



CCPA Privacy Notice for Applicants and Employees Residing in California

This notice describes the categories of personal information (“PI”) collected by HASKELL (“Company”) and the purposes for which Consumer PI may be used. We are providing this notice to you in accordance with California Civil Code Sec. 1978.100(b).

Information We Collect

Category	Purposes Personal Information is Used
<p>A. <u>Identifiers and contact information.</u> Examples include name, social security number, driver’s license or state identification numbers, address, biometrics (employees), and other similar contact information or identifiers.</p>	<p>For applicants:</p> <ul style="list-style-type: none"> • Collect and process employment applications, including confirming eligibility for employment, background and related checks. • Complying with record retention requirements • Complying with applicable state and federal labor, employment, equal employment opportunity, and related laws • Preventing unauthorized access to or use of the Company’s property, including the Company’s information systems, electronic devices, network, and data • Investigating complaints, grievances, and suspected violations of Company policy <p>For employees:</p> <ul style="list-style-type: none"> • Perform onboarding activities • Processing payroll and employee benefit plan and program administration including enrollment and claims handling • Complying with record retention requirements • Communicating with employees and/or employees’ emergency contacts and plan beneficiaries • Complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws • Ensuring employee productivity and adherence to the Company’s policies • Investigating complaints, grievances, and suspected violations of Company policy
<p>B. <u>Protected classification information</u> This category includes characteristics of protected classifications under California or federal law.</p>	<ul style="list-style-type: none"> • Complying with applicable state and federal Equal Employment Opportunity laws • Design, implement, and promote the Company’s diversity and inclusion programs
<p>C. <u>Internet or other electronic network activity information</u> Internet or other electronic network activity information. This category includes without limitation:</p> <ul style="list-style-type: none"> • all activity on the Company’s information systems, such as internet browsing history, search history, intranet activity, email communications, social media postings, 	<ul style="list-style-type: none"> • Facilitate the efficient and secure use of the Company’s information systems • Ensure compliance with Company information systems policies and procedures • Complying with applicable state and federal laws • Preventing unauthorized access to, use, or disclosure/removal of the Company’s property, records, data, and information • Enhance employee productivity

Originated: 01/2020
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<p>stored documents and emails, usernames and passwords</p> <ul style="list-style-type: none"> all activity on communications systems including phone calls, call logs, voice mails, text messages, chat logs, app use, mobile browsing and search history, mobile email communications, and other information regarding an Employee's use of company-issued devices 	<ul style="list-style-type: none"> Investigate complaints, grievances, and suspected violations of Company policy
<p>D. <u>Biometric information</u> This category includes fingerprint scans and related information, and certain wellness metrics.</p>	<ul style="list-style-type: none"> Improve accuracy of time management systems Enhance physical security Provide benefit plan offerings to promote health and prevent disease
<p>E. <u>Professional and employment-related information.</u> This category includes without limitation:</p> <ul style="list-style-type: none"> data submitted with employment applications including salary history, employment history, employment recommendations, etc. background check and criminal history; work authorization fitness for duty data and reports performance and disciplinary records salary and bonus data benefit plan enrollment, participation, and claims information leave of absences information including religious and family obligations, physical and mental health data concerning employee and his or her family members survey and questionnaire data (e.g. Myers Briggs/Disc) indicating differing psychological preferences and decision-making processes 	<ul style="list-style-type: none"> Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding Employee benefit plan and program design and administration, including leave of absence administration Maintaining personnel records and complying with record retention requirements Communicating with employees and/or employees' emergency contacts and plan beneficiaries Complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws Business management Preventing unauthorized access to or use of the Company's property, including the Company's information systems, electronic devices, network, and data Ensuring employee productivity and adherence to the Company's policies Recruiting Investigating complaints, grievances, and suspected violations of Company policy Training and strengthening communication skills; engage in team building activities
<p>F. <u>Education information</u> This category includes education history.</p>	<ul style="list-style-type: none"> Evaluate an individual's appropriateness for a participation position at the Company, or promotion to a new position.

Sharing Personal Information

To carry out the purposes outlined above, the Company may share information with third parties for business

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purposes, such as background check vendors, third-party human resources and information technology vendors, outside legal counsel, and state or federal governmental agencies. The Company may add to the categories of PI it collects and the purposes it uses PI. In that case, the Company will inform you.

Changes to Our Privacy Notice

We reserve the right to amend this privacy notice at our discretion and at any time. When we make changes to this privacy notice, we will notify you by email or through a notice on our website homepage. Your continued use of our Website following the posting of changes constitutes your acceptance of such changes.

If you have questions about the Company's privacy policies and procedures, rights you may have concerning your personal information, you may call Human Resources at 904.791.4752.

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