CYBER INCIDENT REPORTING

IMPORTANT: The first few minutes and hours after learning of a cyber incident are critical to a successful recovery. The following is intended to help you and your organization know how to identify and report a suspected or actual cyber security breach.

Immediately notify your IT Resource Personnel.

During business hours, contact Collin Liston, Associate Claims Counsel for CMG:
402-514-2405 (Office) 612-636-8655 (Cell)

After hours contact our cyber insurance experts at Tokio Marine HCC:
1-888-627-8995 or cpl.claims@tmhcc.com – Identify yourself as a Catholic Mutual Member

Additionally, the following steps can help to mitigate possible issues:

<table>
<thead>
<tr>
<th>Cyber Event</th>
<th>Immediate Mitigation Steps</th>
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</table>
| Ransomware infection                | • Isolate infected computer from all networks (by unplugging network cable and/or turning off Wi-Fi)  
  • Take picture of the ransomware message on screen (if possible)  
  • Contact your IT department  
  • Do not immediately rebuild your system (you might destroy important forensic evidence)  
  • Contact CMG Claims |
| Phishing email attack               | • Do not click on link or open any attachment from suspicious email  
  • Call IT representative and forward email to IT for evaluation  
  • Take picture/screen shot of email request/solicitation  
  • Change your email password (strong and unique passphrase)  
  • Contact CMG Claims |
| Malware infection                   | • Notify IT to have them evaluate and remove malware  
  • Scan network for any other unauthorized files and user accounts  
  • Install anti-virus software and keep updated  
  • Contact CMG Claims |
| Discovery of unauthorized files or  | • Close Remote Desktop Protocol (RDP) ports  
  • Change passwords (strong and unique passphrase) |
<table>
<thead>
<tr>
<th>User accounts on server or client</th>
<th>• Contact CMG Claims</th>
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<tbody>
<tr>
<td>Lost or stolen device</td>
<td>• Report lost/stolen device to IT immediately</td>
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<tr>
<td></td>
<td>• Secure all devices and removable media (passwords and encryption)</td>
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<td>Mistaken wire transfer</td>
<td>• Call bank and report details</td>
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<td></td>
<td>• Attempt to halt transfer</td>
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<td></td>
<td>• Take picture/screen shot of email request of fund transfer</td>
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<td>• Contact CMG Claims</td>
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