

# Applicant Privacy Notice

**Swinerton Incorporated** and its subsidiaries and affiliated companies (“Company”)

## 1) THE CATEGORIES OF PERSONAL INFORMATION WE COLLECT ABOUT YOU

We may collect the following categories of personal information. Not all categories may be collected about every Applicant.

- **Identifiers**, for example: real name, nickname, phone number, postal address, e-mail address, and signature
- **§ 1798.80 Type Information - Physical Description**, for example: photographs if included on resume or for a client's security badge requirement or if submitted as part of application materials.
- **Characteristics of Protected Classifications Under State or Federal Law for Applicants**, collected on a purely voluntary basis, except where collection is required by law, and used only in compliance with applicable laws and regulations, for diversity and inclusion reporting and related purposes, for example: voluntary self-identification pertaining to veteran and disability statuses, gender, and race/ethnicity.
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- **Surveillance/recording technologies installed by Company**, for example: video surveillance in common areas of Company facilities or job sites (for project progress and security), voicemail technologies to the extent required by law.

**Note:** This Privacy Policy does not cover background screening conducted by third-party background check vendors subject to the federal Fair Credit Reporting Act. Company provides a separate disclosure for such screening.

### 3) THE PURPOSES FOR WHICH WE USE YOUR PERSONAL INFORMATION

We may use the personal information we collect for one or more of the following purposes:

#### A. Generally Applicable Purposes

Unless stated otherwise in section 3.B, below, we may use Applicants' personal information for the following purposes:

##### Recruiting, including:

- To evaluate Applicants' qualifications or suitability for employment with Company
- To communicate with Applicants
- To conduct a pre-employment or criminal history background check or drug and alcohol testing
- For identification purposes
- For diversity and inclusion purposes
- To arrange and manage travel for interviews and Company-sponsored events
- To create a talent pool for future job openings
- For recordkeeping purposes
- To demonstrate Applicants' agreement to, or acceptance of, documents presented to them, *e.g.*, pre-employment arbitration agreement, acknowledgment of employment application, offer letter, as well as voluntary self-identification forms pertaining to veteran and disability statuses, gender and race/ethnicity
- To evaluate and improve the recruiting process
- To promote Company as a place to work

##### Monitoring, Security, and Compliance, including:

- To monitor use of Company facilities, job sites, and information systems
- To conduct internal audits and investigations
- To protect the safety and security of Company's facilities and job sites
- To administer Company's whistleblower hotline
- To comply with applicable laws, regulations, and industry standards

**Miscellaneous Other Purposes:**

- To manage and operate information technology and communications systems, risk management and insurance functions, budgeting, financial management and reporting, strategic planning
- To manage litigation involving Company, and other legal disputes and inquiries and to meet legal and regulatory requirements
- In connection with a corporate transaction, sale, or assignment of assets, merger, divestiture, or other changes of control or financial status of Company or any of its subsidiaries or affiliates
- To protect the rights, property, or safety of Company, Applicants, customers, or others

**B. Purposes Specific to Certain Categories of Personal Information**

We may use the categories of Applicants' personal information listed in this Section 3.B for the purposes stated below:

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listed in Section 3, above, to one or more of the categories of external recipients listed below. In that event, Company discloses your personal information only to the minimum extent necessary to achieve the purpose of the disclosure and only if the disclosure is permitted by applicable laws.

- **Your direction:** We may disclose your personal information to third parties at your direction.
- **Service providers and contractors:** Company discloses your personal information to service providers and contractors for the purposes above to assist us in our recruiting efforts and in meeting our business needs and legal obligations.  
Service providers and contractors include recruiters, law firms, travel and relocation agencies, and any other entity providing services to Company.
- **Affiliated companies:** Other companies within the Swinerton Family of Companies.
- **Clients:** We may disclose some applicants' personal information with current and prospective clients to provide insight of who will be on the project team and what their experience and skills are.
- **Government or administrative agencies:** These may include, for example the:  
Equal Employment Opportunity Commission as required for reporting.  
State equal employment agencies as required to respond to employment claims and charges.  
Law enforcement in the event of criminal investigations.
- **Required Disclosures:** We may be required to disclose personal information in a court proceeding, in response to a court order, subpoena, civil discovery request, other legal process, or as otherwise required by law.
- **Legal Compliance and Protections:** We may disclose personal information when we believe disclosure is necessary to comply with the law or to protect the rights, property, or safety of Company, our users, or others.
- **Corporate Transactions:** We may disclose your personal information in connection with a corporate merger,

- **Service providers:** Company may disclose to service providers any of the categories of personal information listed in Section 1, above, for the business purpose of performing services on Company's behalf and, in particular, for the specific purposes described in Section 3, above.
- **Auditors, lawyers, consultants, and accountants engaged by Company:** Company may disclose the categories

### C. How to Exercise Your Rights

Company will respond to requests to know, delete, and correct in accordance with applicable law if it can verify the identity of the individual submitting the request. You can exercise these rights in the following ways:

- **Call:** (844) 383-8173
- **Email:** DSR@swinerton.com

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