

PRIVILEGED AND CONFIDENTIAL

California Applicant/Employee Notice at Collection

This California Applicant/Employee Notice at Collection describes the personal information about California Applicants and Employees collected by AOCUSA and its affiliates (collectively, “AOCUSA,” “we,” “us,” or “our”), why we collect it, and how long we retain it. For purposes of this Notice at Collection, 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.

We do not “sell” or “share” (as those terms are defined in the California Consumer Privacy Act) any of the personal information we obtain from Applicants or Employees, nor do we use it to advertise to you. We disclose each category of data to the extent required by law for the same purposes that we collect that category of personal information, as set forth in the chart below. We also disclose this information to the extent required by law.

What Personal Information We Collect	Why We Collect It	To Whom We Disclose it
Identifiers such as a real name, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, social security number, driver’s license number, passport number, or other similar identifiers.	<ul style="list-style-type: none">• For Applicants, we collect this information to communicate with you regarding your interest in a job with us• For Employees, we collect this information to perform background checks and onboard you, including drug screening and employment eligibility verification• We also collect this information from Employees to provide credentials to access job-related worksites	<ul style="list-style-type: none">• Service providers, such as information technology (“IT”) support, consultants, human resources and background check providers• Financial institutions• Employee benefit plan and program service providers and partners• State or federal government entities
Any personal information described in Cal. Civ. Code subdivision (e) of Section 1798.80.	<ul style="list-style-type: none">• For Applicants, we collect this information to communicate with you regarding your interest in a job and the status of your application if necessary• For Employees, we collect this information to perform background checks, and onboard you (including drug screening and employment eligibility verification)	<ul style="list-style-type: none">• Service providers, such as Human Resources (“HR”) and background check providers• Financial institutions• Insurers• Employee benefit plan and program service providers and partners• State or federal government entities

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	<ul style="list-style-type: none"> • 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, for workers' compensation claim management and administration, and for other legal compliance purposes 	
<p>Characteristics of protected classifications under California or federal law (e.g., gender, race, sex, age, marital status, and military or veteran status).</p>	<ul style="list-style-type: none"> • To verify employment eligibility • To comply with our legal obligations (e.g., tax withholding) • For labor and employment reporting • To investigate compliance, grievances, and potential policy violations 	<ul style="list-style-type: none"> • Service providers, such as HR and background check providers • State or federal government entities
<p>Audio, electronic, visual, thermal, olfactory, or similar information.</p>	<ul style="list-style-type: none"> • To ensure Employee safety (e.g., for Employees working in high-decibel environments) • To assist us in providing employee benefits • To monitor our facilities and protect the life and health of our Employees, and the property of AOCUSA • To provide for and monitor physical access to our facilities • To comply with our legal obligations 	<ul style="list-style-type: none"> • Service providers, such as technology and IT providers • Healthcare clinics and providers
<p>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).</p>	<ul style="list-style-type: none"> • Evaluating Applicants' applications and confirming Applicants' and Employees' eligibility to work with us, including background checks and onboarding • Administering our employee benefit plan and program 	<ul style="list-style-type: none"> • Employee benefit plan and program services providers and partners • Consultants • Entities you direct us to disclose information to

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	<ul style="list-style-type: none"> • Maintaining personnel records • Communicating with Employees and/or their emergency contacts and beneficiaries • Employee monitoring to ensure productivity and policy adherence • Legal compliance 	<ul style="list-style-type: none"> • State and federal government entities
Education information, defined as information that is not publicly available personally identifiable information as defined in the Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99).	<ul style="list-style-type: none"> • Maintaining personnel records • Employee monitoring to ensure productivity and policy adherence • Legal compliance • To assist in evaluating a job application 	<ul style="list-style-type: none"> • Service providers, such as background check providers and consultants
Personal information including your social security, driver's license, state identification card, or passport number.	<ul style="list-style-type: none"> • For Employees, to perform background checks and onboard you, including drug screening and employment eligibility verification 	<ul style="list-style-type: none"> • Service providers • State and federal government entities
Personal information that reveals an Applicant's or Employee's racial or ethnic origin, religious or philosophical beliefs, or union membership.	<ul style="list-style-type: none"> • Employees sometimes provide it to us • To fulfill the purposes for which it was provided (e.g., voluntary workforce demographics reporting) 	<ul style="list-style-type: none"> • Service providers • State and federal government entities
Personal information collected and analyzed concerning an Applicant's or Employee's gender, sex life or sexual orientation.	<ul style="list-style-type: none"> • Employees sometimes provide it to us • To fulfill the purposes for which it was provided (e.g., voluntary workforce demographics reporting) 	<ul style="list-style-type: none"> • Service providers
Personal information collected and analyzed concerning an Employee's health	<ul style="list-style-type: none"> • To administer our employee benefit plan and program • For workers' compensation claim management and administration • Legal compliance 	<ul style="list-style-type: none"> • Service providers • Employee benefit providers • State and federal government entities

HOW LONG WE RETAIN YOUR DATA

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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.

You can learn more about our practices regarding Employees and Applicants personal information, by viewing the Employee and Applicant Privacy Policy here: [California Privacy Policy | Welcome to AOCUSA](#). If you would like to view this notice in an alternative format, you can download a PDF version by clicking here: [AOCUSA-CCPA-Applicant Employee-Privacy-Policy-9.1.24.pdf](#).