

# CCPA NOTICE AT COLLECTION FOR CALIFORNIA EMPLOYEES AND APPLICANTS

Professional Plastics, Inc. (“ProPlas”) collects and uses your personal information, including sensitive personal information, for human resources, employment, benefits administration, health and safety, and business-related purposes and to be in legal compliance as listed in the chart below. We are committed to properly handling the personal information collected or processed in connection with your employment relationship with us.

We will not sell the personal information, including any sensitive personal information, we collect about our employees or applicants for employment or share it with third parties for cross-context behavioral advertising.

To view our full privacy policy, visit <https://www.professionalplastics.com/privacy>.

We may collect the personal information and sensitive personal information categories listed in the tables below. The tables also list, for each category, our expected retention period, and collection and use purposes.

PERSONAL INFORMATION CATEGORY	RETENTION PERIOD	BUSINESS PURPOSE
<p><b>Identifiers</b>, such as your full name, contact information, gender, date of birth, signature, Social Security number, driver’s license or state identification numbers, and similar information for your dependents and beneficiaries.</p>	<p>As required by federal/state law regarding personnel records but normally this is four years</p> <p>Identifiers collected through an application process are retained for four years</p>	<ul style="list-style-type: none"> <li>• Recruit and process employment applications, including verifying eligibility for employment and conducting background and related checks</li> <li>• Conduct employee onboarding</li> <li>• Maintain and administer payroll and employee benefit plans, including enrollment and claims handling</li> <li>• Maintain personnel records and complying with record retention requirements</li> <li>• Provide employees with human resources management services and employee data maintenance and support services</li> <li>• Communicate with employees and their emergency contacts and plan beneficiaries</li> <li>• Comply with applicable state and federal labor, employment, tax benefits, workers’ compensation, disability, equal employment opportunity, workplace safety, and related laws</li> <li>• Prevent unauthorized access to or use of the Company property, including information systems, electronic devices, network, and data</li> <li>• Ensure employee productivity and adherence to Company policies</li> <li>• Conduct internal audits and investigate complaints, grievances, and suspected violations of Firm policy</li> <li>• Respond to law enforcement requests and as required by applicable law or court order</li> <li>• Exercise or defend the legal rights of the Company and its employees and affiliates</li> </ul>
<p><b>California Customer Records employment and personal information</b>, such as your name, signature, Social Security number, physical characteristics or description, photograph, address, telephone number, passport number, driver’s license or state identification card number, insurance policy number, education, current employment, employment history, membership in professional organizations, licenses and certifications, bank account number, credit card number, debit card number, or any other financial, medical or health insurance information].</p>	<p>Same as Identifiers</p>	<ul style="list-style-type: none"> <li>• Same as Identifiers</li> </ul>

PERSONAL INFORMATION CATEGORY	RETENTION PERIOD	BUSINESS PURPOSE
<p><b>Protected classification characteristics under California or federal law</b>, such as age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, reproductive health decisionmaking, military and veteran status, or genetic information (including familial genetic information).]</p>	<p>Same as Identifiers</p>	<ul style="list-style-type: none"> <li>• Comply with federal and state equal employment opportunity laws</li> <li>• Design, implement, and promote the Company’s diversity and inclusion programs</li> <li>• Perform workforce analytics, data analytics, and benchmarking</li> <li>• Conduct internal audits, grievances, and suspected violations of Company policy</li> <li>• Exercise or defend the legal rights of the Company and its employees and affiliates</li> </ul>
<p><b>Internet or other similar network activity information</b>, including all activity on the Company’s information systems (such as internet browsing history, search history, intranet activity, email communications, social media postings, stored documents and emails, usernames, and passwords) and all activity on communications systems (such as phone calls, call logs, voicemails, text messages, chat logs, app use, mobile browsing and search history, mobile email communications, and other information regarding an employee’s use of company-issued devices).</p>	<p>Up to 10 years unless a pending legal hold exists</p>	<ul style="list-style-type: none"> <li>• Facilitate the efficient and secure use of Company information systems</li> <li>• Ensure compliance with Company information systems policies and procedures</li> <li>• Comply with applicable state and federal laws</li> <li>• Prevent unauthorized access to, use, or disclosure or removal of the Company’s property, records, data, and information</li> <li>• Enhance employee productivity</li> <li>• Conduct internal audits and investigate complaints, grievances, and suspected violations of Firm policy</li> <li>• Exercise or defend the legal rights of the Company and its employees</li> </ul>
<p><b>Professional or employment-related information</b>, such as employment application information (work history, academic and professional qualifications, educational records, references, and interview notes, background check, drug testing results, work authorization, performance and disciplinary records, salary, bonus, commission, and other similar compensation data, benefit plan enrollment, participation, and claims information, leave of absence information including religious, military and family obligations, health data concerning employee and their family members.)]</p>	<p>Same as Identifiers</p>	<ul style="list-style-type: none"> <li>• Same as Identifiers</li> </ul>

PERSONAL INFORMATION CATEGORY	RETENTION PERIOD	BUSINESS PURPOSE
<b>Non-public education information</b> , such as education records, degrees and vocational certifications obtained, report cards, and transcripts	Same as Identifiers	<ul style="list-style-type: none"> <li>Evaluate an individual's appropriateness for hire, or promotion or transfer to a new position at the Company</li> <li>Same as Identifiers</li> </ul>
<b>Inferences drawn from other personal information to create a profile or summary</b> , for example, an individual's preferences, abilities, aptitudes, and characteristics.]	Same as Identifiers	<ul style="list-style-type: none"> <li>Engage in human capital analytics, including to identify correlations about individuals and job success, analyze data to improve retention and productivity, and analyze employee preferences to inform human resources policies and procedures</li> <li>Conduct applicant reference checks to assist in hiring decisions</li> <li>Same as Identifiers</li> </ul>

Sensitive personal information is a subtype of personal information consisting of specific information categories. While we collect information that falls within the sensitive personal information categories listed in the table below, the CCPA does not treat this information as sensitive because we do not collect or use it to infer characteristics about a person.

SENSITIVE PERSONAL INFORMATION CATEGORY	RETENTION PERIOD	BUSINESS PURPOSE
<b>Government identifiers</b> , such as your Social Security number, driver's license, state identification card, and passport and visa information, and immigration status and documentation	Same as Identifiers	<ul style="list-style-type: none"> <li>Recruit and process employment applications, including verify eligibility for employment and conducting background and related checks</li> <li>Process and administer payroll and employee benefit plans, including enrollment and claims handling</li> <li>Maintain personnel records and comply with record retention requirements</li> <li>Provide employees with human resources management services and employee data maintenance and support services</li> <li>Communicate with employees and their emergency contacts and plan beneficiaries</li> <li>Comply with applicable state and federal labor, employment, tax benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws</li> <li>Prevent unauthorized access to or use of the Company property, including information systems, electronic devices, network, and data</li> <li>Respond to law enforcement requests and as required by applicable law or court order</li> </ul>
<b>Racial or ethnic origin</b>	Same as Identifiers	<ul style="list-style-type: none"> <li>Comply with federal and state equal employment opportunity laws</li> <li>Design, implement, and promote the Company's diversity and inclusion programs</li> <li>Perform workforce analytics, data analytics, and benchmarking</li> <li>Conduct internal audits and investigate complaints, grievances, and suspected violations of Company policy</li> </ul>
<b>Health information</b> , including job restrictions and workplace illness and injury information	As required by state and federal law regarding statute of limitations for workers' compensation claims	<ul style="list-style-type: none"> <li>Investigate and process workers' compensation claims</li> <li>Process health insurance claims</li> <li>Ensure equal access to retirement programs and fertility planning by same-sex spouses</li> <li>Ensure equal family leave policies and insurance</li> </ul>

If you have any questions about this Notice or need to access this Notice in an alternative format due to having a disability, please contact [hr@proplas.com](mailto:hr@proplas.com) (833) 795-0436.

July 18, 2023