



Notice of Collection of Personal Information for California Residents

To Applicants for Employment Positions or Independent Contractor Engagements

This Notice of Collection of Personal Information for California Residents explains how MiTek Inc. collects and uses your personal information for itself and its affiliates (collectively, “MiTek” or “we”) when you submit it to us by website, email, paper, or other method to apply for employment with MiTek or for work as an independent contractor. Note that, in most cases, we will supplement the information you provide with other personal information from third parties we select, such as background check providers, from third parties that you instruct or authorize to send information to us, and from publicly available information.

If you are a prospective employee, the categories of personal information listed below that we receive will be used to assess your suitability as a MiTek employee, to evaluate your qualifications for available or anticipated employment positions at MiTek, and for the purposes of complying with applicable laws. We may use that information to consider your eligibility for any available or anticipated employment positions at MiTek during that time and we may (but are not obligated to) retain the personal information you provide for up to three years.

If you are a prospective independent contractor, the categories of personal information listed below that we receive will be used to assess your suitability for available or anticipated engagements to perform work for MiTek as an independent contractor, and for the purposes of complying with applicable laws. We may (but are not obligated to) retain the personal information you provide for up to three years and we may use that information to consider your eligibility for any available or anticipated engagements to perform work for MiTek as an independent contractor during that time.

The categories of personal information we may collect and process (but only to the extent and in a manner that is consistent with applicable law) for the purposes set forth above are as follows:

Personal identifiers and demographics. MiTek collects personal identifiers (such as your name, contact information, Social Security number, driver’s license number, and passport number) and personal characteristics (such as your date of birth). Sensitive identifiers such as Social Security, passport, and driver’s license numbers may be collected when there is a need for

those identifiers (for example, to comply with immigration requirements or for the purposes of obtaining background checks).

Job preference information. We receive the information you submit about your job preferences (such as the job to which you apply, your compensation expectations, and your preferred start date).

Professional, employment, and education information. We collect professional and employment-related information (such as information in your cover letter and resume/CV and a list of skills) and education information (such as certifications, license, academic transcripts, and confirmations of attendance at an educational institution).

Health information. We may receive health-related information from you that is relevant to your application, such as when you provide information about your ability to perform certain job functions, the need for accommodations, or a disability.

Protected class information. We may receive protected class information from you as required or permitted by applicable law (such as race, gender, copies of citizenship and right to work information, and veteran status).

Communications. We receive any comments and messages you submit along with your job applications.

Background check and public records information. We may receive information contained in background check reports and in public government records (such as work history, credit history, criminal records, and court records), and we will obtain your prior consent when required pursuant to laws such as the Fair Credit Reporting Act.

Publicly available information. We may review publicly available social media pages and other public Internet postings, to the extent permissible under applicable law.

Signature Data. We collect your signature and related authentication details in connection with any documents you electronically or physically sign and provide to us. This information may be used to maintain the integrity of our processes, enforce rights, prevent fraud, and validate your identity.

Inferences. We may draw and maintain inferences from any of the above in the normal course of reviewing job applications.

Please note that application information may be collected by us directly through our website or by email, and/or application information may be collected on our behalf by our contracted third-party administrators.

In addition, please note that we automatically collect other categories of personal information when you use a MiTek website to submit your application to us. We use this information to provide and improve our website and job application processes, for anti-fraud purposes, and to create internal reports on website usage and activity, such as views of certain job postings. These additional categories may consist of:

Online identifiers. MiTek may collect your IP address and other online identifiers when you use MiTek

Website activity information. We may monitor and collect MiTek website activity information, such as website clicks, content and page views, and the website a given visitor visited prior to our website.

If you have any questions concerning the above, please contact us at jwise@mii.com.

1. Introduction

MiTek Inc., which handles centralized human resources functions and your employing entity (if different than MiTek Inc.) (together, “MiTek” or “we”), are committed to safeguarding the privacy of the personal information that we gather concerning our employees (“you” or “employees”) for management, tax, health, IT management, human resources, payroll, legal, and security purposes.

2. The Application of this Notice

This Notice of Collection for California Employees (“Notice”) applies to California employee personal information and to the management of that personal information in any form, electronic or paper.

3. The Personal Information We Collect and How We Use It

3.1 Sources

We collect personal information from and about you as relevant for the purposes listed below. In some cases, we collect personal information about you from third parties, such as background check providers, from third parties that you instruct or authorize to send information to us, and from publicly available sources.

3.2 Data Collected and Associated Purposes

The types of personal information that we process may vary by jurisdiction based on applicable law and the nature of the employee’s position and duties.

We collect and use personal information concerning you in connection with your employment, for our administrative, benefits, and business operations, to meet legal requirements, and to protect you, others, and MiTek.

The categories of personal information we collect and process (but only to the extent and in a manner that is consistent with applicable law), and associated purposes, are as follows:

Personal identifiers and details. We collect personal identifiers associated with you and others including your family, dependents, references, and beneficiaries (such as your or their name, contact information, Social Security number, driver’s license number, taxpayer id, passport number, emergency contacts, or insurance number) and relevant personal details (such as your or their date of birth or marital status, and judicial data (including information concerning the commission or alleged commission of a criminal offense)). In some instances, we may also create a personal identifier for you, such as an employee number. We use this information to

process payroll, maintain employment records, report and pay taxes and other withholdings and garnishments, manage benefits, facilitate business travel, contact for emergency or other purposes, administer benefits, interact with unions (if applicable), carry out performance reviews and evaluations, perform risk management activities (including background checks), implement and track safety efforts, respond to workers compensation claims, comply with our legal and contractual obligations, and otherwise as part of typical employment-related activities.

Financial information. We collect financial information (such as your bank account number or payment card number) to make payroll and other payments to you or to facilitate business travel.

Compensation, benefits, withholdings, and garnishment information. We collect and create information associated with your compensation, benefits (including beneficiaries), withholdings, garnishments, pensions, vacation entitlement and requests, reimbursable expenses, employee and dependent benefit plan participation details, child support and debt obligations, sick pay, insurance, salary history, and similar information. We use this information to process payroll, report and pay taxes and other withholdings and garnishments, manage benefits, interact with unions (if applicable), comply with legal obligations, and otherwise as part of typical employment-related activities.

Work performance information. We collect and create information associated with your work performance (such as your time and attendance records, performance appraisals, feedback, safety records, driving and government transportation records, drug and alcohol test records, disciplinary and grievance actions, letters of appreciation and commendation, date of and reason for resignation or termination, records of work absences, and salary expectations) to carry out performance reviews and evaluations, develop and monitor training, perform risk management activities, administer employee recognition programs, implement and track safety efforts, comply with our legal and contractual obligations, administer termination of employment and provide and maintain references, and otherwise as part of typical employment-related activities.

Protected class or sensitive personal information. We may collect protected class information as required or permitted by applicable law (such as racial or ethnic origin, nationality, gender identity, disability status, copies of citizenship and right to work information, political opinions, religious beliefs or other beliefs of a similar nature, sexual orientation, and protected veteran status) to report to regulators and to measure our

Physical characteristics. We may collect information about your characteristics (e.g., height, weight, physical limitations, clothing size, and photographs) for work-related equipment, furniture, or furnishings, clothing items, or safety-related purposes.

Biometric information. We may collect and use your biometric information (such as your fingerprints) for the purpose of controlling access to MiTek computer systems, computing devices, and physical MiTek or job-site locations. Biometric information may be used for identity verification and authentication, security, and fraud detection and prevention.

Geo-location information. We may automatically monitor your location information electronically when you are working on-site or are in a vehicle owned or leased by MiTek. For example, we may track badge access to our facilities and worker locations when workers are on duty. We collect this information for safety and security purposes, and otherwise for typical workplace and facilities access monitoring.

Claims and medical reports information. We may collect and create information associated with claims (such as workers compensation claims and unemployment claims), including related medical reports. We collect this information to investigate, process and respond to such claims, administer the workers compensation program, perform risk management activities, implement and track safety efforts, develop training, provide required information to unions (if applicable), and comply with our legal and contractual obligations.

Health information. We may receive health-related information when you are involved in an incident or injury, or when you provide it to us (such as when you request a leave of absence, provide us with information about accommodations or limitations, or through health screening or certifications). We use health-related information to implement and track safety efforts, maintain sickness records, maintain occupational health programs, assign staffing, and otherwise as part of typical employment-related activities. Note that any health information generated or maintained in connection with our benefit plan in the U.S. is handled separately and is subject to policies and procedures designed to comply with the U.S. Health Insurance Portability and Accountability Act.

Professional, employment, and education information. We may maintain personal information that you submitted in connection with a job application and related information updated through your employment with us. Such information includes professional and employment-related information (such as membership in a union, title, resume/CV, compensation information, skills, background check results, date of hire, date(s) of promotion, work history, training courses attended, and vehicle

registration) and education information (such as academic transcripts, professional and work-related certifications, language capabilities, and educational background). We may use this information to assess your qualifications for certain positions and opportunities, develop or recommend training programs, comply with legal and contractual obligations, and otherwise as part of typical employment-related activities.

Audio and visual information. We may monitor and collect activity and communications made through MiTek devices and communications systems (such as our telephone and email systems) and monitor and record video taken by security cameras. We use such information for training, quality assurance, information, facility, and system security, fraud, compliance with company policies, compliance with legal obligations, and other potential criminal activity detection and prevention, and for protecting the safety, rights, and property of MiTek, you, and others.

Survey responses. We may send surveys and otherwise solicit information from you and other employees to help us improve our business, including our processes, culture, and operations.

Internet or other electronic network activity information. We monitor and collect Internet and other network activity information (such as website, application, and file use) of MiTek computer systems and computing devices. In addition, we may collect your IP address and other online identifiers when you use MiTek devices, systems, websites, and other tools and services. We collect this information for identity verification and authentication, information and system security, fraud and other potential criminal activity detection and prevention, and performance monitoring. We monitor Internet use and communications in accordance with the MiTek Information Security Policy and related Acceptable Use Policies as provided to personnel from time to time.

Policy Agreement Records. We may collect records associated with your acknowledgment and agreement to our policies and procedures and other legal documents.

Signature Data. We collect your signature and related authentication details in connection with any documents you electronically or physically sign and provide to MiTek. This information may be used to maintain the integrity of our processes, enforce rights, prevent fraud, and validate your identity.

Inferences. We may draw inferences from any of the above categories in connection with the purposes stated as to such categories.