

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

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

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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;

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- 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

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Mitsubishi Cement Corporation is an equal opportunity employer. MCC does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
 Yes No

Can you work any shift? Yes No If no, explain: _____

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date you can start _____ Hourly rate/Salary desired _____

Position desired _____

Are you currently employed? If so may we contact your present employer? _____

REFERRAL SOURCE

How did you hear about us? Walk-In Advertisement Referral Other Job Fair

Have you ever worked for MCC before?

Yes / No Explain _____

Do you know anyone who works for our company? Yes / No If yes, who? _____


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EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
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From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

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Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for [Company Name] to hire me. If I am hired, I understand that either [Company Name] or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of [Company Name] has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to [Company Name] true and complete information on this application. No requested information has been concealed. I authorize [Company Name] to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____