

California Consumer Privacy Act

Notice for California Applicants and Employees

Last Updated: January 1, 2023

Changes to Our California Privacy Notice

CROWN EQUIPMENT CORPORATION (“we”, “us”, “our” or “Crown”) may update this “Notice” in response to changing legal, technology, or business developments. We will post the most up-to-date Notice on:

<https://www.crown.com/content/dam/crown/careers-legal/crown-california-employee-privacy-policy.pdf>

If you have questions, please contact us through the methods described in Section 5 below.

1.0 Introduction

This Notice applies solely to Crown applicants, employees, contractors, and agents who are residents of the State of California (“CA Person(s)” or “you(r)”) as set forth in the California Consumer Privacy Act and the regulations promulgated thereto, each as amended, including the California Privacy Rights Act of 2020 (collectively, the “CCPA”). Unless otherwise defined, any capitalized terms in this Notice shall be as defined in the CCPA. To the extent your interaction with us includes use of various Crown websites, our Privacy Policy related to such use shall apply. To the extent you engage with third party websites (i.e., to access employee benefit information, etc.), the privacy practices and policies of such third parties shall apply.

2.0 Categories of Personal Information Collected

2.1. Depending on the nature of our relationship with you, we may collect and process, and/or disclose to third parties for business or commercial purposes, the following categories of Personal Information from you. Not all categories or examples listed in each category below are collected from every CA Person. **We do not sell your Personal Information or Sensitive Personal Information.**

Category	Examples
A. Identifiers	A real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, Social Security number, driver’s license number, passport number, or other similar identifiers.

<p>B. Personal Information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e))</p>	<p>A name, signature, Social Security number, physical characteristics or description, address, telephone number, passport number, driver’s license or state identification card number, education, employment, employment history, bank account number, or medical information. Health insurance information or insurance policy number for benefits provided by Crown or its affiliates because of employment. Some Personal Information included in this category may overlap with other categories.</p>
<p>C. Protected classification characteristics under California or federal law</p>	<p>Age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).</p>
<p>D. Commercial information</p>	<p>Records of personal property such as vehicle information of employees requesting reimbursement for the use of personal vehicles or for the issuance of parking passes.</p>
<p>E. Biometric information</p>	<p>Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as fingerprints for pre-employment checks where permitted or required by law for pre-employment activities. Sleep, health, or exercise data if the employee chooses to participate in Crown’s voluntary wellness programs.</p>
<p>F. Internet or other similar network activity</p>	<p>Browsing history, search history, information on your interaction with a website, or application owned by Crown or its affiliates.</p>
<p>G. Geolocation data</p>	<p>Such as precise physical location or movements within 1850 feet if operating certain hardware, equipment, or vehicles provided by Crown or its affiliates.</p>
<p>H. Sensory data</p>	<p>Audio, electronic, visual, thermal, olfactory, or similar information as it relates to pre-employment assessments.</p>

I. Professional or employment-related information	Current or past job history or performance evaluations within the scope of employment at Crown or its affiliates.
K. Inferences drawn from other Personal Information	Profile reflecting a person’s preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes as it relates to any pre-employment assessments.
L. Sensitive Personal Information	Personal Information that reveals an individual’s social security, driver’s license, state identification card, or passport number; account log-in for systems owned by Crown or its affiliates, financial account, password, or credentials allowing access to an account for systems owned by Crown or its affiliates; racial or ethnic origin, or genetic data.

2.3. We obtain the categories of Personal Information listed above from the following categories of sources:

- Directly from you or your authorized agents — for example, from documents that you provide to us related to the establishment and maintenance of an employment and/or work relationship with Crown.
- Indirectly from you or your authorized parties and from third parties that interact with us in connection with the employment and/or work relationship — for example, through information we collect from our recruitment agencies, your managers, Human Resources, benefits providers, or others.

2.4. We retain the Personal Information we collect only as reasonably necessary for the purposes described in this Notice or otherwise disclosed to you at the time of collection. The length of time varies depending upon the circumstances, including the type of information, purposes of collection, and applicable compliance, risk management, and legal obligations.

3.0 Purposes for Collection, Use, and Disclosure

3.1. We may collect, use, and disclose the Personal Information we collect about CA Persons for one or more of the following business purposes:

- For employee recruitment and application review.
- To monitor and improve safety programs and to respond to any incidents.
- To fulfill the employment and/or work relationship with you, including for the purposes of operating payroll and administering employment benefits, or maintaining an employee directory.
- To meet the purposes of internal management, travel, and expense management, business reporting, systems reporting and access, analyses, performance review purposes, training, administering compensation programs, disciplinary purposes

and other business purposes related to the management of our workforce.

- For facilities, IT systems and infrastructure management, safeguarding the security of our infrastructure, premises, assets, and office equipment, including the prevention of criminal activity.
- To respond to law enforcement requests and as required by applicable law, court order, or governmental regulations.
- As described to you when collecting your Personal Information.
- As otherwise required and/or set forth in the CCPA or other applicable law(s).

3.2. Notwithstanding Section 3.1, we only use and disclose Sensitive Personal Information as reasonably necessary: (i) to help ensure security and integrity, including to prevent, detect, investigate, and respond to safety and/or security incidents, (ii) to prevent, detect, investigate, and respond to malicious, fraudulent, deceptive, or illegal conduct, (iv) to verify or maintain the quality and safety of our services, (iii) for compliance with our legal obligations, (iv) to provide to our service providers who perform services on our behalf, and (v) for purposes other than inferring characteristics about you. We do not use or disclose your Sensitive Personal Information other than as authorized pursuant to Section 7027 of the CCPA regulations (Cal. Code. Regs., tit. 11, § 7027 (2022)).

3.3. We disclose your Personal Information for a business purpose to the following categories of third parties:

- Our affiliates and subsidiaries
- Service providers
- Third parties to whom you authorize us, directly or indirectly, to disclose your Personal Information in connection with your employment and/or work relationship with us
- Government or regulatory authorities

3.4. If we collect additional categories of Personal Information or use the Personal Information we collected for materially different, unrelated, or incompatible purposes we will provide you with notice as described above.

4.0 Your Rights and Choices

Please review this section for a description of your CCPA rights regarding your Personal Information and how you may exercise those rights. We will respond to your requests as required by, and subject to, the exceptions and limitations set forth in the CCPA.

4.1 Access to Specific Information and a Copy of Personal Information (Right to Know/Access)

CA persons have the right to request, up to twice per year, that we disclose certain information about our collection and use of their Personal Information and to request a copy of the specific pieces of Personal Information that we have collected about them (collectively, referred to as “access” rights). Once we receive and confirm your verifiable CA Person request, we will disclose to you:

- The categories of Personal Information we collected about you;
- The categories of sources for the Personal Information we collected about you;
- Our business or commercial purpose related to that Personal Information;
- The categories of third parties with whom we have shared or share that Personal Information;
- The categories of Personal Information we disclosed or shared with a third party for a business purpose; and
- The specific pieces of Personal Information we collected about you (also called a data portability request).

4.2 Deletion Request Rights

You have the right to request we delete any of your Personal Information we collected from you and retained, subject to certain exceptions and limitations. Once we receive your deletion request, we will delete (and direct our service providers to delete) your Personal Information from our records, unless an exception applies.

4.3 Correction Rights

You have the right to request the correction of inaccurate Personal Information. Once we receive and confirm your verifiable CA Person request, we will correct the information. The nature of the information and its purpose will be considered when making corrections.

4.4 Do-Not-Sell or Share Rights

We are obligated to inform you of your rights to opt out of the sale or sharing of your Personal Information by us. **Crown does not sell your Personal Information or Sensitive Personal Information.**

4.5 Limit Use and Disclosure of Sensitive Personal Information Right

You also have the right to direct Crown to limit certain uses and disclosures of your Sensitive Personal Information, which go beyond those specifically authorized pursuant to the CCPA. However, as stated above, we do not use and disclose Sensitive Personal Information about CA Persons beyond these authorized purposes.

4.6 Submitting Requests to Know/Access, Correct, and Delete

To exercise your rights as described above, please submit a verifiable CA Person request (as described more fully below) to us through the methods described in Section 5.

- Only you, or a person registered with the California Secretary of State who you authorize to act on your behalf, may make a verifiable CA Person request related to your Personal Information. Authorized agents will be required to provide proof of their authorization and we may also require that you directly verify your identity and the authority of the authorized agent.

A verifiable CA Person request must:

- Provide sufficient information that allows us to reasonably verify you are a CA Person about whom we collected Personal Information or an authorized representative of such CA Person.
- Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.

We will take steps to verify your request and to identify our relevant records that contain your Personal Information. We will process your request based upon the Personal Information in our records that is linked or reasonably linkable to the information provided in your request. In some cases, we may request additional information to verify your request or where necessary to process your request. We cannot respond to your request if we cannot verify your identity or authority to make the request and confirm that the Personal Information relates to you.

We will only use Personal Information provided in a verifiable CA Person request to verify the requestor's identity or authority to make the request.

We will deliver our written response by mail or electronically, at your option as you indicate in your verifiable CA person request.

5.0 Contact Information

If you would like to request a copy of this Notice, have any questions or comments about this Notice, our Privacy Policy, or the ways in which we collect and use your Personal Information, please do not hesitate to contact us at:

- Phone: 419-629-2220
- Email: privacyoffice@crowncorp.com
- Mailing Address: Crown Equipment Corporation
ATTN Privacy Office
44 S. Washington St.
New Bremen, OH 45869