



Privacy Notice for California Employees and Job Applicants

Collins Electrical Company, Inc. (“Collins,” “Company,” “us,” or “we”) adopts this Privacy Notice regarding the collection of personal information to comply with the California Consumer Privacy Act (CCPA) and the California Privacy Rights Act (CPRA). This notice describes how the Company collects, uses, and discloses your personal information, which applies to employees, interns, contractors, job applicants, or similar individuals who reside in the State of California.

Categories of Personal Information We Collect

The Company collects and uses personal information for human resources, employment, benefits administration, health and safety, business-related purposes, and legal compliance. Below are the categories of personal information we may have collected and the purposes for which we intend to use this information.

The Company does not sell the personal information we collect, meaning we do not give your personal information to any third party in exchange for monetary or other valuable consideration. We also do not share any of the information listed below with any third party for the purpose of cross-context behavioral advertising.

Category:	Examples:
Identifying Information	Such as your full name, gender, date of birth, marital status, employee ID number, and signatures.
Contact Information	Such as your email address, telephone number, postal address, and contact information for you and for your referrals, references, or emergency contacts.
National Identifiers	Such as your SSN, Driver’s License Number, passport and visa information, and immigration status and documentation.

<p>Characteristics of Protected Classifications Under California or Federal Law</p>	<p>Such as your race and national or ethnic origin, gender, and veteran status (for example, in order to complete legally required EEO-1 or OFCCP reporting or other DEI company initiatives); disability status; information about religion (including religious dress and grooming practices and sincerely held religious belief, practice, or observance), for example as part of a request for an accommodation; pregnancy and childbirth information (for example, when you request FMLA leave or short-term disability); status as a victim of domestic violence, assault, or stalking (if you request time off or an accommodation as allowed under law).</p>
<p>Health and Safety Information</p>	<p>Such as your absence or leave records that contain health-related information (for example, information about pregnancy, illness, or other medical leaves of absence); information about your health as part of required occupational health screenings or related to a workplace injury; health information related to disability or other accommodation requests; health information related to COVID-19 symptoms, COVID-19 testing results, or COVID-19 vaccination status.</p>
<p>Financial Information</p>	<p>Such as banking details, tax information, payroll information, and withholdings.</p>
<p>Dependents or Other Individuals' Information</p>	<p>Such as their full name, address, date of birth, phone numbers, and social security numbers.</p>
<p>Educational and Professional Background</p>	<p>Such as your work history, academic and professional qualifications, certifications, language proficiency, other work-related skills, references, job application or resume, and interview notes.</p>
<p>Employment Details</p>	<p>Such as your job title, position, hire dates, compensation, and any other wage-related information; performance and disciplinary records; timekeeping records, including vacation and sick leave records; training records; personality assessment information.</p>
<p>Background Check</p>	<p>Such as your background check, education verification, employment verification, and/or drug testing results (where you have provided consent for</p>

Information	such screenings).
Benefits Administration Information	Such as your benefits enrollment information, including dependents' information you provide.
Career Planning Information	Such as your career interests, desired compensation and benefits, desired work location and willingness to relocate, family information you provide as it relates to your career goals or plans, hobbies, and interests.
Information Systems Information	Such as your search history, browsing history, interactions with our websites, login information, telephone records, IP addresses on Collin's information systems and networks, and other activity on Company networks and devices.
Biometric Information	Such as fingerprints on your work mobile device you setup.
Financial Account Access Information	For example, payment card information with CVV and other information as needed to purchase company merchandise from company store.
Geolocation Data	Such as your precise location associated with a tracking program or device on Company devices or vehicles.
Job Performance and Workplace Conduct	Such as performance evaluations, complaints, and employment investigations.
Documentations	Such as signed agreements, acknowledgments, and contracts
Audio, Visual, or Similar Information	Such as photographs (for example, for a project-specific security badge, your photo for our Human Resources Information System, or photos of you at company events), WebEx/Teams video and audio recordings, and video captured by our security systems.

Collins obtains the categories of personal information listed above from the following categories of sources:

- Directly from you. For example, in your application, from forms you complete for us, assessments you complete, surveys you submit, and any information you provide during the course of your relationship with us.
- Your spouse or dependent with respect to their own personal information.
- Internally generated, for example, the Company may include performance ratings, evaluations, hours worked, and other information about you.
- Prior employers, references, recruiters, and union affiliates.
- Third parties, such as background check companies, drug testing facilities, licensing and credentialing organizations, job references, business partners, staffing agencies, insurance companies.
- Automated technologies on the Company's electronic resources, for example, to track logins and activity across Company networks.
- Surveillance or recording technologies installed by the Company, for example, video surveillance in common areas of Company facilities, GPS technologies, voicemail technologies, webcams, audio recording technologies, and blue-tooth technologies, any of these with consent to the extent required by law.
- Government or administrative agencies, for example, law enforcement, public health authorities, Child Support Agencies, the California Department of Industrial Relations, and the Employment Development Department.

Purpose of Collecting Personal Information

- Comply with all applicable local, state, and federal laws, regulations and reporting obligations.
- Recruit and evaluate job applicants and candidates for employment.
- Obtain and verify background checks, drug testing, and employment references.
- To communicate with you regarding employment-related matters.
- Arrange business travel.
- Establishing eligibility to work in the United States.
- Manage your employment relationship with us, including for:
 - onboarding processes;
 - timekeeping, payroll, payment of wages, taxes, accounting audits, 1099 processing, and expense report administration;
 - employee benefits administration;
 - employee training and development requirements;
 - reaching your emergency contacts or other contacts in case of an emergency or other necessary circumstance;
 - workers' compensation claims management;
 - employee job performance, including goals and performance reviews, promotions, discipline, and termination; and
 - other human resources purposes
- Manage and monitor employee access to company facilities, equipment, and systems.
- Conduct internal audits and workplace investigations.
- Investigate and enforce compliance with and potential breaches of Collins policies and procedures.
- Maintain commercial insurance policies and coverages, including for workers' compensation and other

liability insurance.

- Providing reasonable accommodations; establishing the ability or skill to perform certain job duties.
- Perform workforce analytics, data analytics, and benchmarking.
- Administer and maintain Collins operations, including for safety purposes.
- For company marketing purposes.
- Exercise or defend the legal rights of Collins and its employees, affiliates, customers, contractors, and agents.
- Operate, manage, maintain, and accomplish the Company's purposes and objectives.

Disclosure of Personal Information

We may share your personal information for the business purposes described with the following parties:

- **Service Providers:** We may share your personal information with service providers, such as recruiters, pre-employment screening services, third-party benefits administrators, background check providers, and others similar service providers.
- **Governmental Authorities:** As required by law or legal process, we may share your personal information with local, federal, or state regulatory agencies, law enforcement, courts, and other governmental authorities.
- **Professional Advisors:** We may share your personal information with our professional advisors, such as auditors and law firms.
- Comply with civil, criminal, judicial, or regulatory inquiries, investigations, subpoenas, or summons.

Retention Records of Personal Information

We will retain information about you for as long as we have a legal or business purpose for it or a legal requirement to maintain it. The criteria used to determine our retention periods include:

- The length of time we have an ongoing relationship with you and the length of time thereafter during which we may have a legitimate need to reference your personal information to address issues that may arise.
- Whether there is a legal or ethical obligation to which we are subject (for example, certain laws require us to keep records for a certain period of time before we can delete them); or
- Whether retention is advisable in light of our legal position (such as in regard to applicable statutes of limitations, litigation, or regulatory investigations).

Your rights under the CCPA

You are given several rights, as discussed further below, regarding the personal information collected about you. However, there are several exceptions that may apply. These exceptions to the right to request access, correct, amend, and/or delete your personal information may include our right to maintain personal information of employees for business purposes and solely internal uses reasonably aligned with the expectations of the employee, as well as to comply with any legal obligations, including maintaining proper employee records or maintaining privilege or confidentiality of certain records, in compliance with applicable

U.S. and California labor laws and legal rights.

- Right to know the categories mentioned above and to request that we provide you with information about how we have handled your personal information in the 12 months preceding your request.
- Right to request that we delete the personal information collected from you (again, subject to certain exceptions, such as the business legality required to keep information).
- Right to opt out of the sale or sharing of your personal information. As mentioned above, we do not sell or share personal information for cross-context behavioral advertising purposes.
- Right to not be discriminated against for exercising your data subject rights. We will not discriminate against you for exercising your data subject rights.
- Right to request that we correct any inaccurate personal information we maintain about you.
- Right to limit the use of your personal information.

How to Contact Us

If you have any questions about this notice, the ways in which the Company collects and uses your personal information described in this privacy notice, your choices and rights regarding such use, your wish to exercise your rights under California law, or how to access this policy in another format, please contact Human Resources at HR@collinselectric.com or 209-466-3691.

Response Timing

We will respond to your request within 45 days of its receipt. If we require more time, we will inform you of the reason and extension period in writing. The response we provide will also explain the reasons we cannot comply with a request, if applicable.

Changes to this Privacy Notice

Collins reserves the right to amend this privacy notice at our discretion and at any time. When we make changes to this privacy notice, we will post the updated notice on the Company website. You should therefore return here regularly to view our most up-to-date notice.

Effective date: January 1, 2023