

## **GERMANTOWN TELEPHONE COMPANY (GTC)**

### **DO NOT CALL POLICY**

**Germantown Telephone Company , (GTC)** maintains the highest standards of ethical conduct in all its marketing activities and is committed to complying with all federal and state law.

No employee or agent of **GTC** shall engage in telemarketing practices that violate the provisions of the Telephone Consumer Protection Act of 1991, the FTC Telephone Sales Rule, **GTC** provides a written copy of this Do Not Call Policy to all personnel or entities that make calls for telemarketing purposes on our behalf. In addition, we also provide training to all our business office personnel and any personnel engaged in any aspect of telemarketing on our behalf, to ensure that they are informed and knowledgeable in regard to the existence, use and maintenance of our "Do Not Call" list.

If you don't want to receive sales calls from **GTC**, you can ask us to place your telephone number on the **GTC** "Do Not Call" list. In compliance with federal and state laws, upon your request, we'll make a record in our files that you contacted us and we will immediately add your number to our "Do Not Call" list. Please allow up to 30 days for your telephone number to be removed from any sales programs that may be currently underway.

- To add your telephone number to our "Do Not Call" list, you can make your request in writing to the address below or by calling **518-537-6255** for both residential and business accounts. You should include your name, address and telephone number in your request.

Attention: "Do Not Call" List Administrator  
**Germantown Telephone Company**  
**210 Main Street**  
**Germantown, NY 12526**

- If you have multiple telephone numbers, please tell us all numbers that you want included on the "Do Not Call" list.
- You'll remain on our "Do Not Call" list for five years, unless you ask to be removed.
- If your telephone number ever changes, you must give us your new information for your "Do Not Call" status to remain in effect.

Being on **GTC's** "Do Not Call" list means that you won't receive sales calls by anyone representing **GTC**. We may still contact you, however, for non-solicitation and non-telemarketing purposes. This would include things like surveys, billing and other service-related matters.

Please note that **GTC's** "Do Not Call" list restricts marketing contacts from **GTC** only, so you may continue to receive calls from other companies including affiliates of **GTC** unless you also

contact those other companies directly. However to make this process easier, you may add your number to the National Do Not Call List. You may do so by calling 1-888-382-1222, or going online at [www.donotcall.gov](http://www.donotcall.gov).

Please be assured that **GTC** respects your right to privacy.