

Essendant Online Privacy Policy

Thank you for visiting this website, which is owned by Essendant Co.

Please take a few minutes to review this Policy. It describes how we will collect, use, and share information—including Personal Information—collected through any website owned by Essendant Co. or any of its subsidiaries on which the Policy is posted. Capitalized terms not otherwise defined in this Policy have the meanings given to them in the Definitions section.

This Policy does not apply to information obtained through other means, including information obtained through websites on which this Policy is not posted.

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Effective Date

June 1, 2015

Your Consent

By using any website owned by Essendant Co., an Illinois corporation, on which the Policy is posted, you are consenting to the collection, use, and disclosure of information, including your Personal Information, as set forth in this Policy. If you do not agree to be bound by this Policy, you may not access or use our Sites.

This Policy is Part of Our Terms of Use

This Policy is part of the Terms of Use (<http://www.essendant.com/terms-of-use/terms-of-use.pdf>) that govern your use of our Sites. We typically provide a link to our Terms of Use (<http://www.essendant.com/terms-of-use/terms-of-use.pdf>) in the universal footer of our Sites.

Privacy Notices

This Policy may be supplemented or amended from time to time by “privacy notices” posted on our Sites. These privacy notices provide a level of detail that we cannot provide in this more general description of our privacy practices. For example, certain pages of our Sites may contain privacy notices providing details about the Personal Information we collect on those pages, why we need that information, and choices you may have about the ways we use that information. Privacy practices related to specific contests we offer will appear in the contest rules.

Other Agreements

When you sign up to use a special feature of our Sites, you may be asked to agree to special terms governing your use of the special feature. In such cases, you may be asked to expressly consent to the special terms, for example, by checking a box or clicking on a button marked “I agree.” This type of agreement is known as a “click-through” agreement. If any of the terms of the click-through agreement are different than the terms of this Policy, the terms of the click-through agreement will supplement or amend this Policy, but only with respect to the matters governed by the click-through agreement.

Types of Information We Collect

Information You Manually Provide. Essendant collects the information—including Personal Information—you knowingly and manually provide when you use our Sites. For example:

- If you apply to become a reseller, we will ask you to provide your name, company name, email address, and other information.
- If you order products through one of our Sites, we will ask you to provide the information we need to process and ship your order.
- If you use a “contact us” form to ask us a question, we will collect whatever Personal Information you submit with or include in your question.

The type of Personal Information we collect varies depending upon how you use our Sites.

Information from Third-Party Social Media Platforms. You may be able to choose to register, log-on, or enhance your profile on our Sites through a third-party social media platform, such as Facebook. By doing this, you are asking the third-party social media platform to send us registration information from your profile on that platform. We treat that information as we do any other information you give to us when you register, log-on, or enhance your profile. After you have connected, the third party may also send us additional information from your profile that allows us to offer certain functionalities on the pages you view.

Information Sent to Us by Your Web Browser. We collect information that is sent to us automatically by your web browser. This information typically includes your IP address, the identity of your Internet service provider, the name and version of your operating system, the name and version of your browser, the date and time of your visit, and the pages on our Sites that you visit. Please check your browser if you want to learn what information your browser sends or how to change your settings.

Your IP address is the identifier assigned to your particular computer when you access the Internet. IP addresses do not include your name, email address or other Personal Information, but in some cases, they can be used to identify you. For example, if you have registered with our Sites, we may link your IP address to account information that identifies you personally. We may also use IP addresses in connection with other information gathered elsewhere in an attempt to learn the identities or general geographic locations of people who visit our Sites. If we suspect inappropriate or criminal activity or a threat to our Sites or their users, we may share our server logs—which contain users' IP addresses—with the appropriate investigative authorities, who could use that information to trace and identify individuals.

Cookies and Similar Technologies. Most websites use cookies and/or similar technologies to place information about a user's visit to that website in a small data text file that is stored on the user's computer. In general, we use cookies and other web technologies to:

- collect information about the ways visitors use our Sites—which pages they visit, which links they use, and how long they stay on each page;
- support the features and functionality of our Sites—for example, to save you the trouble of reentering information already in our database or to prompt the settings you established on previous visits; and
- personalize your experience when you use our Sites, including serving you targeted advertisements.

Generally, the information we collect using these web technologies does not identify you personally. If, however, you have created a user account, we may link the information we collect using these web technologies to other information that identifies you personally.

If you do not wish to receive cookies, you may be able to set the browser of your computer to reject cookies or to alert you when a cookie is delivered. You may also be able to delete our cookies as soon as you leave our Sites. Although you are not required to accept our cookies when you visit our Sites, if you set your browser to reject cookies, you may not be able to use all of the features and functionality of our Sites.

Information from your mobile device. If you access one of our websites through your mobile device, we may automatically collect certain information from or about your mobile device. The types of information we may collect include the type of device you use, your device's unique ID, the IP address of your device, your device's operating system, the type of mobile Internet browsers you use, and information about the way you use our mobile website.

Using GPS technology, we may also collect precise, real-time location information from your mobile device and use that information to deliver tailored content through our mobile websites. Your mobile device may allow you to adjust your settings so that location information is not available to any mobile website or application. If you have questions about the security and privacy settings of your mobile device, please refer to instructions from your mobile service provider or the manufacturer of your device.

Information Collected by Third-Party Cookies

In addition to the cookies Essendant delivers to your computer through our Sites, certain third parties may deliver cookies to you for a variety of reasons. For example, we may use Google Analytics, a web analytics tool that helps us understand how visitors engage with our Sites. To learn more about Google Analytics, please visit:

<http://support.google.com/analytics/bin/answer.py?hl=en&answer=1008579&topic=1727146&ctx=topic>

We may also permit third parties to deliver cookies to your computer through our Sites for the purpose of tracking your online behaviors across nonaffiliated websites and delivering targeted advertisements either on our Sites or on other websites.

You have choices about the collection of information by third parties on our Sites. For example, if you would like to opt out of having interest-based information collected by certain entities during your visits to our Sites or other websites, please visit <http://www.aboutads.info/choices/>. You will be directed to an industry-developed website that contains mechanisms for choosing whether each listed entity may collect and use data for online behavioral advertising purposes. It may be that some of the third parties that collect interest-based information on our Sites do not participate in the industry-developed opt-out website, in which case the best way to avoid third-party tracking of your online behaviors may be through your browser settings and deletion of cookies.

How We Use Information Collected Through Our Sites

Generally, we use the information we collect through our Sites:

- to provide the information, products and services you request;
- to provide you with effective customer service;
- to provide you with a personalized experience when you use our Sites;
- to contact you with information and notices related to your use of our Sites;
- to contact you with special offers and other information we believe will be of interest to you (in accordance with any privacy preferences you have expressed to us);
- to invite you to participate in surveys and provide Feedback to us (in accordance with any privacy preferences you have expressed to us);
- to improve the content, functionality and usability of our Sites;
- to better understand your needs and interests;
- to improve our products and services;
- to improve our marketing and promotional efforts;
- for security, credit or fraud prevention purposes; and
- for any other purpose identified in an applicable privacy notice, click-through agreement or other agreement between you and us.

Please see below for information about the choices you have about the ways we use your Personal Information.

Use of Aggregated Information

We may use information gathered through our Sites to create a compiled, aggregate view of our Sites' visitors and their usage patterns. We use aggregated information to operate our services and to better understand visitors to our Sites as we develop new products and services. We may also share aggregated information with our third-party service providers as well as with other third parties so they can better understand the market we serve. Aggregate information is not personally identifiable.

Use of Survey Information

From time to time, we may post a survey on our Sites or, if we have your contact information, we may send you a questionnaire or survey. We compile statistical information from the responses to our surveys. These statistics are not personally identifiable. These statistics help us understand your needs and preferences and improve the content and functionality of our Sites.

How to Access, Update or Correct Your Personal Information

If you have registered on our Sites, you may be able to access, update or correct the Personal Information you have submitted to us through your account. If you are unclear as to how to access, update or correct your Personal Information, please contact us using the Contact Us link below. We will respond to you within a reasonable time and, in any case, within the time limits established by applicable law. We may ask you for additional information to verify your identity. In most cases, we will provide access and correct or delete any inaccurate information you discover. In some cases, however, we may limit or deny your request if the law permits or requires us to do so or if we are unable to verify your identify.

Steps We Take to Safeguard Your Personal Information

We maintain reasonable administrative, physical and technological measures to protect the confidentiality and security of Personal Information you submit on or through our Sites. Unfortunately, no website, server, or database is completely secure or "hacker proof." We therefore cannot guarantee that your Personal Information will not be disclosed, misused or lost by accident or by the unauthorized acts of others. Further, we cannot control dissemination of Personal Information contained in User-Generated Content you post on or through our Sites, and you should have no expectation of privacy in such information.

How We Share Your Personal Information with Others

With Credit Card Payment Processors. Some of our Sites permit you to use a credit card to order and pay for products online. We work with a third-party vendor to process your credit card payment, and we never receive, process, or store your credit card number. We provide to the vendor not only the minimal data it needs to process your payment but also enhanced product information (such as the names of the products you purchased and their unit price). The vendor and other downstream payment processors use this data to process your transaction, to provide to you a more detailed credit card statement, and/or for their own marketing purposes. By providing enhanced product information to the vendor, we can reduce the fees we pay on each transaction, which in turn keeps product costs down.

With Other Third-Party Service Providers. Essendant shares information—including Personal Information—collected through our Sites with other third-party service providers, as well. For example, we may use third-party vendors to design, operate, and/or host our Sites; to conduct surveys; to fulfill orders; and to help us with our promotional efforts. These third parties may need information about you to perform their functions. They are permitted to use your Personal Information only to perform services on our behalf.

Throughout the Essendant Family of Businesses. When you provide Personal Information through one of our Sites, the owner of that Site may share your Personal Information with other members of the Essendant family of business. Before doing so, however, the owner of the Site will generally offer you the opportunity to “opt out” or “opt in,” as required by applicable law. Every member of the Essendant family of businesses is required to handle information collected through our Sites in accordance with this Policy and the privacy preferences you have expressed to us. Accordingly, if we share your Personal Information with other members of the Essendant family of businesses, they will use your information only as permitted under this Policy and will honor the privacy preferences you have expressed to us.

With Our Suppliers. From time to time, we may share your Personal Information with our suppliers. For example, to obtain a rebate on a product you purchased from us, we may need to share your Personal Information or that of the product’s end-user with the supplier that provides the rebate. However, before permitting our suppliers to use your Personal Information for their own marketing purposes we will generally offer you the opportunity to “opt out” or “opt in,” as required by applicable law.

With Our Other Business Partners. From time to time, we may also share your Personal Information with other selected business partners for their own marketing purposes. However, before sharing your Personal Information with these business partners for their own marketing purposes we will generally offer you the opportunity to “opt out” or “opt in,” as required by applicable law.

In the Course of Business Negotiations. We may contemplate, for strategic or other reasons, selling, buying, merging, or otherwise reorganizing one or more of our businesses. In negotiating with a third party about entering into such an arrangement, we may need to disclose your Personal Information. In such cases, we will take reasonable measures to protect the Personal Information we disclose, for example, by requiring a prospective purchaser to sign a nondisclosure agreement limiting the use and protecting the confidentiality of the Personal Information.

As a Result of a Business Transfer. We may transfer the Personal Information you submit on or through our Sites to any organization that acquires or merges with us.

To Comply with Laws and Protection of Our Rights and the Rights of Others. We may disclose your Personal Information when we believe disclosure is appropriate to comply with the law, a court order or a subpoena. We may also disclose your Personal Information to prevent or investigate a possible crime, such as fraud or identity theft; to protect the security of our Sites; to enforce or apply our online Terms of Use (<http://www.essendant.com/terms-of-use/terms-of-use.pdf>) or other agreements; or to protect our own rights or property or the rights, property or safety of our users or others.

As Described in a Privacy Notice. We reserve the right to disclose your Personal Information as described in any privacy notice posted on a page of our Sites where you provide that information. By providing your Personal Information on that page you will be consenting to the disclosure of your Personal Information as described in that privacy notice.

As Described in a Click-Through Agreement. We reserve the right to disclose your Personal Information as described in any click-through agreement to which you have agreed.

User-Generated Content. The User-Generated Content you submit on or through our Sites is available to others who visit our Sites. Any Personal Information contained in User-Generated Content you submit can be read, viewed, collected, or used by others, and could be used to send you unsolicited messages. In addition, we may use User-Generated Content you submit on or through our Sites in connection with advertising campaigns and other promotions. We may or may not use your name in connection with such use, and we may or may not seek further consent before using the content for such purposes. Therefore, you should have no expectation of privacy with respect to User-Generated Content you submit on or through our Sites. You should not submit any User-Generated Content you do not wish to make available to the general public, and you must take special care to make sure your submissions comply with our Terms of Use (<http://www.essendant.com/terms-of-use/terms-of-use.pdf>). In particular, your submissions must not violate the privacy or other rights of others.

Children Under the Age of Thirteen

Our Sites are not intended for children or minors under the age of thirteen years without the permission of a parent or guardian. If you believe that a child has submitted Personal Information on or through our Sites without the consent and supervision of a parent or guardian, please contact us at webmasterusi@essendant.com so we can take appropriate action.

Links to Other Sites

Our Sites may provide links to other websites operated by third parties. We expect our partners and providers of products and services to be transparent about their data protection practices. Be aware, however, that we have no control over third-party websites. This Policy does not apply to Personal Information collected on any third-party website. When you access third-party websites through a link on our Sites, please take a few minutes to review the privacy policy posted on that site.

Information for Visitors Accessing Our Sites from Outside the United States

Essendant Co. is a U.S. corporation headquartered in the United States. Our Sites are currently hosted on servers located in the United States, although we reserve the right to relocate our Sites to other servers elsewhere in the world. Your Personal Information may be stored on servers located within the United States or in another country. In addition, we may transfer your Personal Information to our service providers and others located in the United States or another country for the purposes described in this Policy. Different countries have different privacy laws and requirements, and some provide less legal protection for your Personal Information than others.

BY USING OUR SITES, YOU ARE CONSENTING TO THE COLLECTION, USE, AND TRANSFER OF YOUR PERSONAL INFORMATION IN OR TO THE UNITED STATES OR TO ANY OTHER COUNTRY IN THE WORLD SUBJECT TO THE TERMS OF THIS POLICY.

This Policy May Change

This Policy describes Essendant's current policies and practices with regard to the information, including Personal Information, we collect through our Sites.

We are continually improving and adding to the features and functionality of our Sites and the services we offer through our Sites. As a result of these changes (or changes in the law), we may need to update or revise this Policy. Accordingly, we reserve the right to update or modify this Policy at any time, without prior notice, by posting the revised version of this Policy behind the link marked "Privacy Policy" in the universal footer of the websites governed by this Policy. Your continued use of our Sites after we have posted the revised Policy constitutes your agreement to be bound by the revised Policy. If you have not used our Sites recently, be sure you check the effective date to see if this Policy has been revised since your last visit.

You may access the current version of this Policy at any time by clicking the link marked "Privacy Policy" in the universal footer of the websites governed by this Policy.

Definitions

The term "Content" refers to all of the software and code comprising or used to operate our Sites, and all of the text, photographs, images, illustrations, graphics, sound recordings, video and audio-video clips, and other materials available on our Sites, including User-Generated Content.

The term "Feedback" refers to the Content you post on or through our Sites that is specifically about how we can improve our Sites and the products and services we make available through our Sites.

The term "Personal Information" refers to information that identifies you personally, alone or in combination with other information available to us. Examples of Personal Information include your name, address, and email address.

The term "Policy" refers to this online privacy policy.

The term our "Sites" refers collectively to Essendant-owned websites on which this Policy is posted.

The terms "Essendant," "we," "us," and "our" refer to the owner of this Site, which may be Essendant Co. or one of its subsidiaries, including Essendant Industrial LLC.

The term "User-Generated Content" refers to all of the text, photographs, images, illustrations, graphics, sound recordings, video, audio-video clips, and other Content that you post on or through our Sites using the social networking tools we make available to you and that does not

constitute Feedback. One way that User-Generated Content differs from other information you provide to us is that, once submitted, User-Generated Content is made available instantaneously to others. Examples of User-Generated Content include product reviews and comments posted to discussion boards.

Contact Us

If you have any questions about this Policy or our privacy practices, please contact us using the information provided below:

webmasterusi@essendant.com