device.

Risks: Text messaging is an electronic form of communication and may not be completely secure or private. Messages may potentially be viewed, intercepted, or accessed by unintended recipients, particularly if another individual has access to your mobile device.

Leavitt & Starck Excavating, Inc. will use reasonable measures to protect information associated with its text messaging program; however, absolute security of SMS or MMS communications cannot be guaranteed.

Message and Data Rates

Message and data rates may apply.

Any charges for sending or receiving SMS or MMS messages are determined by your wireless carrier and mobile service plan. Please contact your wireless carrier if you have questions regarding applicable messaging or data charges.

Opting Out — STOP

You may withdraw your consent and opt out of the Leavitt & Starck Excavating, Inc. SMS program at any time by replying **STOP** to a text message from us.

After submitting a STOP request, you may receive a final confirmation message indicating that you have been unsubscribed. You will no longer receive messages through the applicable SMS program unless you subsequently opt in again.

Getting Help — HELP

For assistance with the Leavitt & Starck Excavating, Inc. SMS program, reply **HELP** to a text message from us.

You may also contact:

Leavitt & Starck Excavating, Inc.
16220 National Parkway
Lansing, MI 48906

Phone: 517-323-7630
Email: webmaster@leavittandstarck.com

SMS Terms & Privacy

Participation in the Leavitt & Starck Excavating, Inc. SMS program is also subject to our SMS Terms & Conditions and SMS Privacy Policy.

SMS Terms & Conditions: www.leavittandstarck.com/sms-tc/

SMS Privacy Policy**:** www.leavittandstarck.com/sms-pp/

Leavitt & Starck Excavating, Inc. does not sell or rent mobile telephone numbers, SMS opt-in information, or SMS consent information for marketing or promotional purposes.

Consent

By selecting **I CONSENT** below and signing this form, I authorize Leavitt & Starck Excavating, Inc. and its text messaging service providers to send recurring SMS and/or MMS messages to the mobile telephone number I provide for the purposes described above.

I understand that:

- Message frequency varies;
- Message and data rates may apply;
- Participation is voluntary;
- I may withdraw my consent at any time by replying **STOP**; and
- I may reply **HELP** for assistance.

Please select one:

☐ **I CONSENT** to receive SMS/MMS messages from Leavitt & Starck Excavating, Inc. for the purposes described in this form.

☐ **I DECLINE** to receive SMS/MMS messages from Leavitt & Starck Excavating, Inc.

Employee Information

Name: _____ **Mobile Number:** _____

Signature: _____ **Date:** _____

SMS Enrollment

After providing consent, scan the appropriate QR code(s):

LSE Employees (General company, Human Resources, operational, and urgent notifications)	Toolbox Talks (Weekly Toolbox Talk reminders)	Vehicle Inspections (Weekday Vehicle Inspection reminders for employees who are required to complete vehicle inspections)
		