

**California Applicant/Employee Privacy Policy**

This California Applicant/Employee Privacy Policy discloses the personal information (i.e., information that directly or indirectly identifies you) collected by AOCUSA and its affiliates (collectively, “AOCUSA,” “we,” “us,” or “our”) within the scope of your relationship with us as an Applicant or Employee residing in California. For purposes of this notice, an “Applicant” is an individual applying to become an Employee, and an “Employee” is an individual employed by AOCUSA, whether on a temporary or permanent, full- or part-time, basis, a director, an officer, or an independent contractor. Your qualification as an “Employee” for purposes of this Privacy Policy does not otherwise alter your employment status with us or render you eligible for employee benefits.

**PERSONAL INFORMATION COLLECTED, USED, OR DISCLOSED WITHIN THE PAST 12 MONTHS**

Below, please find a chart showing the personal information we collect about you, where we get it, why we collect it, to whom we disclose it, and why we disclose it. We do not sell any of the personal information we obtain from Applicants or Employees, use it to advertise to you, or use or disclose your sensitive information for anything except as necessary to process your application to work with us or manage and administer that relationship (e.g., to verify your eligibility to work with us, administer your benefits, pay you, and/or comply with legal requirements). In addition to the disclosures below, we also disclose each category of data to the extent required by law.

<b>What Personal Information We Collect</b>	<b>Where We Get It</b>	<b>Why We Collect It</b>	<b>Whom We Disclose It To</b>	<b>Why We Disclose It</b>
Identifiers such as a real name, postal address, unique personal identifier, online identifier, Internet Protocol address, email address,	<ul style="list-style-type: none"> <li>• Applicants and Employees directly</li> <li>• Hiring partners</li> <li>• Referrals</li> <li>• Background check providers</li> <li>• Employee benefit providers</li> </ul>	<ul style="list-style-type: none"> <li>• For Applicants, we collect this information to communicate with you regarding your interest in a job with us</li> <li>• For Employees, we collect this information to perform background checks and onboard you, including drug screening and</li> </ul>	<ul style="list-style-type: none"> <li>• Service providers, such as information technology (“IT”) support, consultants, and human resources and background check providers</li> <li>• Financial institutions</li> <li>• Employee benefit plan and program service providers and partners</li> <li>• State or federal government entities</li> </ul>	<ul style="list-style-type: none"> <li>• For Applicants, to process your job application and offer you a job</li> <li>• To perform background checks</li> <li>• To facilitate your performance of job duties and responsibilities</li> <li>• Administering your benefits</li> <li>• Paying you</li> </ul>

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<p>social security number, driver's license number, passport number, or other similar identifiers.</p>		<p>employment eligibility verification</p> <ul style="list-style-type: none"> <li>We also collect this information from Employees to provide credentials to access job-related worksites, for payroll and employee benefit plan program administration, communicating with you and your emergency contacts and/or plan beneficiaries, to evaluate employee performance, for loss prevention purposes, to investigate complaints, grievances, and other potential policy violations, to maintain employment records, for workers' compensation claim management and administration, and for other legal compliance purposes</li> </ul>		<ul style="list-style-type: none"> <li>Legal compliance</li> </ul>
<p>Any personal information described in Cal. Civ. Code</p>	<ul style="list-style-type: none"> <li>Applicants and Employees directly</li> </ul>	<ul style="list-style-type: none"> <li>For Applicants, we collect this information to communicate with you regarding your</li> </ul>	<ul style="list-style-type: none"> <li>Service providers, such as Human Resources ("HR") and background check providers</li> <li>Financial institutions</li> </ul>	<ul style="list-style-type: none"> <li>For Applicants, to process job applications and offer a job</li> </ul>

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<p>subdivision (e) of Section 1798.80.</p>		<p>interest in a job and the status of your application if necessary</p> <ul style="list-style-type: none"> <li>• For Employees, we collect this information to perform background checks, and onboard you (including drug screening and employment eligibility verification)</li> <li>• We also collect this information from Employees to provide credentials to access job-related worksites, for payroll and employee benefit plan program administration, to communicate with you and your emergency contacts and/or plan beneficiaries, to evaluate employee performance, for loss prevention purposes, to investigate complaints, grievances, and other potential policy violations, to maintain employment records,</li> </ul>	<ul style="list-style-type: none"> <li>• Insurers</li> <li>• Employee benefit plan and program service providers and partners</li> <li>• State or federal government entities</li> </ul>	<ul style="list-style-type: none"> <li>• To perform background checks</li> <li>• To facilitate Employees' performance of job duties and responsibilities</li> </ul>
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		for workers' compensation claim management and administration, and for other legal compliance purposes		
Characteristics of protected classifications under California or federal law (e.g., gender, race, sex, age, marital status, and military or veteran status).	<ul style="list-style-type: none"> <li>Applicants and Employees directly</li> </ul>	<ul style="list-style-type: none"> <li>To verify employment eligibility</li> <li>To comply with our legal obligations (e.g., tax withholding)</li> <li>For labor and employment reporting</li> <li>To investigate compliance, grievances, and potential policy violations</li> </ul>	<ul style="list-style-type: none"> <li>Service providers, such as HR and background check providers</li> <li>State or federal government entities</li> </ul>	<ul style="list-style-type: none"> <li>To comply with our legal obligations</li> <li>To report labor and employment statistics</li> </ul>
Audio, electronic, visual, thermal, olfactory, or similar information.	<ul style="list-style-type: none"> <li>Employees directly</li> </ul>	<ul style="list-style-type: none"> <li>To ensure Employee safety (e.g. for Employees working in high-decibel environments)</li> <li>To assist us in providing employee benefits</li> <li>To monitor our facilities and protect the life and health of our Employees, and the property of AOCUSA</li> <li>To provide for and monitor physical access to our facilities</li> </ul>	<ul style="list-style-type: none"> <li>Service providers, such as technology and IT providers</li> <li>Healthcare clinics and providers</li> </ul>	<ul style="list-style-type: none"> <li>To meet our obligations to our Employees</li> <li>To ensure Employee safety</li> </ul>

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		<ul style="list-style-type: none"> <li>To comply with our legal obligations</li> </ul>		
Professional or employment-related information (e.g., employment history, performance and disciplinary records, salary and bonus data, and benefit plan enrollment, participation, and claims information).	<ul style="list-style-type: none"> <li>Applicants and Employees directly</li> </ul>	<ul style="list-style-type: none"> <li>Evaluating Applicants' applications and confirming Applicants' and Employees' eligibility to work with us, including background checks and onboarding</li> <li>Administering our employee benefit plan and program</li> <li>Maintaining personnel records</li> <li>Communicating with Employees and/or their emergency contacts and beneficiaries</li> <li>Employee monitoring to ensure productivity and policy adherence</li> <li>Legal compliance</li> </ul>	<ul style="list-style-type: none"> <li>Employee benefit plan and program services providers and partners</li> <li>Consultants</li> <li>Entities you direct us to disclose information to</li> <li>State and federal government entities</li> </ul>	<ul style="list-style-type: none"> <li>To facilitate Employee development and promotion</li> <li>Providing Employees with benefits</li> <li>Legal compliance</li> <li>To evaluate job applications</li> </ul>
Education information, defined as information that is not publicly available personally identifiable information as defined in the	<ul style="list-style-type: none"> <li>Applicants and Employees directly</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining personnel records</li> <li>Employee monitoring to ensure productivity and policy adherence</li> <li>Legal compliance</li> <li>To assist in evaluating a job application</li> </ul>	<ul style="list-style-type: none"> <li>Service providers, such as background check providers and consultants</li> </ul>	<ul style="list-style-type: none"> <li>To facilitate Employee development and promotion</li> </ul>

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<p>Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99).</p>				
<p>Personal information that reveals a consumer's social security, driver's license, state identification card, or passport number.</p>	<ul style="list-style-type: none"> <li>• Employees directly</li> </ul>	<ul style="list-style-type: none"> <li>• For Employees, to perform background checks and onboard you, including drug screening and employment eligibility verification</li> </ul>	<ul style="list-style-type: none"> <li>• Service providers</li> <li>• State and federal government entities</li> </ul>	<ul style="list-style-type: none"> <li>• To verify employment eligibility</li> </ul>
<p>Personal information that reveals an Applicant's or Employee's racial or ethnic origin, religious or philosophical beliefs, or union membership.</p>	<ul style="list-style-type: none"> <li>• Employees directly</li> </ul>	<ul style="list-style-type: none"> <li>• Employees sometimes provide it to us</li> <li>• To fulfill the purposes for which it was provided (e.g., voluntary workforce demographics reporting).</li> </ul>	<ul style="list-style-type: none"> <li>• Service providers</li> <li>• State and federal government entities</li> </ul>	<ul style="list-style-type: none"> <li>• To meet our obligations to our Employees</li> <li>• To fulfill the purposes for which the information was provided (e.g., reporting labor statistics to federal entities)</li> </ul>

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Personal information collected and analyzed concerning an Applicant's or Employee's sex life or sexual orientation.	<ul style="list-style-type: none"> <li>• Employees directly</li> </ul>	<ul style="list-style-type: none"> <li>• Employees sometimes provide it to us</li> <li>• To fulfill the purposes for which it was provided (e.g., voluntary workforce demographics reporting).</li> </ul>	<ul style="list-style-type: none"> <li>• Services provider</li> </ul>	<ul style="list-style-type: none"> <li>• To fulfill the purposes for which the information was provided (e.g., (e.g., reporting labor statistics to federal entities)</li> </ul>
Personal information collected and analyzed concerning an Employee's health	<ul style="list-style-type: none"> <li>• Employees directly</li> <li>• Employee benefits providers</li> <li>• State and federal government entities</li> </ul>	<ul style="list-style-type: none"> <li>• To administer our employee benefit plan and program</li> <li>• For workers' compensation claim management and administration</li> <li>• To comply with our legal obligations</li> </ul>	<ul style="list-style-type: none"> <li>• Service providers</li> <li>• Employee benefits providers</li> <li>• State and federal government entities</li> </ul>	<ul style="list-style-type: none"> <li>• To administer our employee benefit plan and program</li> <li>• For workers' compensation claim management and administration</li> <li>• To comply with our legal obligations</li> </ul>

If you do not provide us with certain personal information when requested, we may not be able to perform certain functions, such as considering your application for employment, hiring you, or paying or providing a benefit to you.

**HOW LONG WE RETAIN YOUR DATA**

We will not retain your personal information for longer than reasonably necessary for the purpose we collected it. How long we retain your personal information depends on a number of criteria, including, for example, whether we hire you, your employment status with us, how long it's been since we employed you, the nature of our relationship with you, our legal recordkeeping obligations, and whether it is legally advisable to retain your personal information.

**YOUR PRIVACY RIGHTS**

As a California resident, you have the right to know and request access to your personal information, correct any inaccuracies in it, and delete certain personal information. We will not discriminate against you if you choose to exercise any of your privacy rights. To

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exercise any of these privacy rights, please contact the Human Resources Manager at our California location or via email at [emprightsca@amalie.com](mailto:emprightsca@amalie.com) or toll-free phone number at (800) 231-3133 ext. 300. When you submit a request to exercise a right under this policy, we will verify your identity by verifying information such as your home address, department, and supervisor. You also have the right to use an authorized agent to exercise any of these rights on your behalf. If you are an authorized agent, you may submit a request via the methods described in this section. When an authorized agent submits a request, we will request that the authorized agent provide proof of their authority to exercise rights on behalf of the requestor.

**CONTACT FOR MORE INFORMATION OR QUESTIONS**

If you have any questions about this California Applicant/Employee Privacy Policy or about exercising your privacy rights, or need this privacy notice in an alternate format, please email [emprightsca@amalie.com](mailto:emprightsca@amalie.com).

**EFFECTIVE DATE**

This California Applicant/Employee Privacy Policy was last updated September 1, 2024.