



**PERSONAL INFORMATION COLLECTION NOTICE  
(FOR EMPLOYEES, CONTRACTORS, AND JOB APPLICANTS)**

This notice is provided to you pursuant to the California Consumer Privacy Act (CCPA), which among other things, requires that Bemus Landscape, Inc. (“we”, “our”, “Company”) provide our job applicants, employees, and independent contractors who are residents of California (for purposes of this notice, referred to as “Employees”) with notice of the categories of personal information we collect in the context of those Employee roles and our purposes for which the information will be used. This notice is not intended to address every aspect of our collection and handling of personal information. For example, additional information about our collection and handling of personal information can be found in the Company’s employee handbook. If you have questions or concerns, you may contact us at the contact information at the end of this notice.

For purposes of this notice, “personal information” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular household or a particular California resident that is collected in the context of our relationship with you as an Employee. The personal information may relate to you, your emergency contacts, or your benefit plan recipients, such as your spouse or dependents.

**PERSONAL INFORMATION COLLECTED**

The categories of personal information we collect are indicated below:

<b>Category of Personal Information</b>	<b>Examples of Personal Information in the Category</b>	<b>Collected?</b>
A. Identifiers.	A first and last name, email and mailing address, account name, social security number, driver’s license number, Internet Protocol address, and other similar identifiers.	YES
B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).	A name, signature, Social Security number, physical characteristics or description, address, telephone number, passport number, driver’s license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information. Note: some personal information included in this category may overlap with other categories.	YES
C. Protected classification characteristics under California or federal law.	Age, race, citizenship, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), veteran or military status.	YES

D. Commercial information.	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	NO
E. Biometric information.	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
F. Internet or other similar network activity.	Browsing history, search history, information on the person's interaction with a website, application, information network, or advertisement.	YES
G. Geolocation data.	Physical location or movements.	YES
H. Sensory data.	Audio, electronic, visual, thermal, olfactory, or similar information.	NO
I. Professional or employment-related information.	Current or past job history or performance evaluations.	YES
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)).	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.	NO
K. Inferences drawn from other personal information.	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	YES

## USES OF PERSONAL INFORMATION

We may use the personal information we collect within each of the categories above for one or more of the following uses:

- Collect, evaluate, and process employment applications and potential contractors, including confirming identity and eligibility for employment, background and related checks, and onboarding
- Process payroll and reimbursements and administer employee benefit plans including enrollment and claims handling
- Maintain personnel records and conduct time-keeping and similar personnel management processes
- Communicate with Employees and their emergency contacts and plan beneficiaries
- Comply with labor, employment, tax, benefits, worker's compensation, disability, equal employment opportunity, workplace safety, and other laws and regulations
- Ensure the security and proper use of property and information owned or held by the Company, including the Company's information systems, electronic devices, networks, and data

- Manage, monitor, and enhance employee performance, productivity and compliance with the Company's policies and applicable law and investigate Employee performance issues as well as complaints, grievances, and suspected or claimed violations of Company policy or law
- Meet our contractual and related operational obligations in conducting our business such as in the use of your personal information in your and other Employees' performance of their job duties
- Provide benefit plan offerings to promote Employee health and safety
- Enforce our legal rights in a dispute
- Comply with court subpoena, law enforcement, and similar governmental requests and requirements

If you have any questions about the information in this notice or otherwise about our collection and handling of personal information, please contact our Human Resources Manager.