

**SIZEWISE RENTALS, L.L.C.**  
**Employee, Temp Staff, and Job Applicant**  
**Privacy Notice**

Sizewise Rentals, L.L.C. and its affiliates and operating divisions, including Raye’s Inc. d/b/a Sizewise Manufacturing are committed to protecting the privacy and security of your personal information while you are an employee, temporary staff worker, or job applicant and after you end your employment, temporary staff position or job application process. This Privacy Notice applies to employees, former employees, temporary staff, former temporary staff, and job applicants. It also applies to personal information we collect from you regarding the emergency contacts and beneficiaries of employees, temporary staff, and if applicable, job applicants. You agree that you have permission to provide such information to us.

**Categories of Personal Information We Collect**

We collect information that identifies you, your household or your device or is reasonably capable of being connected with or linked to you, your household, or your device ("Personal Information"). Personal information does not include public information available from government records, de-identified or aggregated information or information that is protected by certain laws such as HIPAA for health related information and the Gramm-Leach Bliley Act (GLBA) for certain financial information.

We collect the following categories of Personal Information:

Category	Employees	Temporary Staff	Job Applicants
<b>Identifiers</b>	<ul style="list-style-type: none"> <li>• First and last name</li> <li>• Email address</li> <li>• Mailing address</li> <li>• Phone number</li> <li>• Birth date</li> <li>• Social Security Number</li> <li>• Driver's license Number</li> <li>• Passport and other government identification numbers</li> <li>• Employee photos for identification badges and system profiles</li> <li>• Emergency contact information including relationship to employee</li> <li>• Dependent and beneficiary information</li> </ul>	<ul style="list-style-type: none"> <li>• First and last name</li> <li>• Home phone number</li> <li>• Home Address</li> <li>• Date of birth</li> <li>• Emergency contact information</li> </ul>	<ul style="list-style-type: none"> <li>• Name, address and contact information</li> <li>• Social Security Number and/or other identification information is collected by Applicant Insight post- offer</li> </ul>
<b>Personal Information Listed in the California</b>	<ul style="list-style-type: none"> <li>• The above identifiers</li> </ul>	<ul style="list-style-type: none"> <li>• The above identifiers</li> </ul>	<ul style="list-style-type: none"> <li>• The above identifiers</li> </ul>

Category	Employees	Temporary Staff	Job Applicants
<b>Customer Records Statute</b>	<ul style="list-style-type: none"> <li>Account information for payroll, reimbursement and benefits processing</li> <li>Employment and employment history information</li> <li>Health insurance information</li> <li>Post-offer medical examination information and results, including drug test results</li> </ul>		<ul style="list-style-type: none"> <li>Employment history and experience;</li> <li>Reference and background check information, including relevant criminal history and credit history collected post-offer;</li> <li>Post-offer medical examination information and results, including drug test results;</li> </ul>
<b>Characteristics of Protected Classifications</b>	<ul style="list-style-type: none"> <li>Age and gender</li> <li>Voluntary self-disclosure information regarding minority, veteran and disability status</li> <li>Dependent and beneficiary information</li> </ul>	<ul style="list-style-type: none"> <li>Age</li> </ul>	<ul style="list-style-type: none"> <li>Voluntary self-disclosure information regarding minority, veteran, and disability status</li> </ul>
<b>Commercial Information</b>	Not collected	Not collected	Not collected
<b>Biometric Information</b>	<ul style="list-style-type: none"> <li>Hand print recognition data collected by Southern Time Clocks software (or such other similar software)</li> </ul>	<ul style="list-style-type: none"> <li>Hand print recognition data collected by Southern Time Clocks software (or such other similar software)</li> </ul>	Not collected
<b>Internet or Other Electronic Network Activity Information</b>	<ul style="list-style-type: none"> <li>Cookies</li> <li>Domain name</li> <li>Browser type</li> <li>Operating system</li> <li>Usage data</li> </ul>	<ul style="list-style-type: none"> <li>Cookies</li> <li>Domain name</li> <li>Browser type</li> <li>Operating system</li> <li>Usage data</li> </ul>	
<b>Geolocation Data</b>	<ul style="list-style-type: none"> <li>Information that tells us from where you</li> </ul>	<ul style="list-style-type: none"> <li>Information that tells us from where you</li> </ul>	<ul style="list-style-type: none"> <li>Job preference and work availability;</li> </ul>

Category	Employees	Temporary Staff	Job Applicants
	access our website if you are applying for a job or working remotely	access our website if you are working remotely	<ul style="list-style-type: none"> <li>Information provided by you during the hiring process.</li> </ul>
<b>Sensory Data</b>	Not collected	Not collected	Not collected
<b>Professional or Employment-Related Information</b>	<ul style="list-style-type: none"> <li>Resumé/CV</li> <li>Job title and duties</li> <li>Immigration and work authorization status</li> <li>Withholding tax information</li> <li>Dependent and beneficiary information</li> <li>Pay information such as pay rate, and payroll deduction information</li> <li>Leave of absence information</li> <li>Other information necessary to administer benefits</li> <li>Performance management information such as employment status (full-time or part-time, regular or temporary), work schedule, job assignments, hours worked, business travel information, expatriate and secondment assignments, accomplishments and awards, training and development information, performance evaluation information, discipline and counselling information, and</li> </ul>	<ul style="list-style-type: none"> <li>Job duties</li> <li>Hours worked</li> <li>Immigration and work authorization status</li> <li>Performance management information such as work schedule, job assignments, hours worked, business travel information, evaluation information, discipline and counselling information, and contract termination information</li> <li>Health and safety information such as health condition, job restrictions, drug testing information, and workplace accident and illness information</li> </ul>	<ul style="list-style-type: none"> <li>Education and qualifications;</li> <li>Military service;</li> <li>Pre-employment test results;</li> <li>Education and qualifications;</li> </ul>

Category	Employees	Temporary Staff	Job Applicants
	employment termination information <ul style="list-style-type: none"> <li>• Health and safety information such as health condition, job restrictions, drug testing information, workplace accident and illness information, and health insurance information</li> <li>• Employment history</li> <li>• Pre-employment test results</li> </ul>		
<b>Non-public Education Information</b>	<ul style="list-style-type: none"> <li>• Educational information relevant to hiring qualifications</li> </ul>	Not collected	<ul style="list-style-type: none"> <li>• Information provided by you during the hiring process.</li> </ul>
<b>Inferences Drawn from Other Personal Information</b>	<ul style="list-style-type: none"> <li>• Performance management information derived from other information above.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance management information derived from other information above</li> </ul>	Not collected

### Categories of Sources of Personal Information

We collect information from the following categories of sources:

- *Directly from you.* For example, when you provide information to us when applying for a job or using our employee on-boarding processes. We also collect information about dependents and beneficiaries directly from you.
- *From third parties.* For example, we collect certain identifiers and employment related information from recruiters and companies that we use to perform background checks.
- *In addition to the categories Sizewise collects certain information about the activity of Sizewise owned vehicles through the use of on-board dash-cam devices as more thoroughly described in the Sizewise Monitoring Policy. In addition, as described in the policy, Sizewise uses GPS tracking in its delivery trucks and conducts video surveillance in non-private areas of certain facilities in order to promote the safety and security of people and property.*

## How We Use Your Personal Information

- We use all of the above information to onboard new employees, comply with applicable laws, comply with government requests for information, meet our contractual obligations and to initiate or respond to legal claims.
- We use Identifiers, Personal Information Listed in the California Customer Records Statute, Internet or Other Electronic Network Activity Information, Geolocation Data, Professional or Employment-Related Information, and Inferences Drawn from Other Personal Information to perform human resource functions, manage your employment and administer benefits.
- We use Identifiers, Personal Information Listed in the California Customer Records Statute, such as account information, and Professional or Employment Related Information to administer payroll, reimbursements and benefits.
- We use Characteristics of Protected Classifications to implement our diversity programs and to comply with applicable laws.
- We use Professional or Employment-Related Information such as health and safety Information to maintain a safe workplace, assess your working capacity, administer health and Workers' Compensation insurance programs, and comply with applicable laws.
- We use Identifiers and Biometric Information to ensure that employees properly log-in to our equipment and ensure that authorized employees have access to secured locations of Sizewise.
- We use Internet or Other Electronic Network Information to protect Sizewise, customer, and employee property, equipment and confidential information; monitor employee performance; and enforce Sizewise's electronic communications acceptable use policies.
- We use computer monitoring information such as screen shots for insider threat detection, employee monitoring, IT audit & compliance, privileged user monitoring, and workforce productivity optimization.

## How We Share Your Personal Information

We share information in each of the above categories as follows:

- All categories of information
  - We will share information in all of the above categories if our company is sold or we engage in a merger or other such transaction.
  - We will share information in all of the above categories of information in connection with a law enforcement request that is compliant with the California Electronic Communications Privacy Act.
- Identifiers, Personal Information Listed in the California Customer Records Statute, Internet or Other Electronic Network Activity Information, Geolocation Data, and Professional or Employment-Related Information
  - We share this information to service providers who use that information only to provide services to us such as sending postal mail or email, processing job applications, conducting pre-employment tests, administering benefits, recruiting, background checks, administering HR and payroll services and processing data.
  - We share some of this information with our security service providers to protect our property, equipment and people.

Please note that when you submit information to our Sizewise job application portal through taleo.net or other third party portal, you are submitting information directly to Sizewise through a cloud service provided by Oracle. When you review job positions posted to certain third party job finding sites such as Indeed, Craigslist and Betterteam, your information is subject to their posted privacy policies.

### **For California Employees**

We are committed to complying with the California Consumer Privacy Act (CCPA) effective January 1, 2020; and all data privacy laws in the jurisdictions in which we have employees.

### **Your Rights**

The California Consumer Privacy Act ("CCPA") grants State of California residents the following rights, to:

- 1) Know what personal information is being collected about them;
- 2) Know whether their personal information is sold or disclosed and to whom;
- 3) Say no to the sale of their personal information;
- 4) Access their personal information;
- 5) Have their personal information deleted; and
- 6) Have the right to equal service and price, even if they exercise their privacy rights under this law.

An amendment to the CCPA provides an exemption for personal information that is collected by a business about person when they are applying for a job or acting as an employee, owner, director, or officer of the business. The exemption only applies to the extent the information is collected and used within the context of those roles. This exemption is currently set to expire on January 1, 2023. Until that date, we are required to provide this Privacy Notice and to treat your information securely.

### **Who Do I Contact for More Information?**

If you have any questions or concerns regarding this Employee, Temporary Staff and Job Applicant Privacy Notice or the collection of your personal information, please contact:

Kate Stewart  
800-814-9389, extension 1099  
[kstewart@sizewise.com](mailto:kstewart@sizewise.com)