



EMPLOYEE DOCUMENT DISCLOSURE

In order for the OI-Tech staff to properly secure any Atlantic Union Bank documents in the mezzanine vault area, it is necessary to know if any of our employees have certain types of accounts with AUB.

Please answer the following questions and return to Pam Stalnaker as soon as you can.

1. Do you have any collateral files (car, boat, mortgage, real estate loans, etc.) associated with Atlantic Union Bank or its former precursor banks?

YES NO

2. If you answered **YES**, what type of account(s) do you currently have with AUB?

VEHICLE LOAN BOAT LOAN MORTGAGE OTHER REAL ESTATE

OTHER: _____
(Describe)

3. Would the paperwork from any of the above accounts possibly be stored at the OI-Tech vault located in the upper mezzanine at the Lewis Road location?

YES NO

If you have answered **YES** to Question 3 above, please know that respecting the privacy of our employees, and our clients is a core principle of the OI System Holdings, LLC. As a precaution your documents will be secured against any disclosure from other employees or temporary staff. Only specific OI-Tech staff will have authorization to process any documents according to AUB's protocols - those OI-Tech authorized personnel will only access documents per the authorization of Atlantic Union Bank's directives.

Any employee that mishandles any employee's files or any other files, will lead to disciplinary action and can include dismissal (per the OI System Holdings' Confidentiality Policy).

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Signature _____ Name _____ Date _____