

California Employee Privacy Notice

Effective Date: **January 1, 2023**

The California Consumer Privacy Act of 2018, amended by the California Privacy Rights Act (“CCPA”), impose specific obligations on businesses processing personal information (which includes “sensitive personal information” as defined by the California Privacy Rights Act) of California residents. Pursuant to the CCPA, Bunn-O-Matic Corporation (“Company”, “we” or “us”) is required to provide its employees and job applicants who are California residents (“California Persons”) a notice, used at or before the point of collection of such personal information, that identifies the categories of personal information that may be collected and why the Company collects such information, along with other information provided below.

This California Employee Privacy Notice (“Notice”) is intended to provide California Persons with the notice required under the CCPA.

Section I. Updates

This Notice will be updated at least once every twelve (12) months to reflect changes in our business, legal or regulatory obligations, so please check this Notice periodically for changes by visiting www.bunn.com/careers. The Company will not collect additional categories of your personal information or use your personal information already collected for additional purposes without providing you with a notice of our intent to do so. Any changes to this Notice will be effective from the date they are communicated to you. If we make any material changes to this Notice, we will notify you by email before such changes are effective at the email address you have provided to us.

Section II. Definitions

2.1 “Personal information” has the meaning as defined in the CCPA, and includes information that is collected by the Company about you in the course of employment for employment related purposes and encompasses any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with you.

2.2 “Sensitive Personal Information” includes anything that reveals an individual’s personal information, including (1) government identifiers (e.g., Social Security Number, driver’s license number, state identification card, and passport number), (2) account log-in, financial account, debit card or credit card number in combination with any required security or access code, password, or credentials allowing access to an account, (3) precise geolocation, (4) racial or ethnic origin, (5) religious and philosophical beliefs, (6) union membership, (7) genetic data, (8) any information related to health, sex life, or sexual orientation, or (9) biometric information for uniquely identifying an individual.

2.3 “Process”, “processed” or “processing” means any operation or set of operations which is performed on personal information, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal information.

2.4 “Employees”, “employee” or “you” means an identified or identifiable natural person who is a California resident and who is acting as a job applicant, employee, emergency contact, beneficiary, member of the board of directors, or contractor for the Company. In this context “job applicant” refers to any person who has submitted his or her candidacy with the Company; “employee” refers to any person who is employed at the Company as a full-or part-time employee or temporary worker, and “contractor” means a natural person who provides any service to a business pursuant to a written contract.

Section III. Personal Information We Collect About You

Listed below are the categories of personal information, including Sensitive Personal Information, that the Company may collect from, and process about, employees:

3.1 Identifiers, including real name, alias, postal address, unique personal identifiers, email, account name, social security number, driver’s license number, passport number or other similar identifiers. In this context, a “unique personal identifier” means a persistent identifier that can be used to recognize an employee, or a device that is linked to an employee, over time and across different services, including, but not limited to, a device identifier; an Internet Protocol address; cookies, beacons, pixel tags, or similar technology; unique pseudonym, or user alias; telephone numbers, or other forms of persistent or probabilistic identifiers.

3.2 Characteristics of Protected Classifications Under California or Federal Law, including the following: race, skin color, national origin, religion (includes religious dress and grooming practices), sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (such as genetic characteristics, cancer or a record or history of cancer), disability (such as mental and physical including HIV/AIDS, or cancer), military or veteran status, request for family care leave, request for leave for an employee’s own serious health condition, request for pregnancy disability leave, and age.

3.3 Internet or Other Electronic Network Activity Information, including browsing history, search history, application access location and information regarding an employee’s interaction with an internet website, application or advertisement, time and geolocation data related to use of an internet website, application or physical access to a office location.

3.4 Professional or Employment-related Information, including job related data, maintained as part of the employment relationship that is present in: a job application or resume; an employment contract; a contractor agreement; a performance review; a disciplinary record; photos; biometric data, including imagery of your fingerprint, face, and voice recordings; information from employee expenses; browsing and search history; payroll and benefits related data; internal and external contact information; or information captured from video, audio, systems, or other forms of monitoring or surveillance.

3.5 Education Information, including information about an employee's educational background, such as education records, report cards, and transcripts that is not publicly available.

3.6 Inferences, including any information drawn from any of the personal information categories referenced above to create a profile about an employee reflecting the employee's characteristics, psychological trends, preferences, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.

Section IV. Purposes for Collecting Your Personal Information

The Company does not sell, or make any profit from, the collection of Employee data identified in Section III above. The Company does not share or sell such data, including sensitive personal information, with third parties except upon the valid service of process, however such data may be reviewed by your supervisor(s) and/or human resources personnel. By applying with the Company, you consent to our collection of and maintenance of such data and the Company will not delete such information except as described in Section VI below. The Company collects the personal information identified in Section III above for the reasons listed below.

4.1 To Recruit Employees, including to conduct employment related background screening and checks.

4.2 To Administer Benefits, such as medical, dental, optical, commuter, and retirement benefits, including recording and processing eligibility of dependents, absence and leave monitoring, insurance and accident management and provision of online total reward information and statements.

4.3 To Pay and Reimburse for Expenses, including salary administration, payroll management, payment of expenses, to administer other compensation related payments, including assigning amounts of bonus payments to individuals, administration of departmental bonus pools and administration of stock option payments.

4.4 To Conduct Performance-Related Reviews, including performance appraisals, career planning, skills monitoring, job moves, promotions and staff re-structuring.

4.5 To Monitor Work-Related Licenses and Credentials, including provisioning software licenses for use in the course of an employee's work related responsibilities,

ensuring compliance, training, examination and other requirements are met with applicable regulatory bodies.

4.6 To Provide Our Employees with Human Resources Management Services, including providing employee data maintenance and support services, administration of separation of employment, approvals and authorization procedures, administration and handling of employee claims, and travel administration.

4.7 To Administer International Assignments, including relocation services, documenting assignment terms and conditions, obtaining relevant immigration documents, initiating vendor services, fulfilling home/host country tax administration and filing obligations, addressing health requirements and populating the International Mobility global system.

4.8 To Maintain Your Contact Information, including altering your details across relevant entities within the Company's group of companies (for example personal, other employment and transferring roles).

4.9 To Assist You in Case of Emergency, including maintenance of contact details for you, and your dependents in case of personal or business emergency.

4.10 To Monitor Eligibility to Work in the U.S., which means monitoring and ensuring compliance of employees' ability to work in the U.S.

4.11 To Conduct Healthcare-Related Services, including conducting pre-employment and employment-related medical screenings for return-to-work processes and medical case management needs; determining medical suitability for particular tasks; identifying health needs of employees to plan and provide appropriate services, including operation of sickness policies and procedures; and providing guidance on fitness for travel and fitness for expatriation.

4.12 To Facilitate Better Working Environment, which includes conducting staff surveys, providing senior management information about other employees, and conducting training.

4.13 To Ensure a Safe and Efficient Working Environment, which includes the Company's actions relating to disciplinary actions, and code of conduct processes and investigations.

4.14 To Maintain Security on the Company's Websites and Internet Connected Assets, which includes hosting and maintenance of computer systems and infrastructure; management of the Company's software and hardware computer assets; systems testing, such as development of new systems and end-user testing of computer systems; training; and monitoring email and Internet access.

4.15 To Comply with Applicable Law or Regulatory Requirements, such as legal (state and federal) and internal company reporting obligations, including headcount,

management information, demographic and Health, Safety, Security and Environmental reporting.

Section V. Notice of Rights

Employees are entitled to know what personal information the Company collects and have the following rights:

- (1) Delete or correct personal information;
- (2) Opt out of the sale of personal information (which the Company does not engage in);
- (3) Limit the use or disclosure of sensitive personal information; and
- (4) Right to know if personal information is sold or disclosed, categories of personal data collected and the source, specific pieces of personal data, the business and commercial purpose, and categories of third parties to whom personal information is shared (if applicable).

Further, to the extent that employees are not able to exercise these rights, employees should contact management as detailed in Section VII. The Company does not discriminate or tolerate any forms of retaliation as a result of an employee's decision to exercise the above-referenced rights.

Section VI. Time Period

The Company maintains the information identified in Section III for the duration of your employment and/or contract with the Company, in addition to additional years beyond separation as required by law. At that time, the information maintained in Section III shall be destroyed. You may request a copy of your personnel file during your employment with the Company.

Section VII. Further Information

If you have any questions about this statement or would like to submit requests pursuant to the CCPA, please contact the toll-free number at (800) 637-8606 or contact Senior Vice President, Human Resources, Scott Lee at scott.lee@bunn.com.