

CCPA Notice at Collection for California Applicants

Countywide Mechanical Systems, Inc. (“Company”) collects and uses Personal Information for human resources, employment, benefit administration, health and safety, and business-related purposes and to be in legal compliance. Below are the categories of Personal Information we collect and the purposes for which we intend to use this information:

- **Identifying information**, such as your full name, gender, date of birth, and signature.
- **Demographic data**, which Company is obligated to request and report as a federal contractor, collected on a voluntary-disclosure basis, such as disability and veteran or military status.
- **Contact information**, such as your home address, telephone numbers, email addresses, and emergency contact information.
- **Work authorization data**, such as whether you are legally authorized to work in the United States for the Company.
- **Educational and professional background**, such as your work history, academic and professional qualifications, educational records, references, and interview notes.
- **Employment details**, such as your job title, position, hire dates, and performance and disciplinary records.
- **Health and Safety information**, such as health conditions (if relevant to your employment), COVID-19 related information, job restrictions, workplace illness and injury information, and health insurance policy information.

The Company collects Personal Information to use or disclose as appropriate to:

- Comply with all applicable laws and regulations.
- Recruit and evaluate job applicants and candidates for employment.
- Conduct background checks.
- Manage your at-will employment relationship with us (if at-will employment is offered after your application), including for:
 - onboarding processes;
 - timekeeping, payroll, and expense report administration;
 - employee benefits administration;
 - employee training and development requirements;
 - the creation, maintenance, and security of your online employee accounts;
 - reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill;
 - workers' compensation claims management;

- employee job performance, including goals and performance reviews, promotions, discipline, and termination; and
- other human resources purposes.
- Conduct internal audits and workplace investigations.
- Investigate and enforce compliance with and potential breaches of Company policies and procedures.
- Perform workforce analytics, data analytics, and benchmarking.
- Administer and maintain the Company's operations, including for safety purposes.
- Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents.

If you have any questions about this Notice or need to access this Notice in an alternative format due to having a disability, please contact Joanna Wright at JMWRight@mmccorp.com.