

Notice At Collection For Applicants

Michels and any of its affiliates or wholly-owned subsidiaries (the “**Company**”) is providing you with this Notice at Collection for Applicants (“**Notice**”) to inform you about:

1. the categories of Personal Information that the Company collects about applicants; and
2. the purposes for which the Company uses that Personal Information.

For purposes of this Notice,

- “**Personal Information**” means information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a natural person that the Company collects about its applicants, in their capacity as applicants for positions with the Company.

Assistance for Disabled Applicants

Alternative formats of this Notice are available to individuals with a disability. Please contact hr@michels.us for assistance.

1. Identifiers and Professional or Employment-Related Information

- 1.1 **Personal Information Collected:** The Company collects identifiers and professional or employment-related information, including the following:

Identifiers: real name, nickname or alias, postal address, telephone number, e-mail address, Social Security number, signature, online identifier, Internet Protocol address, and driver’s license number or state identification card number.

Professional or Employment-Related Information: evaluations, education, membership in professional organizations, professional certifications, work eligibility to comply with legal requirements, union membership, and employment history.

1.2 Purposes of Use:

Recruiting:	
<ul style="list-style-type: none">• To evaluate applicants' qualifications for employment with the Company• To communicate with applicants• To arrange and manage Company-sponsored events• To create a talent pool for future job openings• For recordkeeping purposes	<ul style="list-style-type: none">• To demonstrate applicants' agreement to, or acceptance of, documents presented to them, e.g., pre-employment arbitration agreement, acknowledgement of employment application, offer letter• To evaluate and improve the recruiting process
Monitoring, Security, And Compliance:	
<ul style="list-style-type: none">• To monitor use of Company information systems and other electronic resources• To conduct internal audits• To conduct internal investigations• To protect the safety and security of the Company's facilities	<ul style="list-style-type: none">• To report suspected criminal conduct to law enforcement and cooperate in investigations

2. Characteristics of Protected Classifications Under California* Or Federal Law

The Company collects information about race, age, national origin, disability, sex, and veteran status as necessary to comply with legal obligations, including the reporting requirements of the federal Equal Employment Opportunity Act, the federal Office of Contracting Compliance Programs (applicable to government contractors), and California's Fair Employment and Housing Act, and for purposes of diversity analytics.

The Company also uses this Personal Information for purposes including: (a) with respect to disability and/or medical condition, as necessary, to comply with Federal and California law related to accommodation; and (b) with respect to sex and age, incidentally to the use of birth date, for identity verification.

The Company collects and uses this category of Personal Information in compliance with applicable laws and regulations.

3. Commercial Information

3.1 **Personal Information Collected:** The Company collects commercial information, including the following: products or services purchased or obtained.

3.2 **Purposes of Use:** reimbursement of travel expenses.

4. Internet or Other Similar Network Activity

4.1 **Personal Information Collected:** The Company collects information about applicants' use of the Internet or other similar network activity, including the following: information regarding an applicant's interaction with an Internet web site, application, or advertisement, and publicly available social media activity.

4.2 **Purposes of Use:** to evaluate the quality of applicants for employment, to enhance recruiting efforts, and to protect the safety and security of the Company's facilities.

5. Sensory or Surveillance Data

5.1 **Personal Information Collected:** The Company collects sensory or surveillance data, including the following: footage from video surveillance cameras.

5.2 **Purposes of Use:** to protect the safety and security of the Company's facilities and personnel through video surveillance, and to monitor compliance with Company policies.

6. Education Information

6.1 **Personal Information Collected:** The Company collects education information, including the following: academic transcripts, resumes, and academic eligibility

6.2 **Purposes of Use:** to evaluate applicants' qualifications for employment with the Company and to conduct a pre-employment background check.

7. Background Screening Information

7.1 **Personal Information Collected:** The Company collects background screening information, including results of the following types of background screening: criminal and conviction history; motor vehicle records; employment history; drug testing; and educational history.

7.2 **Purposes of Use:** to evaluate applicants' qualifications for employment with the Company.

Purposes Potentially Applicable to Any of the Categories of Personal Information Listed Above

The Company also may use applicants' Personal Information to facilitate administrative functions and information technology operations and for legal reasons and corporate transactions. These functions include, but are not limited to the following:

- to manage and operate information technology and communications systems, risk management and insurance functions, budgeting, financial management and reporting, strategic planning;

- to manage litigation involving the Company, and other legal disputes and inquiries and to meet legal and regulatory requirements;
- in connection with a corporate transaction, sale, or assignment of assets, merger, divestiture, or other changes of control or financial status of the Company or any of its subsidiaries or affiliates; and
- to manage licenses, permits and authorizations applicable to the Company's business operations.

*This Notice is provided to comply with the California Consumer Privacy Act requiring disclosure of personal information collected on individuals to California residents, however the information collected and purposes for use are applicable to all employees.