

## **CALIFORNIA PRIVACY NOTICE TO JOB APPLICANTS**

Exel Inc. d/b/a DHL Supply Chain (USA) and/or any affiliated entities (the “**Company**” or “**we**”) provide this California Privacy Notice (“**Notice**”) to describe our privacy practices with respect to our collection of Personal Information as required under the California Consumer Privacy Act (“**CCPA**”). This Notice applies only to job applicants and candidates for employment who reside in the State of California (“**Consumers**”) and from whom we collect “**Personal Information**” as described in the CCPA. We provide you this Notice because under the CCPA, California residents who are job applicants qualify as Consumers. For purposes of this Notice, when we refer to Consumers, we mean you only to the extent you are job applicant of the Company who resides in California.

### **Information we collect about Consumers.**

We may collect Personal Information from you in a variety of different situations and using a variety of different methods, including, but not limited to, on our website, your mobile device, through email, in physical locations, through written applications, through the mail, and/or over the telephone. Generally, we may collect, receive, maintain, and use the following categories of Personal Information, and to the extent permitted under applicable law, for any of the purposes listed below in this Notice, for the duration of employment, plus seven years if hired, or, if not hired, four years from the date of the hiring decision, unless limited by operational constraints or otherwise required by law:

<b>CATEGORY</b>	<b>EXAMPLES</b>
Personal Identifiers & Contact Information	Name, alias, postal or mailing address, email address, telephone number, social security number, driver’s license or state identification card number, passport number, date of birth
Physical Characteristics or Description	Information on your driver’s license (including any identifying information such as eye color, hair color, height, weight, etc.) as well as information collected to the extent relevant for workplace investigations, to protect against illegal activity such as identify theft, or for enforcement of Company policies on appearance and grooming (such as tattoos, piercings)
Pre-Hire Information	Information provided in your job application or resume, information gathered as part of background screening and reference checks, drug test results, information recorded in job interview notes by persons conducting job interviews for the Company, information contained in candidate evaluation records and assessments, information in work product samples you provided, and voluntary disclosures by you.
Employment History	Information regarding prior job experience, positions held, names of prior supervisors, and when permitted by applicable law your salary history or expectations

Education Information	Information from resumes regarding educational history; transcripts or records of degrees and vocational certifications obtained
Inferences	Based on analysis of the personal information collected, we may develop inferences regarding job applicants' predispositions, behavior, attitudes, intelligence, abilities, and aptitudes for purposes of recruiting and hiring assessments and decisions.
Online Portal and Mobile App Access and Usage Information	Where job applicant or candidate must create an account to apply for a job, collect the applicant's account history, usage history, and any information submitted through the account.
Medical and Health Information	Information related to symptoms, exposure, contact tracing, diagnosis, testing, or vaccination for infectious diseases (e.g., COVID-19), pandemics, or other public health emergency.

Of the above categories of Personal Information, the following are categories of Sensitive Personal Information the Company may collect:

1. Personal Identifiers (social security number, driver's license or state identification card number, passport number, date of birth)
2. Medical and Health Information

Personal information ***does not*** include:

- Publicly available information from government records.
- Information that a business has a reasonable basis to believe is lawfully made available to the general public by the job applicant or from widely distributed media.
- Information made available by a person to whom the job applicant has disclosed the information if the job applicant has not restricted the information to a specific audience.
- De-identified or aggregated information.

### **How We Use Personal Information and Sensitive Personal Information.**

The Personal Information and Sensitive Personal Information we collect and our use of Personal Information and Sensitive Personal Information may vary depending on the circumstances. This Notice is intended to provide an overall description of our collection and use of Personal Information and Sensitive Personal Information. Generally, we may use or disclose Personal Information and Sensitive Personal Information we collect from you or about you for one or more of the following purposes:

1. To fulfill or meet the purpose for which you provided the information. For example, if you share your name and contact information to apply for a job with the Company, we will use that Personal Information in connection with your candidacy for employment.
2. To comply with local, state, and federal law and regulations requiring employers to maintain certain records (such as immigration compliance records, accident or safety

- records, and tax records), as well as local, state, and federal law, regulations, ordinances, guidelines, and orders relating to COVID-19.
3. To evaluate, make, and communicate decisions regarding your job application and candidacy for employment.
  4. To obtain and verify background checks, references, and employment history.
  5. To communicate with you regarding your candidacy for employment.
  6. To permit you to create a job applicant profile, which you can use for filling out future applications if you do not get the job you are apply for.
  7. To keep your application on file even if you did not get the job applied for, in case there is another position for which we want to consider you as a candidate even if you do not formally apply.
  8. To evaluate and improve our recruiting methods and strategies.
  9. To engage in lawful monitoring of job applicant activities and communications when they are on Company premises, or utilizing Company internet and WiFi connections, computers, networks, devices, software applications or systems.
  10. To engage in corporate transactions requiring review or disclosure of job applicant records subject to non-disclosure agreements, such as for evaluating potential mergers and acquisitions of the Company.
  11. To evaluate, assess, and manage the Company's business relationship with vendors, service providers, and contractors that provide services to the Company related to recruiting or processing of data from or about job applicants.
  12. To improve job applicant experience on Company computers, networks, devices, software applications or systems, and to debug, identify, and repair errors that impair existing intended functionality of our systems.
  13. To protect against malicious or illegal activity and prosecute those responsible.
  14. To prevent identity theft.
  15. To verify and respond to consumer requests from job applicants under applicable consumer privacy laws.

### **Retention of Personal Information**

We will retain each category of personal information in accordance with our established data retention schedule as indicated above. In deciding how long to retain each category of personal information that we collect, we consider many criteria, including, but not limited to: the business purposes for which the Personal Information was collected; relevant federal, state and local recordkeeping laws; applicable statutes of limitations for claims to which the information may be relevant; and legal preservation of evidence obligations.

We apply our data retention procedures on an annual basis to determine if the business purposes for collecting the personal information, and legal reasons for retaining the personal information, have both expired. If so, we will purge the information in a secure manner.

### **Sale/Sharing of Information to Third Parties**

The Company does **not** and will not sell your Personal Information or Sensitive Personal Information for any monetary or other valuable consideration. The Company does **not** and will not

share your Personal Information or Sensitive Personal Information for cross-context behavioral advertising.

### **Access to Privacy Policy**

For more information, please review the Company's Privacy Policy at: [Privacy Notice - DHL - Global](#).

### **Contacting us about this notice.**

If you have any questions or concerns regarding our use of Personal Information as described in this Notice, please contact the Corporate Data Protection team at [Privacy.Policy@DPDHL.com](mailto:Privacy.Policy@DPDHL.com).

**By signing below, I acknowledge and confirm that I have received and read and understand this disclosure. I hereby authorize and consent to the Company's use of the personal information it collects, receives, or maintains for the business purposes identified above.**

(Rev. 03/2024)