

## **California Consumer Protection Act Notice for Job Applicants Residing in California**

In compliance with the California Consumer Privacy Act (CCPA), as amended by the California Privacy Rights Act, collectively California Privacy Laws, Athena Engineering, Inc. (Athena Engineering) is providing you with this Notice for Job Applicants (“Notice”) to inform you about:

1. The categories and types of Personal Information Littler collects about applicants who reside in California;
2. The purposes for which Athena Engineering uses your Personal Information;
3. Sources of Your Personal Information;
4. How We May Disclose Your Personal Information; and
5. Retention Period.

“Personal Information” is information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular applicant.

Alternative formats of this Notice are available to individuals with a disability. Please contact Human Resources at [hr@athenaengineering.com](mailto:hr@athenaengineering.com) for resources.

### **Personal Information We Collect**

In the course of applying for a position with Athena Engineering, we may collect the following categories and types of Personal Information. This information may be used for the following identified purposes during the application process, prior to onboarding as an employee:

| <b>Category</b>   | <b>Personal Information</b>   | <b>Purposes</b>  |
|---|---|--|
| <b>Identifiers and Professional or Employment-Related Information</b> | <p><b>Identifiers:</b> real name, nickname or alias, postal address, telephone number, e-mail address, signature, and online identifier.</p> <p><b>Professional or Employment Related Information:</b> membership in professional organizations, professional certifications, licensure information, writing samples, and employment history.</p> | <p><b>Recruiting:</b></p> <ul style="list-style-type: none"><li>• To evaluate applicants’ qualifications for employment with Athena Engineering.</li><li>• To communicate with applicants.</li><li>• To arrange and manage Athena Engineering sponsored job fair and recruiting events.</li><li>• To create a talent pool for future job openings.</li><li>• For recordkeeping purposes.</li><li>• To demonstrate applicants’ agreement to, or acceptance of documents presented to them (e.g. pre-employment arbitration, acknowledgment of</li></ul> |

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|  |   | <p>employment application, offer letter).</p> <ul style="list-style-type: none"> <li>• To evaluate and improve the recruiting process.</li> </ul>  |
| <b>Protected Classifications under California or Federal Law</b><br><br>* Athena Engineering collects this category of Personal Information on a purely voluntary basis, except where collection is required by law, and uses the information only in compliance with applicable laws and regulations. | Race, age, national origin, disability, sex, and veteran status   | <p>As necessary to comply with legal obligations, including: the reporting requirements of the federal Equal Employment Opportunity Act (EEOC), the federal Office of Contracting Compliance Programs (applicable to government contractors), and California's Fair Employment and Housing Act.</p> <p>Athena Engineering also uses this Personal Information for the following purposes:</p> <ul style="list-style-type: none"> <li>• to report on diversity and inclusion.</li> <li>• With respect to disability and/or medical condition, as necessary, to comply with Federal and California law related to accommodation</li> </ul> |
| <b>Commercial Information</b>  | Products and services related to food, lodging and transportation.  | <ul style="list-style-type: none"> <li>• Reimbursement of expenses related to applicant interview travel and lodging.</li> </ul>   |
| <b>Sensory or Surveillance Data</b>  | Footage from video surveillance cameras, voicemail recordings   | <ul style="list-style-type: none"> <li>• To protect the safety and security of Athena Engineering's facilities and personnel through video surveillance.</li> <li>• To communicate and receive messages with applicants.</li> </ul>  |
| <b>Education Information</b>   | Academic transcripts  | <ul style="list-style-type: none"> <li>• To evaluate applicants' qualifications for employment with Athena Engineering.</li> <li>• Pre-employment background checks.</li> </ul>  |
| <b>Profile Data</b>  | <p>Inferences drawn from Personal Information to create a profile about an applicant reflecting applicant's:</p> <ul style="list-style-type: none"> <li>• Intelligence</li> <li>• Abilities</li> <li>• Aptitudes</li> </ul> | <ul style="list-style-type: none"> <li>• To evaluate applicants' qualifications for employment with Athena Engineering.</li> </ul>   |

## Other Purposes Potentially Applicable to Any Categories of Personal Information Listed Above

Athena Engineering may also use applicants' Personal Information to facilitate administrative functions, information technology operations, and corporate transactions, and for legal reasons. These functions may include:

- To manage litigation and other legal disputes and inquiries involving Athena Engineering, and to meet legal and regulatory requirements;
- In connection with a corporate transaction, sale, or assignment of assets, merger, divestiture, or other changes of control or financial status of Athena Engineering or any of its subsidiaries or affiliates; and
- To manage licenses, permits and authorizations applicable to Athena Engineering's business operations.
- To administer Athena Engineering's ethics hotline
- **Photograph and physical description:** for security and internal identification purposes
- **Medical information:** (a) for occupational health and safety compliance and record-keeping; and (b) to respond to an applicant's medical emergency.

## Information Provided About Other Individuals

If you provide us with Personal Information of a reference or any other individual as a part of your application, it is your responsibility to inform them of this Notice and obtain consent from that individual prior to providing the information to Athena Engineering.

## Sources of Your Personal Information

During the application process, Athena Engineering may collect Personal Information about you from the following sources:

- **You**, for example, in your job application, forms you fill out for us, assessments you complete, surveys you complete, and any information you provide us during the course of your application and interview process.
- **Vendors and service providers**, for example, recruiters.
- **Third parties**, for example, job references, affiliated companies, professional employer organizations or staffing agencies.
- **Public internet sources**, for example, social media, job boards, public profiles, and other public online sources
- **Public records**, for example, court records, and credentialing and licensing organizations.
- **Automated technologies** on Athena Engineering's electronic resources, for example, to track logins and activity on Athena Engineering's careers page or BambooHR HRIS.
- **Surveillance/recording technologies installed by Athena Engineering**, for example, video surveillance in common areas of Athena Engineering facilities, voicemail technologies, webcams, and audio/video recording technologies with consent to the extent required by law
- **Government or administrative agencies**, for example, law enforcement or public health

authorities.

## How We May Disclose Your Personal Information

From time-to-time, Athena Engineering may have legitimate business need to disclose your personal information for one of the businesses purposes listed above. Athena Engineering may disclose your personal information to the following:

- **Service providers and contractors:** Athena Engineering discloses your personal information to service providers and subcontractors for the purposes above to assist us in our recruiting efforts and in meeting our business needs and legal obligations
- **Government or administrative agencies:** These may include, for example:
  - Equal Employment Opportunity Commission as required for reporting.
  - California Department of Fair Employment and Housing as required to response to employment claims and charges.
  - Law enforcement in the event of criminal investigations.
- **Required Disclosures:** We may be required to disclose personal information in a court proceeding, in response to a court order, subpoena, civil discovery request, other legal process, or as otherwise required by law.
- **Legal Compliance and Protections:** We may disclose personal information when we believe disclosure is necessary to comply with the law or to protect the rights, property, or safety of Athena Engineering, our users, or others.

Athena Engineering has not sold or shared Personal Information as defined or contemplated by the California Privacy Laws.

## Retention Period

Athena Engineering will retain Personal Information for the period necessary to fulfill the purposes outlined in this Notice and in accordance with our Records Retention Schedule unless a longer retention period is required or permitted by law. Please note, the information collected about you during the job application process may become part of your personnel file and may be used to administer the employment relationship and for related reporting and recordkeeping purposes should you be hired by Athena Engineering.

## Changes to this Notice

As required by California Privacy Laws, Athena Engineering will review and revise this Notice on an annual basis. Updates to this Notice will be posted on [Athena Engineering's job applicant site](#).