

SMS/MMS Messaging Consent

Opt-In Documentation & Compliance Policy

Effective Date: February 18, 2026

1. Program Overview

This document serves as proof of consent for our SMS/MMS messaging program. Our organization uses text messaging to communicate with employees and authorized recipients for the following business purposes:

- Work schedule notifications and shift assignments
- Job assignment updates and task communications
- Company announcements and operational updates
- Time-sensitive workplace notifications
- Emergency communications and safety alerts

2. Consent Collection Process

All recipients provide explicit, informed consent before receiving any SMS/MMS messages. Consent is collected through the following methods:

2.1 Employee Onboarding

During the employee onboarding process, new hires are presented with an SMS consent form. The form clearly discloses the nature and frequency of messages, the ability to opt out at any time, and that message and data rates may apply. Employees sign this form voluntarily as part of their onboarding paperwork.

2.2 Written Consent Form

Each employee/recipient completes and signs a written consent form that includes the following acknowledgments:

1. Agreement to receive SMS/MMS messages at the provided mobile number
2. Understanding that consent is not a condition of employment
3. Acknowledgment that message and data rates may apply
4. Understanding of how to opt out (reply STOP at any time)
5. Description of message types and approximate frequency

3. Opt-In Confirmation

Upon providing consent, each recipient receives a confirmation message similar to the following:

Bay Area Window Pros: *You have been enrolled in our employee SMS notification program. You will receive work schedule updates, job assignments, and company announcements. Msg frequency varies. Msg & data rates may apply. Reply STOP to unsubscribe or HELP for assistance.*

4. Opt-Out Mechanism

Recipients may revoke their consent and opt out of receiving messages at any time through any of the following methods:

- **Reply STOP:** Texting STOP, UNSUBSCRIBE, CANCEL, END, or QUIT to any message will immediately unsubscribe the recipient.
- **Contact HR/Management:** Recipients may notify their manager or HR department to be removed from the messaging list.
- **Reply HELP:** For assistance or questions about the messaging program.

Upon opting out, a confirmation message is sent and no further messages are delivered unless the recipient re-consents.

5. Message Details

Detail	Description
Message Types	Work schedules, job assignments, company announcements, emergency alerts
Frequency	Varies; typically 2–10 messages per week depending on operational needs
Opt-Out	Reply STOP to any message at any time
Help	Reply HELP or contact HR department
Cost	Message and data rates may apply per carrier plan
Carrier Liability	Carriers are not liable for delayed or undelivered messages

6. Record Keeping

Signed consent forms are maintained in employee personnel files. Digital records of opt-in confirmations, opt-out requests, and message logs are retained for a minimum of five (5) years in accordance with TCPA and CTIA compliance requirements.

7. Privacy & Data Protection

Phone numbers and personal information collected for this messaging program are used solely for the purposes described herein. We do not sell, rent, or share recipient phone numbers or personal data with third parties for marketing purposes. All data is handled in accordance with applicable privacy laws and regulations.

8. Regulatory Compliance

This messaging program is operated in compliance with the Telephone Consumer Protection Act (TCPA), the CTIA Messaging Principles and Best Practices, and all applicable federal and state regulations governing commercial and informational text messaging.

Employee/Recipient Consent Acknowledgment

By signing below, I acknowledge that I have read and understand this SMS/MMS messaging consent policy. I voluntarily agree to receive text messages as described above and understand that I may revoke my consent at any time by replying STOP.

Edward Grinberg

Printed Name

02/17/2026

Date

Edward Grinberg

Signature

6502351006

Phone Number

Authorized by:

Edward Grinberg CTO

Company Representative Name & Title

02/17/2026

Date