

## PRIVACY OF PERSONAL INFORMATION

Progressive Ventures is committed to protecting the privacy of its employees, clients/customers and confidential business information by ensuring that their personal information (as defined by law) is collected, used and disclosed in such a manner that a reasonable person would consider appropriate in the circumstances. We've further strengthened our privacy commitment on personal information by adhering to the following principles:

- **Accountability**  
We are responsible for all personal information under our control and will designate specific individuals who will be responsible for our compliance with the policies and procedures.
- **Identifying Purposes**  
We identify the purposes for which we collect personal information is for employment purposes only.
- **Consent**  
By allowing us to collect your personal information you have provided consent for the collection, use or disclosure of your personal information, except where the law provides an exemption.
- **Limiting Collection**  
The personal information we collect will be limited to that which is necessary for employment.
- **Limiting Use, Disclosure and Retention**  
Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. We will only retain personal information as long as necessary for the fulfilment of employment.
- **Employment Reference Checks**  
Progressive Ventures checks the employment references of all final candidates for employment. In order to protect an applicant's privacy and so as not to jeopardize his or her current employment, reference checks with a candidate's current employer are not made unless the candidate's permission is obtained. Reference checks from current employers are requested after a conditional offer of employment is accepted.
- **Accuracy**  
The personal information we collect will be as accurate, complete and up-to-date as is necessary during employment.
- **Safeguards**  
We will safeguard the security of personal information under our control in a manner that is appropriate to the sensitivity of the information.
- **Openness**  
We will make readily available to employees information about our policies and procedures relating to the management of personal information, which is under our control.
- **Individual Access**  
Upon request, an employee will be informed of the existence, use and disclosure of his or her personal information, which is under our control and may be given access to, and challenge the accuracy and completeness of that information.
- **Challenging Compliance**  
An individual may address a challenge concerning compliance with the above policies and procedures to Management.

