

SAGE Dining Services, Inc.'s ("SAGE") California Consumer Privacy Notice to California Employees and Job Applicants

Effective Date: January 1, 2023

This California Employee Privacy Notice (the "California Employee Privacy Notice") supplements the SAGE Privacy Notice and California Consumer Privacy Notice and applies to the personal information of California employees, interns, contractors, volunteers, and applicants for those roles collected by SAGE. This California Employee Privacy Notice also applies to information provided to us about employees' relatives or others that is used for emergency contact or benefits administration purposes.

Please read this California Employee Privacy Notice to learn how we collect and process your personal information when you are employed by SAGE, engaged to provide services to SAGE or apply for a job with SAGE. Under the California Consumer Privacy Act of 2018, Cal. Civ. Code § 1798.100 *et seq.* and its implementing regulations (the "CCPA"), as modified by the California Privacy Rights Act (the "CPRA"), you have the right to know and understand the categories of personal information we collect about you, and the purposes for which we use such personal information. Certain terms used in this California Privacy Notice have the meaning given to them in the CCPA or CPRA and their implementing regulations. This California Employee Privacy Notice only applies to employees, contractors and job applicants who are residents of the State of California.

Information We Collect

Categories of Personal Information Collected	Purposes Personal Information is Used.
<p><u>Identifiers and Contact information.</u> This category includes names, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver's license or state identification numbers, passport number, employment authorization number, bank account information, dependent and beneficiary information (names, dates of birth, Social Security numbers) and other similar contact information and identifiers.</p>	<ul style="list-style-type: none"> • Collecting and processing employment applications, including confirming eligibility for employment, background and related checks, and onboarding; • Processing payroll and employee benefit plan and program administration including enrollment and claims handling; • Maintaining personnel records and record retention requirements; • Communicating with employees and/or employees' emergency contacts and plan beneficiaries; • Complying with applicable state and federal labor, employment, tax, benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws;

	<ul style="list-style-type: none"> • Preventing unauthorized access to or use of the Firm's property, including the Firm's information systems, electronic devices, network, and data; • Ensuring employee productivity and adherence to SAGE's policies; • Investigating complaints, grievances, and suspected violations of SAGE policy
<p><u>Protected classification information.</u> This category includes characteristics of protected classifications under California or federal law.</p>	<ul style="list-style-type: none"> • Complying with applicable state and federal Equal Employment Opportunity laws; • Design, implement, and promote SAGE's diversity and inclusion programs • Investigate complaints, grievances, and suspected violations of SAGE policy
<p><u>Internet or other electronic network activity information.</u> This category includes without limitation:</p> <ul style="list-style-type: none"> • all activity on SAGE's information systems, such as internet browsing history activity, search history, intranet activity, email communications, social media postings, stored documents and emails, usernames and passwords 	<ul style="list-style-type: none"> • Facilitating the efficient and secure use of SAGE's information systems; • Ensuring compliance with SAGE information systems policies and procedures; • Complying with applicable state and federal laws; • Preventing unauthorized access to, use, or disclosure/removal of SAGE property, records, data, and information • Enhancing employee productivity
<p><u>Professional and employment-related information.</u> This category includes without limitation:</p> <ul style="list-style-type: none"> • data submitted with employment applications including, employment history, employment recommendations, etc.; • background check and criminal history; • work authorization; • professional licenses; 	<ul style="list-style-type: none"> • Collecting and processing employment applications, including confirming eligibility for employment, background and related checks, and onboarding; • Employee benefit plan and program design and administration, including leave of absence administration; • Maintaining personnel records and complying with record retention requirements;

<ul style="list-style-type: none"> • educational degrees; • fitness for duty data and reports (upon return from a medical leave of absence); • performance and disciplinary records; • salary and wage data; • benefit plan enrollment, participation, and claims information; • leave of absence information including religious and family obligations, physical and mental health data concerning employee and his or her family members 	<ul style="list-style-type: none"> • Communicating with employees and/or employees' emergency contacts and plan beneficiaries; • Complying with applicable state and federal labor, employment, tax, benefits, workers compensation, disability, equal employment opportunity, workplace safety, and related laws; • Business management; • Preventing unauthorized access to or use of SAGE property, including SAGE information systems, electronic devices, network, and data; • Ensuring employee productivity and adherence to the SAGE's policies; • Recruiting; • Investigating complaints, grievances, and suspected violations of SAGE policy
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Sources of Personal Information

We collect personal information that you voluntarily provide to us during the application process or when you otherwise contact us. We may also automatically collect certain information, such as IP addresses and device identifiers.

We may combine personal information you voluntarily provide to us with information we collect from other sources, such as:

- Job recruiters;
- Prior employers and professional references;
- Educational institutions;
- Pre-employment screening and background check service providers;
- Credentialing and licensing organizations;
- Publicly available sources, such as public social media profiles on LinkedIn, Twitter or Facebook; and
- Other sources as directed by you

Disclosure of Personal Information

We may share your personal information for the business purposes described in this California Employee Privacy Notice with the following parties:

- Service Providers: We may share your personal information with service providers, such as recruiters, pre-employment screening services, third-party benefits administrators, payroll processors, background check providers, and others.
- Governmental Authorities: As required by law or legal process, we may share your personal information with federal or state regulatory agencies, law enforcement, courts and other governmental authorities.
- Professional Advisors: We may share your personal information with our professional advisors, such as auditors and law firms.

SAGE does not sell or otherwise disclose this personal information for monetary or other consideration to any third parties.

In accordance with our policies and procedures, we will not discriminate or retaliate against you if you choose to exercise any of your rights under the CCPA or CPRA.

Contact Information

If you have any questions or concerns regarding this California Employee Privacy Notice or the collection of your personal information, or wish to exercise your rights under California law, please do not hesitate to contact us at:

Phone: (410) 339-3950

Email: caprivacyrequest@sagedining.com

Postal Address:

SAGE Dining Services, Inc.
Attn: Legal Department
1402 York Road
Lutherville, Maryland 21093