



CCPA Privacy Notice for California Employees and Applicants

Woodbolt Distribution, LLC dba Nutrabolt ("Nutrabolt", "Company", "we", "us", or "our") respects the privacy of our employees and applicants. This Privacy Notice set forth our privacy practices as required by the California Consumer Privacy Act of 2018 (the "CCPA") and is intended to provide employees and applicants located in California with the CCPA required notice.

1. DEFINITIONS

- 1.1 "Personal Information" has the meaning as defined in the CCPA, and includes information that is collected by Nutrabolt 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.
- 1.2 "Process", "processed", or "processing" means any operation or set of operations which is performed on Personal Information, whether by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation use, disclosure by transmission, dissemination or otherwise making available, combination, restriction, and erasure or destruction of Personal Information.
- 1.3 "Employees", "employee", or "you" means an identified or identifiable natural person who is a California resident and who is acting as a Nutrabolt job applicant, employees, or contractor. In this context "job applicant" refers to any person who has submitted their candidacy with Nutrabolt; "employee" refers to any personal who is employed at Nutrabolt as a full- or part-time employee or temporary worker, and "contractor" means a natural person who provide any service to a business pursuant to a written contract.

2. PERSONAL INFORMATION WE COLLECT ABOUT YOU; PURPOSES FOR COLLECTION

Nutrabolt collects and uses Personal Information for human resources, employment, benefits administration, health and safety, and business-related purposes and to ensure compliance with applicable laws and regulations. Below are the categories of Personal Information we collect and the purposes for which we intend to use this information:

- **Identifying information**, such as your full name, gender, date of birth, and signature.
- **Demographic data**, such as race, ethnic origin, marital status, disability, and veteran or military status.
- **Contact information**, such as your home address, telephone numbers, email addresses, and emergency contact information.
- **Dependents' or beneficiaries' information**, such as their full name, address, date of birth, and Social Security numbers (SSN) for elected benefits.

- **National identifiers**, such as SSN, passport and visa information, driver's license, license plate number (for employees utilizing their vehicle for work-related purposes), and immigration status and documentation.
- **Educational and professional background**, such as your work history, academic and professional qualifications, resume, educational records, references, and interview notes (including WonScore via Wonderlich Assessment).
- **Employment details**, such as your job title, position, hire dates, compensation, performance and disciplinary records, and vacation and sick leave records.
- **Financial information**, such as banking details, tax information, payroll information, and withholdings.
- **Health and Safety information**, such as health conditions (if relevant to your employment), job restrictions, dietary restrictions, workplace illness and injury information, and health insurance policy information.
- **Information Systems (IS) information**, such as your search history, browsing history, login information, and IP addresses on the Company's information systems and networks.
- **Geolocation data**, such as device location.

The Company collects Personal Information to use or disclose as appropriate to:

- Comply with all applicable laws and regulations.
- Recruit and evaluate job applicants and candidates for employment.
- Conduct background checks.
- Manage your employment relationship with us, including for:
 - onboarding processes;
 - timekeeping, payroll, compensation-related payments (e.g., bonuses, incentive units, grants, etc.), and expense report administration;
 - employee benefits and perks administration;
 - employee training and development requirements;
 - administering vacation time, sick leave, and other leave-related processes;
 - the creation, maintenance, and security of your online employee accounts;
 - reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill;
 - workers' compensation claims management;
 - employee job performance, including goals and performance reviews, promotions, discipline, and termination;
 - integration with company-utilized systems such as Lattice, Ensar, Wrike, etc.;
 - operation of Company policies and procedures; and
 - other human resources purposes.
- Manage and monitor employee access to company facilities, equipment, and systems.

- Maintain security on Nutrabolt websites and Internet connected assets, which includes hosting and maintenance of computer systems and infrastructure; management of Nutrabolt'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.
- Conduct internal audits and workplace investigations.
- Investigate and enforce compliance with and potential breaches of Company policies and procedures.
- Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of the Company.
- Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.
- Perform workforce analytics, data analytics, and benchmarking.
- To facilitate a better working environment, which includes conducting staff surveys, providing senior management information about other employees, and conducting training.
- Administer and maintain the Company's operations, including for safety purposes.
- Exercise or defend the legal rights of the Company and its employees, affiliates, customer, contractors, and agents.

3. SALE OF PERSONAL INFORMATION

Nutrabolt has not "sold" Personal Information for purposes of the CCPA. For purposes of this Privacy Notice, "sold" or "sale" means the disclosure of Personal Information for monetary or other valuable consideration but does not include, for example, the transfer of Personal Information as an asset that is part of a merger or other disposition of all or any portion of our business.

4. FURTHER INFORMATION

If you have any questions about this Privacy Notice or need to access this Privacy Notice in an alternative format due to having a disability, please contact your HR Business Partner or careers@nutrabolt.com.

5. CHANGES TO THIS PRIVACY NOTICE

As our business changes, so will this Privacy Notice. If we make any material changes to this Privacy Notice, we will let you know by updating and posting this policy on *The Source*. We will also update the "last updated" date in the footer of this document.