

## APPLICANT NOTICE ABOUT YOUR PERSONAL INFORMATION

### 1. Overview

This Notice explains your rights under the California Consumer Privacy Act (“**CCPA**”) (Cal. Civ. Code § 1798.100 *et seq.*) and helps you understand how Mitsubishi Cement Corporation (“**MCC**”) collects and uses your Personal Information in compliance with the CCPA. In this Notice, the terms “company,” “us,” “we,” and “our” refer to MCC and its affiliates and subsidiaries. “Applicant” or “you” refer to job applicants or candidates for employment with MCC.

### 2. What Information We Collect

MCC collects information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with you or your household (“**Personal Information**”). The following discusses the categories of Personal Information we collected. We will not collect additional categories of Personal Information or use the Personal Information we collected for materially different purposes without first providing you notice.

- **Identifiers.** We collect your name, driver’s license or ID number, email address, phone number, and mailing address from you during our recruitment processes. We may also collect personal identifiers about your personal or professional references if you provide this information during the recruitment process.
- **Audio, Visual, or Similar Information.** We collect information from you that may be used to identify you to our employees, such as your photograph.
- **Biometric Information.** We may collect biological characteristics about you during employment physical screenings if the position you apply for requires such screening. For individuals applying for driver positions, this information may include sleep, health, and exercise data as required by Department of Transportation regulations.
- **Communication Data.** We may collect text messages, phone calls, or audio messages, which may identify you, if you use these methods to contact us during the onboarding process.
- **Characteristics of Protected Classifications Under California or Federal Law.** We may collect your date of birth, age, gender identity, sexual orientation, racial or ethnic origin, disability information, genetic information, marital status, or pregnancy and related information, if you provide this information as part of your application.
- **Professional or Employment-Related Information.** We collect information related to your employment history during the recruitment process. We will not request or collect your salary history information during the application process.

 **MITSUBISHI CEMENT CORPORATION**

5808 STATE HIGHWAY 18, LUCERNE VALLEY, CA 92356-9691

TELEPHONE (760) 248-7373 FAX (760) 248-5139

JobApplications@mitsubishicement.com

- **Education Information.** We collect your education history from you as part of your application.
- **Medical Information.** We may collect information about physical screenings or drug test results if your position required such screenings or testing.
- **Inferences.** We may collect inferences drawn from the foregoing information such as your characteristics, preferences, aptitudes, or behaviors.
- **Internet and Network Information.** In some circumstances, we may collect your interaction with our website or cookie data on non-company devices.

### 3. How We Use the Information We Collect

We use the Personal Information we collect for the following business and commercial purposes:

- **Recruiting and hiring.** We use the Personal Information we collect from your application and through the interview process to evaluate your qualifications and eligibility for employment.
- **Physical Screenings.** Our Applicants are given an offer of employment contingent on the completion of a physical to ensure the Applicant's functional capabilities meet the physical requirements of the job.
- **Background Checks.** After receiving a conditional offer of employment, we require our Applicants to complete a background check to verify your identity, check for criminal history, and confirm the validity of your application.
- **Government Reporting.** We use the Personal Information we collect to comply with mandatory government reporting requirements and applicable laws.

### Exercising Your Rights

#### *How to Make a Request*

To submit a request described in this section, please email us at [JobApplications@mitsubishicement.com](mailto:JobApplications@mitsubishicement.com)

For all requests, you must provide us with your full name, physical address, email address, telephone number, job you applied for and which request you are making. Failure to provide all of the foregoing information will prevent us from processing your request. Further, in order to verify your identity, we will match that information to the information we have in our systems. In order to designate an authorized agent to act on your behalf you must send a signed, written authorization to Mitsubishi Cement, 5808 CA-18, Lucerne Valley, CA 92356.

If you wish to make multiple requests under this section, we recommend sending the

 **MITSUBISHI CEMENT CORPORATION**

5808 STATE HIGHWAY 18, LUCERNE VALLEY, CA 92356-9691

TELEPHONE (760) 248-7373 FAX (760) 248-5139

JobApplications@mitsubishicement.com

deletion request last, as we will not be able to fulfill your other requests once we have deleted your Personal Information.

### *Do Not Sell or Share My Personal Information*

We do not knowingly “sell” or “share” the Personal Information of job applicants/candidates, as such terms are defined under CCPA.

### **Sensitive Personal Information**

We do not collect or process Sensitive Personal Information, as defined by California law, for inferring characteristics or use or disclose Sensitive Personal Information for purposes other than those permitted by law.

### **4. How We Retain Your Personal Information**

To the extent permitted by applicable law, we will retain your Personal Information for as long as reasonably necessary to fulfill the purposes for which it was collected, including to meet any legal, accounting, or other reporting requirements or obligations.

### **5. How You Are Protected Against Discrimination**

MCC will not unlawfully discriminate against you for exercising any of your rights under the CCPA. This commitment applies to all persons involved in operations and prohibits unlawful discrimination by any employee of the company, including supervisors and coworkers.

### **6. Disclaimer**

Nothing in this Notice restricts MCC’s ability to:

- Comply with federal, state, or local laws;
- Comply with a civil, criminal, or regulatory inquiry, investigation, subpoena, or summons by federal, state, or local authorities;
- Cooperate with law enforcement agencies concerning conduct or activity that the business, service provider, or third party reasonably and in good faith believes may violate federal, state, or local law;
- Exercise or defend legal claims;

 **MITSUBISHI CEMENT CORPORATION**

5808 STATE HIGHWAY 18, LUCERNE VALLEY, CA 92356-9691

TELEPHONE (760) 248-7373 FAX (760) 248-5139

JobApplications@mitsubishicement.com

- Detect security incidents and protect against fraudulent or illegal activity and prosecute those responsible for such activity; or
- Transfer Personal Information as part of a merger or acquisition, dissolution, bankruptcy, or any other transaction in which a third party assumes control of all or part of the company.

## **7. Changes to This Notice**

This Notice is reviewed and updated annually to ensure it accurately captures our practices and procedures. The effective date of this version is posted below.

## **8. Resolving Concerns and How to Contact Us**

If you have questions or concerns regarding this Notice or the handling of your Personal Information, please contact us at JobApplications@mitsubishicement.com or 760-248-7373.

***Effective Date:*** 1/1/2023