

CTS CEMENT MANUFACTURING CORPORATION CALIFORNIA JOB APPLICANT FURTHER NOTICE & PRIVACY POLICY

Effective Date: January 1, 2023

Last Reviewed and Updated: February 9, 2023

This California Job Applicant Further Notice and Privacy Policy (“Privacy Policy”) describes how CTS Cement Manufacturing Corporation (“CTS”) and its subsidiaries, affiliates, and related entities (collectively, “CTS”, “we”, or “us”) collect and process personal information about its job applicants residing in California. This Privacy Policy supplements the CTS Employee Handbook and related written policies and procedures and may be updated from time to time.

If you are a resident of California, you have the right under the California Consumer Privacy Act (“CCPA”), as amended by the California Privacy Rights Act, to receive notice of the categories of personal information we collect, the purpose for which those categories of personal information will be used, and how we determine the length of time for which the personal information is maintained. You are also entitled to receive notice regarding your rights under the CCPA. To the extent that we collect personal information relating to you in your capacity as an applicant for employment with CTS, which is subject to the CCPA, that information and our practices are described below.

If you become employed by us, please refer to the CTS Employee Handbook and other CTS policies for information about our privacy practices related to workforce members. If you use our websites or mobile applications, or utilize any CTS service in your personal capacity, the CTS Cement Manufacturing Corporation California Employee Privacy Policy applies. This notice does not constitute or form part of any contract with you.

1. What Information CTS Collects

We may collect, store, and process some or all of the personal information listed below for the purposes listed in this Policy and have done so within the last 12 (twelve) months. The California Consumer Privacy Act (“CCPA”) provides specific categories, which are listed in the column on the right. Some personal information may fit in or overlap with several statutory categories.

Category	Examples of Information Collected	California Consumer Privacy Act Categories
Personal Details	A real name, alias, signature, physical characteristics or description, home address and phone number, cell phone number, personal email address, online identifier, account name, date of birth, age, marital status, government identifiers (e.g., Social Security number, passport or state driver's license or ID number),	<ul style="list-style-type: none">• Identifiers• Personal information listed in the California Consumer Records Statute (Cal. Civ. Code §1798.80(e))• Protected classification

	photographs, bank account numbers and other details, emergency contact and beneficiary information, medical information or health insurance information, nationality, citizenship, religion or creed, medical condition(s), physical or mental disability, sex, race, color, ancestry, gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions, sexual orientation, veteran or military status, genetic information, profile reflecting a person’s characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities and aptitudes	<p>characteristics under California or federal law</p> <ul style="list-style-type: none"> • Inferences drawn from other information • Sensitive Personal Information
Recruitment Data and Professional Qualifications	Job application materials, such as resumes and cover letters, background check and drug test results, current or past employment history, education history, certifications and licenses held, education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts and class lists	<ul style="list-style-type: none"> • Professional or employment-related information • Non-public educational information
Audio and visual information	Video taken by security cameras if you enter a CTS location or office (for example, for an interview)	<ul style="list-style-type: none"> • Sensory Data

We also collect any other personal information you elect to provide to CTS.

We do not collect the following categories listed in the CCPA: Commercial Information; Biometric Information; Internet or other similar network activity; Geolocation data.

2. How CTS Collects Your Information

- Directly from you during recruitment and the hiring process (e.g., the resume and cover letter you submitted or was submitted to CTS on your behalf, the application form you complete, notes taken during interviews, completion of tests or surveys), as well as from specific third-party sources, such as references, pre-employment drug tests and background checks;
- From third parties, when you authorize such parties to submit information on your behalf (e.g., recruiters) or authorize us to collect information (e.g., references and

background checks). If you submit an application through third-party job posting services, please be advised that we do not control the privacy practices of these services. Please review the privacy notices posted by those services carefully prior to providing application information;

- Completed by us, when we review your job application or interview you;
- Automatically, when you physically enter a CTS location or office (including video monitoring of CTS facilities).

3. How CTS Uses Your Information

We use your information for the following business purposes:

- To conduct our hiring process. We use your information to evaluate your qualifications for the job you applied for or future jobs that may match your qualifications, and to communicate with you regarding your job application or other inquiries and requests.
- To evaluate the effectiveness of our hiring practices. We may use your information to support our efforts to create and maintain a diverse workforce or otherwise analyze our practices.
- To comply with legal and regulatory obligations. We may process your information to comply with our regulatory requirements or in connection with inquiries from regulators, law enforcement agencies, or parties involved in litigation, in each case anywhere in the world.
- As necessary to maintain in the health, safety, and security of our workforce and the workplace, and to safeguard CTS's assets, interests, and legal rights.

4. How CTS Shares Your Information

We may disclose your information to one or more of the following:

- *Service Providers.* All categories of personal information may be disclosed to service providers that we believe need the information to perform a technology, business, operational, or other professional function. This includes service providers who assist with workforce management, such as payroll, recruiting and onboarding assistance, and travel services, as well as service providers who require certain employee information in order to provide services to the company, such as suppliers of IT services, maintenance and hosting of our websites, accounting, auditing, and tax services, and other professional services.
- *Affiliates.* We may share information with other entities in our corporate family for purposes consistent with this Privacy Notice.

- *Legal.* We share information where necessary to comply with applicable law, to respond to requests from law enforcement agencies or other government authorities or third parties, as permitted by law without your consent when necessary to protect our customers, employees, or property; to report, investigate, or prevent illegal activities; in emergency situations; or to enforce our rights under our terms of service and policies.

If CTS or any of its assets are acquired by, merged with, or assigned/transferred to another company, we may share your personal information with that company or third parties involved in the business transaction.

The law also requires us to list the categories of third parties to whom we “sell” personal information. Under the CCPA, a business “sells” personal information when it discloses personal information to a company for monetary or other benefit. We do not sell personal information relating to job applicants.

5. Retention of Personal Information

CTS uses the following criteria to determine the length of time for which we retain job applicant personal information:

- The business purposes for which the information is used, and the length of time for which the information is required to achieve those purposes;
- Whether we are required to retain the information in order to comply with legal obligations or contractual commitments, to defend against potential legal claims, or as necessary to investigate theft or other activities potentially in violation of CTS’s policies and procedures applicable to you or against the law, to ensure a secure online environment, or to protect health and safety;
- The privacy impact on workforce members of ongoing retention; and
- The manner in which information is maintained and flows through our systems, and how best to manage the lifecycle of information in light of the volume and complexity of the systems in our infrastructure.

Individual pieces of personal information may exist in different systems that are used for different business or legal purposes. A different maximum retention period may apply to each use of the personal information. Certain individual pieces of information may also be stored in combination with other individual pieces of information, and the maximum retention period may be determined by the purpose for which that information is used. Routine system backup procedures are also implemented in order to protect/preserve business continuity and records containing personal information may be archived for such purposes.

All criteria are applied similarly to all categories listed above. If you receive and accept an offer of employment, we may retain your application materials as part of your employee records.

6. Security

CTS uses physical, technical, and administrative measures designed to protect the information we collect. Unfortunately, no data transmission or storage system is guaranteed to be secure, and CTS makes no specific representation or commitment regarding the security of your Personal Information, except as otherwise required by law.

7. Your Rights Under the CCPA

You have the right to request access to personal information collected about you and information regarding the source of that personal information, the purposes for which we collect it, and the third parties and service providers with whom we share it. You also have the right to request we correct inaccurate information, and to request in certain circumstances that we delete personal information that we have collected directly from you. You have the right to be free from discrimination based on your exercise of your CCPA rights.

How to Submit a Request

You may submit a request to exercise your rights to know/access, correct, or delete your Personal Information through one of two means:

- By emailing us at consumerprivacy@ctscement.com
- By calling us at 866-501-3300

Upon submission of your request, we will contact you (via the email address provided in your request) with instructions on how to verify the request, after which we will check our records for matching information and aim to complete requests as soon as reasonably practicable and consistent with applicable law.

We may have a reason under the law why we do not have to comply with your request, or why we may have to comply with it in a more limited way than you anticipated. If we do, we will explain that to you in our response.

You have the right to opt out of the sale or sharing of your personal information. However, CTS does not sell or share personal information relating to our workforce members.

You have the right to request, in certain circumstances, that we limit the processing of your sensitive personal information. However, CTS limits its processing of sensitive personal information relating to job applicants to purposes permitted under California law and processes such information only as reasonably necessary and proportionate for those purposes. CTS does not use sensitive personal information relating to job applicants for the purpose of inferring characteristics on or about an individual other than as required by law. Thus, CTS does not offer an option to limit further processing of sensitive personal information.

You may authorize another individual or a business registered with the California Secretary of State (called an authorized agent) to make requests on your behalf through the methods described in this Privacy Notice.

8. Changes

CTS may change this Privacy Policy at any time in its sole discretion. You can determine when the Policy was last updated by checking the effective date on the cover of this Privacy Policy.