

## MFA Legal Disclaimer

Employees can voluntarily access the Direct 2HR and Empower apps on their personal mobile device if they prefer the convenience of a personal phone. Employees who voluntarily choose to use a personal device should only do so on Company Wi-Fi.

Because employees have alternative options to access Direct2HR and Empower, they will not receive reimbursement if they choose to use a personal device.

Hourly employees are permitted to access their work schedules and payroll information on their own time. However, they are not permitted to access their email or other Company databases for work related purposes while off-the-clock.