

# QM Resorts Corporation | Interval Management

---

## PRIVACY POLICY QM RESORT'S COMMITMENT TO GUEST/OWNERS/EMPLOYEES' CONFIDENTIAL INFORMATION

### Personal Information

On a daily basis the company and all staff members receive and are privy to a wide range of personal, private and company data and information. This information is of the utmost importance to our guests, our co-workers, and the safe and proper operation of our business. We must exert all due responsibility to ensure that this data is maintained in a secure and safe manner. At QM Resorts, it is mandatory that all information, whether it is for a Guest, an Owner, or an Employee, is not to be shared with anyone. QM Resorts collects a lot of information on Guests, Owners and Staff Members and it is our duty to maintain the privacy of that information at all costs. At no time is any employee allowed to give out information such as names, room numbers, addresses, phone numbers, etc. The asking party must contact the Guest or Owner or Staff Member directly.

Inquiries from any outside authority or agency should be referred to Human Resources, or a member of Executive Management.

Also, no employee information is to be provided to anyone including cell phone numbers, positions, titles, addresses, and the like. If there are any questions, please direct them to Nancy Werner in Human Resources.

**By signing below, I acknowledge receipt of and understand the above policy and will adhere to it. Should I share confidential information, I understand that I may be disciplined up to and including termination of employment.**

---

*Employee Signature*

---

*Employee Name (Print)*

---

Date