

Pete's Road Service, Inc. CCPA Notice

This notice describes the categories of personal information collected by Pete's Road Service, Inc. and the purposes for which applicant and employee personal information may be used. We are providing this notice to you in accordance with the California Consumer Privacy Act.

Categories of Personal Information Collected	Purposes Personal Information is Used.
<p><u>Identifiers and contact information</u>, including names, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver's license or state identification numbers, bank account information, dependent and beneficiary information (names, dates of birth, Social Security numbers) and other similar contact information and identifiers.</p>	<ul style="list-style-type: none"> • Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding • Processing payroll and employee benefit plan and program administration including enrollment and claims handling • Maintaining personnel records and record retention requirements • Communicating with employees and/or employees' emergency contacts and plan beneficiaries • Complying with applicable state and federal labor, employment, tax, benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws • Investigating complaints, grievances, and suspected violations of company policy
<p><u>Protected classification information</u>. This category includes characteristics of protected classifications under California or federal law.</p>	<ul style="list-style-type: none"> • Complying with applicable state and federal Equal Employment Opportunity laws • Investigating complaints, grievances, and suspected violations of company policy
<p><u>Internet or other electronic network activity information</u>. This category includes without limitation:</p> <ul style="list-style-type: none"> • all activity on the company's information systems, such as internet browsing history activity, search history, intranet activity, email communications, social media postings, stored documents and emails, usernames and passwords and • all activity on communications systems including phone calls, call logs, voice mails, 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 	<ul style="list-style-type: none"> • Facilitate the efficient and secure use of the company's information systems • Ensure compliance with company information systems policies and procedures • Complying with applicable state and federal laws • Preventing unauthorized access to, use, or disclosure/removal of the company's property, records, data, and information • Enhance employee productivity • Investigating complaints, grievances, and suspected violations of company policy

<p><u>Geolocation data</u>. This category includes GPS location data from company-issued mobile devices and company-owned vehicles.</p>	<ul style="list-style-type: none"> • Improve safety of employees, customers and the public with regard to use of company property and equipment • Preventing unauthorized access, use, or loss of company property • Improve efficiency, logistics, and supply chain management • Ensuring employee productivity and adherence to the company's policies • Investigate complaints, grievances, and suspected violations of company policy
<p><u>Educational, professional and employment-related information</u>. This category includes without limitation:</p> <ul style="list-style-type: none"> • data submitted with employment applications including, employment history, employment recommendations, etc. • background check and criminal history; • work authorization • professional licenses • education history and educational degrees • fitness for duty data and reports (upon return from a medical leave of absence) • performance and disciplinary records • salary and bonus data • benefit plan enrollment, participation, and claims information • leave of absence information including religious and family obligations, physical and mental health data concerning employee and his or her family members 	<ul style="list-style-type: none"> • Collect and process employment applications, including confirming eligibility for employment, background and related checks, and onboarding • Employee benefit plan and program design and administration, including leave of absence administration • Maintaining personnel records and complying with record retention requirements • Communicating with employees and/or employees' emergency contacts and plan beneficiaries • Complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws • Preventing unauthorized access to or use of the company's property, including the company's information systems, electronic devices, network, and data • Ensuring employee productivity and adherence to the company's policies • Evaluating an individual's appropriateness for hire, a participation position at the company, or promotion to a new position. • Investigating complaints, grievances, and suspected violations of company policy

<u>Inferences drawn from the personal information in the categories above.</u>	<ul style="list-style-type: none">• Analyzing data to improve retention, and analyzing employee preferences to inform HR Policies, Programs and Procedures.
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To carry out the purposes outlined above, the company may share information with third parties, such as background check vendors, third-party human resources and information technology vendors, outside legal counsel, and state or federal governmental agencies. The company may add to the categories of personal information it collects and the purposes it uses it. In that case, the company will inform you.

If you have questions about the company's privacy policies and procedures or rights you may have concerning your personal information (including the right to correct, delete, opt out of sharing, or limit the use of it), you may call 1-800-343-7435 and speak to our Human Resources Department or send an email to jobs@petesrs.com.