The past couple of days have been extremely challenging as we work to understand the issues with our IT network servers which are responsible for our internet, phones, emails and data. We hired a consultant to assist us with this matter and have determined that our systems have been compromised. While we are at the early stages of our investigation, it is possible that personal information **may** have been compromised. We continue to evaluate and repair our systems and hope for full restoration, although this may take some time.

Until further information is available, do not access any email regardless of the appearance of its accessibility. Do not forward any emails from your personal email account to your CEO account (or vice versa) for any reason. As you know, CEO has a limited IT staff; please refrain from contacting them until we are through this challenge. Also, as a reminder, do not utilize the internet for personal use as this could hinder our ability to identify the source of the problem and the solution. Staff are encouraged to use Microsoft Teams as a mode of communication. The Employee Intranet also remains available and going forward, updated information will be posted there.

We will keep you abreast as to the extent of the issue and any potential impact to staff and our operations. Thank you for your patience.