



Privacy Notice to California Employees, Emergency Contacts, and Beneficiaries Regarding the Collection of Personal Information

Warehouse Specialists, LLC and its affiliates (the “Company”) are committed to protecting the privacy and security of personal information of its employees and their emergency contacts and beneficiaries. The Company complies with the California Privacy Rights Act (CPRA”) and all data privacy and laws in the jurisdictions in which it recruits and hires employees.

We collect only the personal information that is reasonably necessary and proportionate to achieve our purposes. **We do not:**

- **sell your personal information;**
- **share or disclose your personal information to third parties other than the entities or service providers listed below;**
- **share or disclose your sensitive information to third parties for purposes other than those permitted by the CPRA;**
- **sell or share the personal information of consumers under 16 years of age; or**
- **permit third parties to collect your personal information on our behalf other than our service providers listed below.**

Employees, emergency contacts and beneficiaries with disabilities may access this notice in an alternative format by contacting us at 920.830.5000.

PERSONAL DATA COLLECTED AND HOW WE COLLECT, USE, AND RETAIN IT

A. EMPLOYEES

CATEGORIES OF PERSONAL INFORMATION WE COLLECT	PURPOSES FOR COLLECTING THE PERSONAL INFORMATION	RETENTION PERIOD FOR THE PERSONAL INFORMATION	CATEGORIES OF ENTITIES WITH WHOM WE SHARE THE PERSONAL INFORMATION
<u>Identifiers</u> such as a real name, alias, postal address, unique personal identifier, email address, account name, social security	Manage our employment relationship with you, comply with our legal and contractual requirements, and to establish, exercise	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our	Company human resources, management, and IT personnel; applicable government agencies; and our human

number, driver's license number, passport number, or other similar identifiers.	our legal and contractual rights.	employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.	resources service providers.
<u>Protected categories</u> such as race, national origin, sex (including pregnancy, childbirth, and related medical conditions), disability, age, citizenship status, marital status, medical condition, military or veteran status, and assault, or stalking.	Manage our employment relationship with you, comply with our legal and contractual requirements; establish, exercise our legal and contractual rights; and implement the Company's diversity, equality, and inclusion programs.	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.	Company human resources, management, and IT personnel; applicable government agencies; and our human resources service providers.
<u>Sensitive Personal Information</u> , such as social security number; driver's license number; state identification card number; passport number; account log-in; financial account; debit card number, in combination with any required security or access code, password, or credentials allowing access to an account; precise geolocation; racial or ethnic origin; union membership; contents of an individual's	Manage our employment relationship with you, verify your identity; comply with our legal and contractual requirements; establish, exercise our legal and contractual rights; and implement the Company's diversity, equality, and inclusion programs.	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.	Company human resources, management, and IT personnel; applicable government agencies; and our human resources service providers.

mail, email, unless the Company is the intended recipient of the communication; genetic data; personal information collected and analyzed regarding an individual's health.			
<u>Internet or other electronic network activity information</u> , such as browsing history, search history, and information regarding your interaction with an internet website, social media site or application.	Manage our employment relationship with you, protect Company and customer information and Company equipment and systems; comply with our legal and contractual requirements; establish, exercise our legal and contractual rights.	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.	Company human resources, management, and IT personnel; applicable government agencies; and our human resources service providers.
<u>Geolocation information</u>	Manage our employment relationship with you, verify access rights; comply with our legal and contractual requirements; establish, exercise our legal and contractual rights.	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.	Company human resources, management, and IT personnel; applicable government agencies; and our human resources service providers.
<u>Audio, electronic, visual, thermal, or similar information</u>	Manage our employment relationship with you, verify access rights;	As long as necessary to fulfill the purposes for the collection. Generally, personal	Company human resources, management, and IT personnel; applicable

	<p>comply with our legal and contractual requirements; establish, exercise our legal and contractual rights.</p>	<p>information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.</p>	<p>government agencies; and our human resources service providers.</p>
<p><u>Professional or employment-related information</u> such as immigration and work eligibility; and information provided by you during the interview and hiring process 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; workplace safety information; medical or health conditions, job restrictions, drug testing information, workplace accident and illness information, and health insurance</p>	<p>Manage our employment relationship with you, comply with our legal and contractual requirements, and to establish, exercise our legal and contractual rights.</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.</p>	<p>Company human resources, management, and IT personnel; and our human resources service providers.</p>

<p>information; complaint resolution information; discipline and counseling information; and employment termination information.</p>			
<p><u>Education information relevant to the job</u></p>	<p>Manage our employment relationship with you, comply with our legal and contractual requirements, and to establish, exercise our legal and contractual rights.</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.</p>	<p>Company human resources, management, and IT personnel; and human resources service providers.</p>
<p><u>Inferences drawn from the personal information collected to determine your abilities and aptitude</u></p>	<p>Manage our employment relationship with you, comply with our legal and contractual requirements, and to establish, exercise our legal and contractual rights.</p>	<p>As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of our employment relationship with you, plus any legally required record or data retention period and/or any period of time necessary to</p>	<p>Company human resources, management, and IT personnel; and our human resources service providers.</p>

		exercise our legal rights.	
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B. OUR EMPLOYEES' EMERGENCY CONTACTS

CATEGORIES OF PERSONAL INFORMATION WE COLLECT	PURPOSES FOR COLLECTING THE PERSONAL INFORMATION	RETENTION PERIOD FOR THE PERSONAL INFORMATION	CATEGORIES OF ENTITIES WITH WHOM WE SHARE THE PERSONAL INFORMATION
<u>Identifiers</u> such as a name, alias, postal address, telephone number, and email address.	Manage our employment relationship with you; contact your designated emergency contact persons in the event of an emergency; comply with our legal and contractual requirements; and to establish, exercise our legal and contractual rights.	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.	Company human resources, management, and IT personnel; and our human resources service providers.

C. OUR EMPLOYEES' BENEFICIARIES

CATEGORIES OF PERSONAL INFORMATION WE COLLECT	PURPOSES FOR COLLECTING THE PERSONAL INFORMATION	RETENTION PERIOD FOR THE PERSONAL INFORMATION	CATEGORIES OF ENTITIES WITH WHOM WE SHARE THE PERSONAL INFORMATION
<u>Identifiers</u> such as a real name, alias, postal address, telephone number.	Manage our employment relationship with you; administer benefits programs for beneficiaries of our employees;	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment	Company human resources, management, and IT personnel; healthcare providers, and our human resources service providers such as benefits

	comply with our legal and contractual requirements; and to establish, exercise our legal and contractual rights.	relationship with our employee, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.	administrators and insurance companies.
Information necessary to process benefits claims	Manage our employment relationship with you; administer benefits programs for beneficiaries of our employees; comply with our legal and contractual requirements; and to establish, exercise our legal and contractual rights.	As long as necessary to fulfill the purposes for the collection. Generally, personal information is retained for the duration of the employment relationship with our employee, plus any legally required record or data retention period and/or any period of time necessary to exercise our legal rights.	Company human resources, management, and IT personnel; healthcare providers, and our human resources service providers such as benefits administrators and insurance companies.

YOUR PRIVACY RIGHTS

As a California resident, you have the following privacy rights regarding your personal information:

- The right to know and right to access the personal information we have collected about you, including the categories of personal information, the categories of sources from which the personal information is collected, the business or commercial purpose for collecting, selling, or sharing personal information, the categories of third parties to whom the business discloses personal information, and the specific pieces of personal information the business has collected about the consumer;
- The right to delete personal information that we have collected from you, subject to certain exceptions;
- The right to correct inaccurate personal information that we maintain about you;
- The right of portability, or right to have us transfer your personal information to other persons or entities upon your request;

- The right to limit the use of your sensitive information if we decide in the future to use such information for purposes other than the purposes listed above; and
- The right not to be discriminated against for exercising your privacy rights.

You can exercise your privacy rights by submitting a request to us by emailing us at: HRLeadershipTeam@wsinc.com or calling us at: 920.830.5000. To protect the security of your personal information, we will require you to provide us with identifying information for you such as personal email address, personal telephone number, employee identification number, and/or other information that we can match with the personal information we have collected about you to verify your identity.

You may use an authorized agent to request access to or deletion of your personal information. We will require your authorized agent to provide us with either (1) a power of attorney authorizing the authorized agent to act on your behalf or (2) your written authorization permitting the authorized agent to request access to your personal information on your behalf. Further, we will require you or your authorized agent to provide us with identifying information to verify your identity. We may also require you to either verify your own identity directly with us or directly confirm with us that you provided the authorized agent permission to submit the request.

Within 10 days of receiving your request to know, we will confirm receipt of your request and provide information about how we will process your request. Generally, we will respond to your request within 45 days. If we need more time to respond, we will provide you with notice and an explanation of the reason we need more time to respond. We may deny your request if we cannot verify your identity or are legally permitted to deny your request. If we deny your request, we will explain the basis for the denial, provide or delete any personal information that is not subject to the denial, and refrain from using the personal information retained for any purpose other than permitted by the denial. We will maintain a record of your request and our response for 24 months.

QUESTIONS AND FURTHER INFORMATION

If you have any questions or concerns regarding this Privacy Notice, please contact us via email at HRLeadershipTeam@wsinc.com or calling us at: 920.830.5000.

By clicking “Yes”, I acknowledge that I have received, read, and understood the above Privacy Notice and information contained therein. I also certify that I have provided a copy of this Privacy Notice to my emergency contacts and beneficiaries prior to disclosing their personal information.