

## **California Privacy Notice to Applicants, Employees and Contractors**

This notice applies to job applicants, current and former employees, owners, directors, or contractors of PBI-Gordon Companies, Inc., and its subsidiaries (“PBI”, “we”, “our”, or “us”) residing in California from whom we collect Personal Information as a business under California law.

We collect Personal Information directly from California residents or from publicly available databases and third-party sources of information.

Personal information is information that identifies, relates to, or could reasonably be linked with you or your household. It is usually your name in combination with another identifier, such as date of birth, postal address, email address, telephone number, or government-issued identification number. Personal information does not include publicly available, deidentified, or aggregated information or lawfully obtained, truthful information that is a matter of public concern.

### **Categories of Personal Information Collected**

We may collect the following categories of Personal Information from job applicants, employees, or contractors:

*Identifiers* such as name, alias, postal address, unique personal identifier, online identifier, internet protocol address, email address, account name, social security number, driver's license or state identification card number, insurance policy number, passport number, or other similar identifiers.

*Additional identifiers* such as signature, physical characteristics or description, telephone number, education, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information.

*Information regarding protected characteristics* such as race or color, ancestry or national origin, religion or creed, age (over 40), mental or physical disability, sex (including gender and pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity or expression, medical condition, genetic information, marital status, military, and veteran status.

*Commercial Information* such as records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.

*Biometric information* such as physiological, biological, or behavioral characteristics, including DNA, that can be used, singly or in combination with each other or with other identifying data, to establish individual identity.

*Internet activity Information* such as browsing history, search history, and information regarding an individual's interaction with an internet website, application, or advertisement.

*Geolocation data* such as an individual's precise physical location obtained from a device or otherwise.

*Sensory information* such as audio or video recordings or other electronic, visual, thermal, olfactory, or similar information.

*Professional or employment-related information* such as job application or resume information, past and current job history, and job performance information.

*Non-Public Education Information (as defined in 20 U.S.C. 1232g; 34 C.F.R. Part 99)* such as records that are directly related to a student maintained by an educational agency or institution or by a party acting for the agency or institution.

*Inferences Drawn from Personal Information* such as profiles reflecting an individual's preferences, characteristics, psychological trends, preferences, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.

## **Use of Personal Information**

We use this Personal Information for our employment purposes and to operate, manage, and maintain our business.

Our employment purposes include, for example, recruiting employees, background checks, administering benefits and payroll, monitoring work eligibility, reviewing performance and handling personal, medical, and family leave requests.

Our business purposes include, for example, developing and improving our services and programs for our employees; conducting research, analytics, quality assurance and data analysis; detecting and preventing fraud; performing identity verification; performing accounting, audit, and other internal functions, such as internal investigations; complying with law, legal process, and internal policies; maintaining records; and exercising and defending legal claims.

We retain Personal Information for as long as necessary to fulfill the purposes for which it we collect it, such as to provide you with services you have requested, and for the purpose of satisfying any legal, accounting, contractual, or reporting requirements that apply to us.

## **Sharing of Personal Information**

We do not sell your information to third parties for any purpose, meaning we do not disclose it in exchange for money or other valuable consideration.

Our employees view your Personal Information to perform their jobs and service your needs. We authorize their access to your Personal Information on a need-to-know basis to

provide you with our products or services, or for one of the other reasons listed in this Privacy Policy.

We share your information with service providers who assist us in our human resources and related employment functions, and require them to protect that information, use it only for the purposes it was shared and not share it.

We share your information with our Subsidiaries, and with vendors and agents acting on our behalf as described in this Privacy Policy in compliance with these terms. "Subsidiaries" are those entities directly or indirectly controlling, controlled by, or under common control with PBI-Gordon Companies, Inc.

We may sell, transfer and/or disclose your Personal Information as part of a business divestiture, sale, merger, or acquisition of all or a part of our business. If another company acquires our company, business, or assets, that company will possess the Personal Information collected by us and will assume the rights and obligations regarding your Personal Information as described in this Privacy Policy. In the event of an insolvency, bankruptcy, or receivership, your Personal Information may also be transferred as a business asset.

Over the past twelve (12) months, we have collected and disclosed all of the Categories of Personal Information for purposes described in this Policy.

### **California Privacy Rights**

If you are a California resident, you may have certain rights with respect to your Personal Information including:

1. the right to know, by way of our Privacy Policies and any specific inquiries you direct to us, what Personal information we have collected about you, where Personal information we have about you comes from, what we use that information for, whether it is being disclosed or sold, and to whom it is being disclosed or sold;
2. the right to "opt-out" of PBI's sale of your Personal Information to any third parties;
3. the right to request PBI to stop sharing your Personal Information to third parties;
4. the right, with some exceptions, to have your Personal Information deleted from PBI's possession or control;
5. the right to correct inaccuracies in your Personal Information; and
6. the right to not be retaliated against for exercising your privacy rights.

To make a request regarding your Personal Information, or if you have any questions or concerns about your California privacy rights, our Privacy Policy or our use of your Personal Information, please call us at: 816.421.4070 and ask for the HR Dept, send an e-mail to [hrinquiries@pbigordon.com] or by mail at:

PBI-Gordon Companies, Inc.  
Attn: HR Dept, CCPA  
Shawnee, Kansas 66226

## **Changes to this Policy**

We may change our Privacy Policy from time to time. We will post those changes here and reflect the date they were updated below.

## **Contact Us**

If you have questions about our use of your Personal Information or this Privacy Policy, please contact:

PBI-Gordon Companies, Inc.  
Attn: HR Dept, CCPA  
22701 W. 68<sup>th</sup> Terrace  
Shawnee, Kansas 66226

*Last Updated: November 1, 2023*