

Marvin Lumber and Cedar Company HR Privacy Policy

Marvin Lumber and Cedar Co., ("Company", "we" and "us") and its subsidiaries and affiliates are committed to protecting the privacy and security of your personal information while you are an employee, after your employment ends and while you are a job applicant. This Privacy Notice applies to employees, former employees and job applicants who are residents of California. It also applies to personal information we collect from you regarding the emergency contacts and beneficiaries of employees. You represent and warrant that you have permission to provide such information to us.

We are committed to complying with the California Consumer Privacy Act of 2018 (CCPA) as amended by the California Privacy Rights Act of 2020 (CPRA) and all applicable data privacy laws in the jurisdictions in which we have employees.

Your Rights

The California Consumer Privacy Act ("CCPA") grants State of California residents the following rights, to:

- 1) Know what personal information is being collected about you;
- 2) Know whether your personal information is sold or disclosed and to whom;
- 3) Say no to the sale of your personal information;
- 4) Access your personal information;
- 5) Have your personal information deleted;
- 6) Have your personal information corrected or updated; and
- 7) Have the right to equal service and price, even if you exercise your privacy rights under this law.

In addition, you may object to processing of your personal information, ask us to restrict processing of your personal information, ask us to limit the processing of Sensitive Personal Information, or request portability of your personal information. You can exercise these rights by contacting us using the contact details provided at the end of this Privacy Notice.

If we have collected and process your personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, and it will not affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.

You may complain to a data protection authority about our collection and use of your personal information. For more information, please contact your local data protection authority.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

Categories of Personal Information We Collect

We collect information that identifies you, your household or your device or is reasonably capable of being connected with or linked to you, your household, or your device ("Personal Information"). Personal information does not include public information available from government records, de-identified or aggregated information or information that is protected by certain laws such as HIPAA for health-related information and the Gramm-Leach Bliley Act (GLBA) for certain financial information.

We collect the following categories of Personal Information:

- Identifiers
 - First, middle, and last name
 - Preferred Name
 - Employee photos for identification badges and system profiles
 - Email address
 - Mailing address
 - Phone number
 - Birth date
 - Social Security Number
 - Driver's license Number
 - Passport and other government identification numbers
 - Emergency contact information including relationship to employee
 - Marital status
 - Dependent and beneficiary information
- Personal Information Listed in the California Customer Records Statute
 - The above identifiers
 - Account information for payroll, reimbursement and benefits processing
 - Employment and employment history information
- Characteristics of Protected Classifications
 - Age and gender
 - Voluntary self-disclosure information regarding minority, veteran and disability status
 - Dependent and beneficiary information
 - Ethnic origin
 - Disability
- Commercial Information
 - Financial data such as banking details, tax information, withholdings, salary, benefits, expenses, company allowances, stock and equity grants
- Biometric Information
 - Not applicable
- Internet or Other Electronic Network Activity Information
 - Cookies
 - Domain name

- Browser type
 - Operating system
 - Usage data
 - IP address
 - Search and browsing histories
 - Login information
 - Mobile device data
 - Log files
 - Data collected through staff monitoring
- Geolocation Data
 - Information that tells us from where you access our website if you are applying for a job or working remotely
- Audio/Image Data
 - Photographs and video other images used for workplace initiatives
 - Audio recordings used for workplace initiatives, voice mail services, recording of teleconferences, etc.
- Sensory Data
 - Not-collected
- Professional or Employment-Related Information
 - Résumé/CV
 - Job title and duties
 - Immigration and work authorization status
 - Tax withholding information
 - Dependent and beneficiary information
 - Pay information such as pay rate, and payroll deduction information
 - Leave of absence information
 - Other information necessary to administer benefits
 - Performance management information such as employment status (full-time or part-time, regular or temporary), work schedule, job assignments, hours worked, business travel information, accomplishments and awards, training and development information, performance evaluation information, discipline and counseling information, and employment termination information
 - Health and safety information such as health conditions, job restrictions, drug testing information, workplace accident and illness information, and health insurance information
 - Employment history
 - Criminal history
 - Driver's record and license information
- Non-public Education Information
 - Educational information relevant to hiring qualifications
- Inferences Drawn from Other Personal Information

- Performance management information derived from other information above.
- Sensitive Personal Information
- - Social security number
 - State or Federal identification numbers
 - Racial or ethnic origin
 - Religious beliefs
 - Health information
 - Personal hardship information

As a general rule, we try limit the Sensitive Personal Information we collect about you. However, there are circumstances, we need to collect, or request on a voluntary disclosure basis, some types of Sensitive Personal Information for legitimate employment-related purposes: for example, without limitation, for tax purposes and to comply with other legal and regulatory requirements; for the purposes of equal opportunities monitoring, to comply with anti-discrimination laws and for government reporting obligations; or to provide work-related accommodations, health, insurance, and other benefits to you and your dependents, or to manage absences from work and workers' compensation claims.

Categories of Sources of Personal Information

We collect information from the following categories of sources:

- Directly from you. For example, when you provide information to us when applying for a job or using our employee on-boarding processes. We also collect information about dependents and beneficiaries directly from you.
- From third parties. For example, we collect certain identifiers and employment related information from recruiters and companies that we use to perform background checks. We may collect information about training and development from training providers and information about taxes from relevant authorities and payroll/accountancy partners.

How We Use Your Personal Information

- We use all of the above information to onboard new employees, comply with applicable laws, comply with government requests for information, meet our contractual obligations and to initiate or respond to legal claims.
- We use Identifiers, Personal Information Listed in the California Customer Records Statute, Characteristics of Protected Classifications, Internet or Other Electronic Network

Activity Information, Geolocation Data, Professional or Employment-Related Information, and Inferences Drawn from Other Personal Information to perform human resource functions, manage your employment and administer benefits.

- We use Identifiers, Personal Information Listed in the California Customer Records Statute, Commercial Information such as account information, and Professional or Employment Related Information to administer payroll, reimbursements and benefits.
- We use Characteristics of Protected Classifications to and to comply with applicable laws.
- We use Professional or Employment-Related Information such as health and safety Information to maintain a safe workplace, assess your working capacity, administer health and Workers' Compensation insurance programs, and to comply with applicable laws.
- We use Internet or Other Electronic Network Information to protect Company, customer, and employee property, equipment and confidential information; monitor employee performance; and enforce Company's electronic communications and acceptable use policies.

How We Share Your Personal Information

We share information in each of the above categories as follows:

- All categories of information
 - We will share information in all of the above categories if our company is sold or we engage in a merger or other such transaction.
 - We will share information in all of the above categories of information in connection with a law enforcement request that is compliant with the California Electronic Communications Privacy Act.
 - We may share information with our affiliates or subsidiaries depending on the position.
 - We share this information with service providers who use that information only to provide services to us such as sending postal mail or email, processing job applications, administering benefits, recruiting, background checks, administering HR and payroll services and processing data.
- Identifiers, Personal Information Listed in the California Customer Records Statute, Internet or Other Electronic Network Activity Information, Geolocation Data, and Professional or Employment-Related Information
 - We share some of this information with our security service providers to protect our property, equipment and people.

How Long We Retain Your Personal Information

Personal information will be stored in accordance with applicable laws and kept as long as needed to carry out the purposes described in this Privacy Notice or as otherwise required by applicable law.

Updates to this Privacy Notice

This Privacy Notice may be updated periodically to reflect any necessary changes in our privacy practices. In such cases, if the changes are material, we will inform you via email and by posting on our intranet. Whenever we update the Privacy Notice we will indicate at the top of the Privacy Notice when it was most recently updated. We will post updates to this notice for job applications on the portion of our website listing open positions.

Who Do I Contact for More Information?

If you have any questions or concerns regarding this Privacy Notice or the collection of your personal information, please contact:

CAprivacy@marvin.com