

**Kaeser Compressors, Inc.**

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***Built for a lifetime.***

## Kaeser Compressors, Inc. Privacy Notice for California Employees

This Privacy Notice for California Employees (the "Notice") applies solely to all job applicants, employees, owners, directors, officers, and contractors (collectively referred to in this California Employee Notice as "employees") of Kaeser Compressors, Inc. ("Company") who reside in the State of California ("consumers" or "you"). We adopt this Notice to comply with the California Privacy Rights Act of 2020 ("CPRA") and any terms defined in the CPRA have the same meaning when used in this Notice.

### **Information We Collect**

Within the context of your role as an employee, we will collect information that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly, to you, your device(s), or household ("personal information"). We may obtain this information directly from you (e.g., from forms you complete when applying for a job or as part of the onboarding process), indirectly from you (e.g., from observing your actions when you use or interact with our information technology resources and facilities), or from third parties (e.g., from information disclosed in background checks or disclosed by your former employers or educational institutions).

In particular, we collect the following categories of personal information from our employees:

<b>Category</b>	<b>Specific Pieces of Personal Information Collected</b>	<b>Source</b>	<b>Collected? Yes/No</b>
<b>A. Identifiers.</b>	A real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address (when you access our network resources), email address, username, Social Security number, or other similar identifiers. If provided by you as proof of eligibility to work or as part of your business travel profile, driver's license number and passport number.	-Directly from you -Application process -New Hire Paperwork -Delivering or administering pay and benefits, including insurance benefits.	YES
<b>B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).</b>	A name, signature, Social Security number, physical characteristics or description, address, telephone number, insurance policy number, education, employment, employment history, bank account number, credit card number, or health insurance information.	-Directly from you -Application Process -New Hire paperwork -Policies and Procedures -Delivering or administering pay and benefits, including insurance benefits.	YES

Category	Specific Pieces of Personal Information Collected	Source	Collected? Yes/No
	If provided by you as proof of eligibility to work or as part of your business travel profile, passport number, driver's license or state identification card number, Some personal information included in this category may overlap with other categories.		
<b>C. Protected classification characteristics under California or federal law.</b>	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.	-Directly from you. -New Hire paperwork. -Delivering or administering pay and benefits, including insurance benefits.	YES
<b>E. Biometric information.</b>	Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template or other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.		NO
<b>F. Internet or other similar network activity.</b>	Browsing history, search history, information on your interaction with a website or application.	-Collected by the Kaeser IT department on an as needed basis from your device or your use of our website.	YES
<b>G. Geolocation data.</b>	Physical location or movements.	-GPS system used to track technician scheduling/jobs and driving habits from your device (only while on the clock). -Your use of our website.	YES
<b>H. Sensory data.</b>	Audio, electronic, visual, thermal, olfactory, or similar information.	-Quality monitoring of phone calls between employees and customers from your device. -Your use of our website.	YES

Category	Specific Pieces of Personal Information Collected	Source	Collected? Yes/No
<b>I. Professional or employment-related information.</b>	Current or past job history or performance evaluations.	-Directly from you. -Your use of our website. -Job history collected during application for employment process. -Performance evaluations conducted quarterly, and reviewed again prior to the next evaluation process, or if disciplinary action needs to occur.	YES
<b>J. Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).</b>	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.	-Directly from you. -Information is gathered for Tuition Reimbursement Program.	YES
<b>K. Inferences drawn from other personal information.</b>	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	-Directly from you. -Your use of our website. -Gather intelligence, abilities, and aptitudes during job application/ interviews/ internal transfers and promotions.	YES

Company will not collect additional categories of Personal Information without providing you notice.

Personal information does not include publicly available information from government records, de-identified or aggregated consumer information, or other information excluded from the CPRA's scope, such as personal information covered by certain sector-specific privacy laws, including the Health Insurance Portability and Accountability Act, California Confidentiality of Medical Information Act, Fair Credit Reporting Act, the Gramm-Leach-Bliley Act, California Financial Information Privacy Act, and the Driver's Privacy Protection Act of 1994.

### **Third Parties to Whom Do We Disclose Your Personal Information for Business Purposes**

The Company may disclose your Personal Information to third parties for one or more business purposes related to your role. When we disclose Personal Information to non-affiliated third parties for a business purpose, we enter a contract that describes the purpose, requires the recipient to both keep that Personal Information confidential and not use it for any purpose except for the purposes for which the Personal Information was disclosed and requires the recipient to otherwise comply with the requirements of the CPRA.

The Company discloses and, in the preceding twelve (12) months, the Company has disclosed the following categories of Personal Information of its personnel to the following categories of third parties for one or more of the business purposes described below:

Personal Information Category	Categories of Third Party Recipients
<b>A. Identifiers.</b>	Service providers (who manage our employee data, such as our enterprise resource planning systems and other systems that we use to manage our workforce); affiliates, parents, and subsidiary organizations of Company; government entities (for taxes and other similar purposes that require us to provide Personal Information to government entities and, if applicable, for your application for security clearance); business partners; credit reporting agencies (for background checks).
<b>B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).</b>	Service providers (who manage our employee data, such as our enterprise resource planning systems and other systems that we use to manage our workforce); affiliates, parents, and subsidiary organizations of Company; government entities (for taxes and other similar purposes that require us to provide Personal Information to government entities and, if applicable, for your application for security clearance); business partners; credit reporting agencies (for background checks).
<b>C. Protected classification characteristics under California or federal law.</b>	Service providers (who manage our employee data, such as our enterprise resource planning systems and other systems that we use to manage our workforce); affiliates, parents, and subsidiary organizations of Company; government entities (for taxes and other similar purposes that require us to provide Personal Information to government entities and, if applicable, for your application for security clearance); business partners; credit reporting agencies (for background checks).
<b>F. Internet or other similar network activity.</b>	Service providers (who manage our IT systems, such as security providers and IT providers); affiliates, parents, and subsidiary organizations of Company.
<b>G. Geolocation data.</b>	Service providers; affiliates, parents, and subsidiary organizations of Company.
<b>H. Sensory data.</b>	Service providers (who manage our employee data, such as our enterprise resource planning systems and other systems that we

	use to manage our workforce as well as our email providers); affiliates, parents, and subsidiary organizations of Company. This may also be disclosed with the general public if you appear on our websites.
<b>I. Professional or employment-related information.</b>	Service providers (who manage our employee data, such as our enterprise resource planning systems and other systems that we use to manage our workforce); affiliates, parents, and subsidiary organizations of Company.
<b>J. Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).</b>	Service providers (who manage our employee data, such as our enterprise resource planning systems and other systems that we use to manage our workforce); affiliates, parents, and subsidiary organizations of Company.
<b>K. Inferences drawn from other Personal Information.</b>	Service providers (who manage our employee data, such as our enterprise resource planning systems and other systems that we use to manage our workforce); affiliates, parents, and subsidiary organizations of Company.

<b>Sensitive Personal Information Category</b>	<b>Categories of Third Party Recipients</b>
<b>Government identifiers (social security, driver’s license, state identification card, or passport number)</b>	Service providers (who manage our employee data, such as our enterprise resource planning systems and other systems that we use to manage our workforce); affiliates, parents, and subsidiary organizations of Company; government entities (for taxes and other similar purposes that require us to provide Personal Information to government entities and, if applicable, for your application for security clearance); business partners; credit reporting agencies (for background checks).
<b>Complete account access credentials (user names, account numbers, or card numbers combined with required access/security code or password)</b>	Service providers (who manage our employee data, such as our enterprise resource planning systems and other systems that we use to manage our workforce, including IT and other similar providers); and affiliates, parents, and subsidiary organizations of Company.
<b>Racial or ethnic origin</b>	Service providers (who manage our employee data, such as our enterprise resource planning systems and other systems that we use to manage our workforce); affiliates, parents, and subsidiary organizations of Company; government entities (for employment reporting purposes).

<b>Religious or philosophical beliefs</b>	We do not disclose this type of Personal Information.
<b>Mail, email, or text messages contents not directed to us</b>	We generally do not know of the existence of any such mail, email, or text messages. However, there should be no expectation of privacy in any such messages received or transmitted using Company IT systems. Such messages may be disclosed to service providers; affiliates, parents, and subsidiary organizations of Company; and law enforcement personnel is appropriate.
<b>Health, sex life, or sexual orientation information</b>	Service providers (who manage our employee data, such as our enterprise resource planning systems and other systems that we use to manage our workforce); and affiliates, parents, and subsidiary organizations of Company (if you choose to provide it to us).

**Use of Personal Information**

Except as noted below, for each of the categories of personal information listed above, we may use or disclose the personal information we collect for one or more of the following business or commercial purposes:

- Recruiting (Except Category E, F, G, H);
- Conducting screening and background and compliance checks before and during your employment at Company and maintaining records on such screening and checks (Except Category E, F, G, H, K);
- Managing our workforce and your career (Except Category E, F, G, H);
- Maintaining information about your work history, work performance, and disciplinary actions (Except Category C, E);
- Delivering training programs, and measuring and recording the results of training (Except Category C, E, F, G, H);
- Delivering or administering pay and benefits, including insurance benefits (Except Category E, F, G, H);
- Providing employment programs such as on-site health services, company cars, pension schemes, stock options, and other similar benefits (Except Category E, F, G, I, J);
- Communicating with Company personnel (Except Category C, E, F, G, H, K);
- Running and managing business operations, including to schedule work, manage the business organization, business assets, travel and expense reimbursement, managing corporate credit cards and card payment history, maintaining corporate contact directories and organizational charts, managing and storing records (Except Category C, E, F, J);
- Processing information technology infrastructure, including email, internet, social media systems, and file shares (Except Category C, E, H, I, J, K);
- Maintaining the security and safety of our facilities, personnel, and other assets, including to authenticate personnel to access Company’s information technology resources and facilities (Except Category I, J, K);
- Detecting security incidents, protecting against malicious, deceptive, fraudulent, or illegal activity, and prosecuting those responsible for that activity;
- Complying with legal requirements, including to report accidents, salary, and tax information to regulatory authorities (Except Category E, F, G, H, I, J, K);

Responding to court orders, subpoenas, law enforcement requests, or other regulatory or legal requests;  
Evaluating or conducting a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of Company's assets, in which personal information held by Company is among the assets transferred (Except Category F, H, I, J, K); and  
As described to you when collecting your personal information or as otherwise set forth in the CPRA.

## **To Whom Do We Sell or Share Your Personal Information**

### **"Sale" of Your Personal Information**

In the preceding twelve (12) months, the Company has not "sold" your Personal Information for either monetary or other valuable consideration, and we have not "sold" any Personal Information about minors under the age of 16.

### **"Sharing" of Your Personal Information for Cross-Context Behavioral Advertising**

In the preceding twelve (12) months, the Company has not "shared" your Personal Information for the purpose of cross-context behavioral advertising, and we have not "shared" any Personal Information about minors under the age of 16.

## **Personal Information Retention Periods**

For all categories of Personal Information described above, we will retain your Personal Information: (a) if you are not retained by Company, for 1 year as of the last date of any action on your application; or (b) if you are retained by Company, for the duration of your Company Personnel relationship, or any time required by applicable law for the type of document that contains your Personal Information. However, we may also retain any or all categories of Personal Information when your information is subject to one of the following exceptions:

When stored in our backup and disaster recovery systems. Your Personal Information will be deleted when the backup media your Personal Information is stored on expires or when our disaster recovery systems are updated.

When necessary for us to exercise or defend legal claims.

When necessary to comply with a legal obligation.

When necessary to help ensure the security and integrity of our Website and IT systems.

## **Personnel Data Requests**

The CPRA provides Company employees with specific rights regarding their Personal Information. This section describes these rights and explains how to exercise those rights. You may exercise these rights yourself or through your Authorized Agent.

**Right to Know.** You have the right to request that the Company disclose certain information to you about our collection and use of your Personal Information over the past 12 months (a "Right to Know" Consumer Request). This includes: (a) the categories of Personal Information we have collected about you; (b) the categories of sources from which that Personal Information came from; (c) our purposes for collecting this Personal Information; (d) the categories of third parties with whom we have shared your Personal Information; and (e) if we have "sold" or "shared" or disclosed your Personal Information, a list of categories of third parties to whom we "sold" or "shared" your Personal Information, and a separate list of the categories of third parties to whom we disclosed your Personal Information to. You must specifically describe if you are making a

Right to Know request or a Data Portability Request. If you would like to make both a Right to Know Consumer Request and a Data Portability Consumer Request you must make both requests clear in your request. If it is not reasonably clear from your request, we will only process your request as a Right to Know request. You may make a Right to Know or a Data Portability Consumer Request a total of two (2) times within a 12-month period at no charge.

**Access to Specific Pieces of Information (Data Portability).** You also have the right to request that the Company provide you with a copy of the specific pieces of Personal Information that we have collected about you, including any Personal Information that we have created or otherwise received from a third party about you (a “Data Portability” Consumer Request). If you make a Data Portability Consumer Request electronically, we will provide you with a copy of your Personal Information in a portable and, to the extent technically feasible, readily reusable format that allows you to transmit the Personal Information to another third party. You must specifically describe if you are making a Right to Know request or a Data Portability request. If you would like to make both a Right to Know Consumer Request and a Data Portability Consumer Request you must make both requests clear in your request. If it is not reasonably clear from your request, we will only process your request as a Right to Know request. We will not disclose your social security number, driver’s license number or other government-issued identification number, financial account number, health insurance or medical identification number, or your account password or security question or answers in response to a Data Portability Consumer Request. We will also not provide this information if the disclosure would create a substantial, articulable, and unreasonable risk to your Personal Information, your Personnel relationship with the Company, or the security of our systems or networks. We will also not disclose any Personal Information that may be subject to another exception under the CPRA. If we are unable to disclose certain pieces of your Personal Information, we will describe generally the types of Personal Information that we were unable to disclose and provide you a description of the reason we are unable to disclose it. You may make a Right to Know or a Data Portability Consumer Request a total of two (2) times within a 12-month period at no charge, although you may have other rights to access certain pieces of your Personal Information under applicable labor and employment laws.

**Correction.** You have the right to request that we correct any incorrect Personal Information about you to ensure that it is complete, accurate, and as current as possible. You may review and correct some Personal Information about yourself by request. In some cases, we may require you to provide reasonable documentation to show that the Personal Information we have about you is incorrect and what the correct Personal Information may be. We may also not be able to accommodate your request if we believe it would violate any law or legal requirement or cause the information to be incorrect.

**Deletion.** You have the right to request that the Company delete any of your Personal Information that we collected from you and retained, subject to certain exceptions. Once we receive and confirm your request, we will delete (and direct our service providers to delete) your Personal Information from our records, unless an exception applies pursuant to the CPRA. Some exceptions to your right to delete include if we are required to retain your Personal Information to maintain your employee relationship with us, to detect security incidents or protect against other malicious activities, and to comply with legal obligations. We may also retain your Personal Information for other internal and lawful uses that are compatible with the context in which we collected it.



**Non-Discrimination.** We will not discriminate against you for exercising any of your CPRA rights. Unless permitted by the CPRA, we will not do any of the following as a result of you exercising your CPRA rights: (a) deny you employment or other similar relationship as Company employees; (b) provide you with different compensation, benefits, work hours, or terms of employment or other similar relationship as Company employees; or (c) suggest that you may receive different compensation, benefits, work hours, or terms of employment or other similar relationship as Company employees or be denied employment or other similar relationship as Company employees. [You may, however, receive certain discounts from benefits providers for providing your Personal Information, such as discounts on health or other insurance.]

### **Exercising Your CPRA Privacy Rights**

To exercise the rights described above, please submit a request (a “Consumer Request”) to us by submitting a form in person with the human resources department in your location or via US mail. This form is available from the HR department. Only you, or your Authorized Agent that you authorize to act on your behalf, may make a Consumer Request related to your Personal Information.

If you fail to make your Consumer Request in accordance with the ways described above, we may either treat your request as if it had been submitted with our methods described above or provide you with information on how to submit the request or remedy any deficiencies with your request.

All Consumer Requests must:

Provide sufficient information that allows us to reasonably verify you are the person about whom we collected Personal Information or an Authorized Representative of such a person. This may include:

Showing your badge, if you make your request live.

Providing other information about you (like verifying the last digits of your SSN, bank account number, or other information).

Calling from an internal phone with call back or other verification (such as video).

Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.

We cannot respond to your request or provide you with Personal Information if we cannot verify your identity or authority to make the request and confirm which Personal Information relates to you or the individual for whom you are making the request as their Authorized Agent.

We will only use Personal Information provided in a Consumer Request to verify the requestor’s identity or authority to make the request.

### **Authorized Agents**

You may authorize your agent to exercise your rights under the CPRA on your behalf by registering your agent with the California Secretary of State (an “Authorized Agent”). You may also provide your Authorized Agent with power of attorney to exercise your rights in accordance with applicable laws. We may request that your Authorized Agent submit proof of identity and that they have been authorized exercise your rights on your behalf. We may deny a request from your Authorized Agent to exercise your rights on your behalf if they fail to submit adequate proof of identity or adequate proof that they have the authority to exercise your rights.

### **Response Timing and Format**

We will respond to a Consumer Request within ten (10) days of its receipt. We will generally process these requests within forty-five (45) days of its receipt. If we require more time (up to an additional 45 days), we will inform you of the reason and extension period in writing.

In response to a Right to Know or Data Portability Consumer Request, we will provide you with all relevant information we have collected or maintained about you on or after January 1, 2022, unless an exception applies. The response we provide will also explain the reasons we cannot comply with a request, if applicable. For Data Portability Consumer Requests, we will select a format to provide your Personal Information that is readily useable and should allow you to transmit the information from one entity to another entity without hindrance, which will generally be a CSV and/or PDF file.

We do not charge a fee to process or respond to your Consumer Request unless it is excessive, repetitive, or manifestly unfounded. We reserve the right to consider more than two (2) total Right to Know or Data Portability Consumer Requests in a twelve (12) month period to be repetitive and/or excessive and require a fee. If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request.

### **Your Choices Regarding our Use and Disclosure of Your Sensitive Personal Information**

We do not use or disclose your Sensitive Personal Information for any purpose other than the following:

To provide the employment relationship as reasonably expected by an average consumer who wishes to have an employee relationship with us;

To detect security incidents that compromise the availability, authenticity, integrity, and confidentiality of stored or transmitted Personal Information, provided that our use of your Personal Information is reasonably necessary and proportionate for such purposes;

To resist malicious, deceptive, fraudulent, or illegal actions directed at the Company and to prosecute those responsible for those actions, provided that our use of your Personal Information is reasonably necessary and proportionate for this purpose;

To ensure the safety of natural persons, provided that our use of your Personal Information is reasonably necessary and proportionate for this purpose;

For short-term, transient use;

To perform services on behalf of us, such as maintaining or servicing accounts, providing customer service, processing or fulfilling orders and transactions, verifying customer information, processing payments, providing financing, providing analytic services, providing storage, or providing similar services on behalf of us; and

To verify or maintain the quality or safety of a service or device that is owned, manufactured, manufactured for, or controlled by us, and to improve, upgrade, or enhance the service or device that is owned, manufactured by, manufactured for, or controlled by us.

### **Changes to this Notice**

Company reserves the right to amend this Notice at our discretion and at any time. However, we will not collect additional categories of personal information or use your personal information for additional purposes not listed in this Notice without providing you with an updated Notice. When we make changes to this Notice, we will notify you regarding the updated Notice through Company communication channels. Your continued provision of personal information following the notice of changes constitutes your acceptance of such changes.

## **Contact Information**

If you have any questions or comments about this Notice and the ways in which Company collects and uses your information as described above, please do not hesitate to contact us through the Human Resources Department.