



# California Consumer Privacy Act Notice for New and Existing Employees and Contractor

Under the California Consumer Privacy Act (“CCPA”), Royal Electric Company (the “Company”) is required to notify you of the personal information we collect about you. We value your privacy and collect limited personal information about our employees on an as-needed basis for employment purposes.

This notice lists the categories of non-public personal information we may collect from you in the course of your employment, and the intended purpose for seeking this information. The exact type of information we collect depends on the nature of your work and the benefits to which you may be entitled, among other factors. If we change our purposes for collecting certain categories of information, or we request a new category of information not included in this list, we will let you know in writing. Of course, if you have any questions now or when we request information, please speak with your manager or Human Resources.

The table below lists the categories of personal information we may collect, and the Company’s intended use:

Category of Personal Information	Intended Use
Contact information (e.g., address, telephone numbers, email addresses); family and marital status, including names, addresses, and ages of dependents; insurance coverage and benefits elections	Administering employee benefits; emergency contact information; taxes; general communication purposes
Social security number	Determining eligibility to work in the U.S.; administration of employee benefits; payroll taxes
Driver’s license number and personal car insurance policy information	Establishing insurance coverage and checking safe driving records for employees who drive on Company business, determining qualifications for hiring, promotion, and transfer
Race, gender, date of birth, and other protected class information	Completing EEO surveys as required by law; enforcing Equal Opportunity policies; administering employee benefits; conducting voluntary diversity programs
Pre-employment data (e.g., work experience and educational history; letters of reference and contact information for personal and professional references)	Assessing qualifications for hiring, promotion, and transfer
Employee purchase and transaction history	Tracking employee purchases and discounts for accounting purposes



Category of Personal Information	Intended Use
Health and medical data (e.g., notes, certifications, or letters from healthcare providers regarding employee's ability to work or physical and mental restrictions)	Establishing eligibility for leaves of absence, providing reasonable accommodation, and determining employee physical and mental ability to perform certain job duties consistent with applicable law
Measurement of employee's body temperature	During the COVID-19 pandemic, the company may conduct body temperature screenings with employees to ensure the health and safety of those working at the site. Using CDC guidelines to establish body temperature thresholds, employees testing at a temperature above the threshold will be asked to return home. Royal will maintain all information about employee illness as a confidential medical record in compliance with ADA.
Background check reports compiled in-house or by third parties, including criminal history, reputation, character, personal characteristics, and inferences or compiled profiles regarding the same	Assessing qualifications for hiring, promotion, and transfer
Internet or other similar network activity	Ensuring security and appropriate use of the Company's systems and employee productivity
Emails, text messages, and other communications drafted or sent from Company email addresses, Company-owned electronic equipment or systems, or personal mobile devices used for Company business	Ensuring security and appropriate use of the Company's systems, performing internal Human Resources investigations, and reviewing employee performance
Biometric Information (e.g., fingerprints, face mapping or scanning; drug and alcohol screening results; height and weight; clothing size; blood pressure; BMI)	Complying with state, federal and local law regarding fingerprint or other identification measures for security clearances and other reasons as required by law; securing access to Company technology; determining qualifications for hiring, promotion, and transfer; investigating violations of the Company's Drug and Alcohol policy; administering Employee Wellness programs and incentives as permitted by law; providing personal protective equipment, uniforms, or other wearable gear and clothing



Category of Personal Information	Intended Use
Credit and financial information (e.g., credit score, credit history, records of bankruptcy, liens, bank account number and routing data)	Assessing qualifications for hiring, promotion, and transfer as permitted by law for certain positions and job duties; direct deposit of wages; processing wage garnishments
Performance evaluations and career or job-assessments (e.g., personality and aptitude test results and any associated profiles or inferences)	Assessing job performance and determining qualifications for hiring, promotion, and transfer
Non-public certifications and licenses	Assessing qualifications for hiring, promotion, and transfer

The Company will protect the privacy of information collected in accordance with applicable state, federal and local laws. If you have any questions about the use of your personal information or would like to receive this notice in a different format to accommodate a disability, please contact Human Resources.