

## Notice to California Employees and Prospective Employees

The California Consumer Privacy Act requires that we inform California employees and prospective employees of the categories of personal information that we collect and the business or commercial purposes for which that information will be used. That information is provided in the following table:

<b>Categories of Personal Information Collected</b>	<b>Business or Commercial Purpose for which Personal Information will be Used</b>
<i>Name, email address, postal address, telephone number</i>	We use this information to consider your employment application. If you are hired, we use this information for purposes of providing you with employment, including to pay you, to contact you, to provide you with benefits, to complete applications and forms to comply with state and federal law and regulations, to verify your ability to work in this country, to identify you as a veteran, and to have you acknowledge your agreement to certain company policies.
<i>Signature</i>	We use this information for purposes of completing legally-required documents.
<i>Driver's license number, passport number and Social Security number</i>	We use this information for purposes of providing you with employment, including to pay you and to complete applications and forms to comply with state and federal law and regulations.
<i>Bank account number</i>	We use this information for payroll processing.
<i>Any unique identifier used by health insurer to identify consumer</i>	We use this information to provide you with benefits.
<i>Insurance policy number</i>	We use this information to provide you with benefits.
<i>Education information, employment history, and professional or employment-related information</i>	We use this information to consider your employment application.
<i>Fingerprint</i>	We use this information for certain employees to log their attendance at work.

<b>Categories of Personal Information Collected</b>	<b>Business or Commercial Purpose for which Personal Information will be Used</b>
<i>Age (40 and older); date of birth</i>	We use this information to provide you with benefits and for completing forms to comply with state and federal law and regulations.
<i>Citizenship status</i>	We use this information to complete forms to comply with state and federal law and regulations.
<i>Disability (mental and physical including HIV/AIDS, cancer, and genetic characteristics), request for family care leave, request for leave for an employee's own serious health condition, and request for pregnancy disability leave</i>	We use this information to comply with state and federal laws and regulations and to process leave of absence and FMLA approvals.
<i>Marital status</i>	We use this information for payroll and tax purposes, as well as for providing accurate benefit options.
<i>Military or veteran status</i>	We use this information to allow you to self-identify yourself as a veteran and for federal reporting purposes.
<i>Protected classifications (color, sex/gender, gender identity/expression, race, request for family care leave, request for leave for an employee's own serious health condition, and request for pregnancy disability leave)</i>	We use this information to provide you with benefits.

**Privacy Policy**

Our privacy policy is available in our Employee Playbook posted in the Policy Library:

<https://iconnect.sitonit.net/tools/hr/Shared%20Documents/Forms/Source%20View.aspx>

**Accessibility**

We are committed to ensuring this notice is accessible to individuals with disabilities. If you wish to access this notice in an alternative format, please contact us at [hr@exemplis.com](mailto:hr@exemplis.com)