



EMPLOYEE AND APPLICANT PRIVACY NOTICE

WHAT SPECIFIC CATEGORIES OF PERSONAL INFORMATION DO WE COLLECT FROM EMPLOYEES AND APPLICANTS FOR EMPLOYMENT?

We collect the following categories of information from employees and applicants for employment:

- Name
- Address
- Social Security Number
- Date of birth
- Employment history
- Education
- Telephone numbers
- Passport numbers
- Driver's license information
- Banking information
- Biometric – voice and fingerprint
- Photographic image
- Medical information
- Audio messages
- Race
- Gender
- Veteran status

WHAT ARE THE SOURCES OF THE SPECIFIC CATEGORIES OF PERSONAL INFORMATION THAT WE COLLECT FROM EMPLOYEES AND APPLICANTS FOR EMPLOYMENT?

We obtain this information from employees and applicants for employment through email, regular mail, telephone contacts, and in-person interviews.

FOR WHAT SPECIFIC PURPOSES DO WE COLLECT PERSONAL INFORMATION FROM EMPLOYEES AND APPLICANTS FOR EMPLOYMENT?

We use some of this information to determine an applicant's eligibility for employment.

We use information from employees to administer internal functions – including pay, benefits, time and attendance, workers' compensation, and access to protected space.

We use information relating to race and gender voluntarily submitted to us from employees and applicants for employment to comply with Title VII of the Civil Rights Act of 1964, the federal equal employment opportunity law which makes it illegal to discriminate against a person on the basis of a legally protected class – for example, race, color, religion, gender, and national origin.

We use information relating to veteran status voluntarily submitted to us from employees and applicants for employment to comply with the Vietnam Era Veterans Readjustment Assistance Act.

TO WHOM DO WE DISCLOSE PERSONAL INFORMATION FROM EMPLOYEES AND APPLICANTS FOR EMPLOYMENT?

We disclose Personal Information from employees to regulatory agencies – including the California Department of Industrial Relations, Division of Workers’ Compensation, and California Department of Labor, Employment Development Department.

When necessary, we disclose Personal Information from employees to our workers’ compensation insurance carriers, and our outside counsel who represent us in employment-related matters.

We disclose Personal Information to third parties who conduct background reviews on prospective employees.

We disclose Personal Information from employees to company sponsored employee health insurers, and the financial firms that administer employee 401k investment plans.

HOW LONG DO WE KEEP PERSONAL INFORMATION?

We retain Personal Information in accordance with our Records Management Policy. That policy states that depending on the type of information collected, the information will be deleted from our records after a pre-determined amount of time.

ARE EMPLOYEE USE OF, AND COMMUNICATIONS ON COMPANY SYSTEMS AND DEVICES PRIVATE?

Any information sent or received using the Company’s resources – including the Company computer system, email system, or intranet – is the property of the Company. Employees have no expectation of privacy in the use of Company computers or emails.

The Company may monitor employee communications and employee use of the Internet for any lawful purpose – including detection of misconduct, access to inappropriate websites, or other misuse of the Company’s computer network.