



California Privacy Notice and Disclosure to Employees and Job Applicants

Soapy Joe's Inc. (the "Company") provides this notice and disclosure ("Notice") to job applicants and employees who reside in California. ***Individuals with disabilities are welcome to obtain from the Company this Notice in an alternative format.***

This Notice describes the categories of personal and sensitive information the Company collects, examples of the personal and sensitive information for each category, categories of sources from which the Company collects personal and sensitive information, and for what purpose the Company uses that personal and sensitive information. Please share this Notice with your emergency contacts, dependents, domestic partner and/or spouse about whom you provide personal and sensitive information to us.

This Notice is not a job offer or promise of employment. Rather, this Notice is solely to provide job applicants and employees with a full disclosure of personal and sensitive information that may be collected, used, and shared by the Company as part of the job application process and/or during employment in accordance with applicable laws. The Company will not unlawfully discriminate or retaliate against an employee or job applicant for exercising their rights under federal or state privacy laws. Employees should consult the privacy-related policies in the Company's Employee Handbook for further details and direct any questions to Human Resources.

Personal and Sensitive Information We Collect

As part of your job application or employment, the Company will collect information that identifies, relates to, describes or references you, or is capable of being associated with or could reasonably be linked to you, directly or indirectly. In particular, the Company may or will collect the following categories of "personal and sensitive information" about you:

- **Identifiers and contact information**, such as your real name, alias, postal address, unique personal identifier, online identifier, internet protocol (IP) address, email address, account name, insurance policy information, social security number, driver's license number or state identification number, passport number, or other similar identifiers.
- **Information from job application materials or recruiters**, such as your job application, resume or curriculum vitae, cover letter, references, work history, education transcripts, signature, whether you are subject to prior employer obligations, and information that referrers provide about you.
- **Non-public education information**, such as education records maintained by an educational institution or party acting on its behalf, including grades, transcripts, class lists, student schedules, student identification codes, student financial information, student disciplinary records, and degrees and vocational certifications obtained.
- **Professional or employment-related information**, such as current or past job history or performance evaluations, to the extent permitted by law; licenses, permits, memberships, certifications, professional history, references, language proficiencies, education details, and information you make publicly available through job search or career networking sites; we collect your date of birth and social security number after an offer is made and as part of the background check process.
- **Information from the application process**, such as any phone-screens, interviews, evaluations and outcomes of recruiting exercises.
- **Immigration status** and other information that would allow us to verify your employment eligibility at the appropriate time in the hiring and recruiting process, as permitted by law.
- **Job preferences**, such as desired position and compensation, location preferences and willingness to relocate.
- **Background check information**, such as information necessary to complete background, credit, drug/alcohol and/or other checks when permitted by law, and information received during these checks.

- **Internet, application, and network activity**, such as cookie IDs and browser visits.
- **Information needed to understand and assess accommodation requests regarding potential disabilities or other health conditions.** This discussion would occur only after an offer of employment is made and accepted.
- **Inferences drawn from other personal and sensitive information**, such as the profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.
- **Employment and personal and sensitive information listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e))**, which includes, for example, your name, signature, social security number, physical characteristics or description, photograph, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, current employment, employment history, membership in professional organizations, licenses and certifications, bank account number, credit card number, debit card number, or any other financial, medical or health insurance information. (Some personal and sensitive information included in this category may overlap with other categories.)
- **Protected characteristics under California or federal law**, including age (40 years or older), race, race-and/or ethnicity-related traits, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex, gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions, reproductive health decision making, sexual orientation, veteran or military status, genetic characteristics and/or information (including familial genetic information), and any other characteristic protected by law.
- **Medical information**, such as your body temperature, health symptoms and other screening information in connection with the company's health and safety plans and protocols, including screening required to access the company's, client's and customer's facilities and other measures designed to prevent the transmission of COVID-19 or other infectious diseases, including diagnosis and related testing results, whether you have or display symptoms (e.g., for COVID-19), whether you have been in close contact with anyone who has tested positive for an infectious disease, as well as any doctor's notes for absences or work restrictions, medical leave of absence records, requests for accommodation including information regarding your medical condition, disability, or religious beliefs, practices, or observances, interactive process records, and correspondence with you and your healthcare provider(s) regarding any request for accommodation or medical leave of absence related to infectious disease.
- **Biometric information**, such as genetic, physiological, behavioral or 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, other physical patterns, video security surveillance, clothing sizes, and sleep, health, or exercise data.
- **Audio, electronic, visual or similar information**, such as activities and usage of the Company's electronic devices and systems, video and audio recordings of activity while using the video application or other Company electronic systems, and video cameras at the worksite and/or Company-sponsored events;
- **Family information**, such as contact information for family members listed as emergency contacts, contact information for dependents and other dependent information, medical and health information for family members related Company benefits or to COVID-19 symptoms, exposure, or testing, and family travel information.
- **Geolocation data**, such as latitude/longitude, precise location information, device location, and approximate location derived from IP address, GPS, WiFi, or Bluetooth Low Energy tracking, for Company-owned or Company-issued mobile devices, computers, tablets, applications, or vehicles.
- **Commercial information**, such as records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies (e.g., to provide for the reimbursement if expenses related to applicant or employee travel and lodging).
- **Other information that you provide to the Company.**

In certain cases, the Company may ask you for additional information to comply with applicable law. The Company may also inquire about criminal records, but only when and to the extent permitted by applicable law.

Sources of Personal Information

The Company collects personal and sensitive information from you when you apply for a job and throughout the job application or recruitment process. The Company may also collect your personal and sensitive information from other sources and combine it with the personal and sensitive information you provide to the company. For example, the Company may collect your personal and sensitive information from:

- **Information Provided Directly by You or a Member of Your Household.** The Company collects personal and sensitive information directly from you as part of your employment. For example, information that you give us when you fill out an employment application, employment documents, or enroll in benefits programs, or it can be information that you give us when you interact with services such as the Company's website, the Company's HRIS System, or the Company's timekeeping application.
- **Information Collected from External Third-Party Sources.** We receive information about you from third-party sources to assist us with employment-related activities and other legal matters. For example, we may collect information from pre-employment screening services such as for the purpose of conducting a background check or drug testing facilities when performing drug testing following a contingent offer of employment or during your employment (to the extent permitted by law). Examples of the types of information contained in a background check may include your criminal, employment, and educational history, as well as information about your character, general reputation, personal characteristics, mode of living, credit standing, and more.
- **Other Sources of Personal and Sensitive Information.** Through technology on Company-owned property; the Company website, job board websites you may use to apply for a job with the Company, or job-related social media platforms; prior employers and recruiters; professional references that you authorize the Company to contact; employment agencies and recruiters; your educational institutions; third-party sources including Company contractors, customers, and clients; claim administrators and investigators; publicly-available sources, including your public social media profile or other publicly-available sources; online activity information that the Company and its service providers collect using server logs, "cookies" and similar technologies on Company webpages (please see policies regarding privacy in the Employee Handbook for more information); other company personnel; and recruiting or other events where the Company is a sponsor or participant.

How We Use Personal and Sensitive Information

The Company may use or disclose your personal and sensitive information for, or in the course of, one or more of the following business purposes (not all uses apply to every individual):

- **Recruitment and employee management.** Operating the careers website we maintain at www.soapyjoescarwash.com/careers or any other site to which this Notice is posted; recruiting, processing your application, interviewing and evaluating job candidates; to assess your ability, fitness or eligibility to perform job duties and work; to obtain and verify background checks, criminal history, motor vehicle records, credit history, and/or drug testing (as permitted by law), as well as your references; analyzing and improving the Company's application and recruitment processes; accommodating disabilities or health conditions; to enroll you, deliver, and communicate with you about the various benefit plans the Company offers; to administer payroll services; scheduling travel and pay for or reimburse you for covered business expenses related to the job application or interview, employment, or similar expenses; communicating with you regarding your candidacy, opportunities with the Company or about any changes to applicable terms or policies; to conduct investigations related to company policies; and other business operations.
- **Compliance, safety, and fraud prevention.** To comply with local, state and federal laws that require businesses to collect, monitor, maintain or disclose certain records regarding applicants, employees or contract workers; complying with or monitoring compliance with legal and other requirements, such as reporting and equal opportunities monitoring requirements, where applicable; complying with internal policies and procedures; complying with lawful requests and legal process, such as responding to subpoenas or requests from government authorities; protecting the Company's, your or others' rights, safety and property, including by complying with applicable public health guidelines and requirements,

including, without limitation, guidance from the Centers for Disease Control or other public health authorities relating to the prevention and control of COVID-19 or other infectious diseases; to maintain and protect the rights, security, health and safety of job applicants, employees, customers and others, as well as our facilities, premises, electronic systems (including email, phones and internet use) and other Company property; investigating and deterring against fraudulent, harmful, unauthorized, unethical or illegal activity, or conduct in violation of our policies or procedures; to comply with the provisions of collective bargaining agreements, if any; to fulfill or meet the reason for which the information was provided to the Company; controlling access to and monitoring our physical premises; sharing information with government authorities, law enforcement, courts or private parties where the Company is required to do so or has a good-faith belief it is necessary for the foregoing purposes.

- **Analytics.** Creating anonymous, aggregated or de-identified data that we use and share to analyze our application and recruitment activities, business and for other lawful business purposes.
- **Other uses.** The Company may also use your personal and sensitive information for the following purposes: To create and maintain your account; updating operational and technical functionality; improving our recruitment and hiring process, including performing analysis of our applicant pool; carrying out internal record keeping; performance management, managing job-related training, optimizing job roles, and for promotional and marketing purposes, e.g. photographs and video recordings taken at the worksite or at Company-sponsored events; to evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal and sensitive information held by the Company is among the assets transferred; providing you with notices or announcements concerning business operations, opportunities, or policies that may be relevant and/or of interest to you; and other purposes authorized by the California Privacy Protection Agency, California or federal law.

Equipment and Systems.

We have a reasonable interest in ensuring that Company equipment and systems, as well as data, are protected and used properly. Accordingly, to the extent allowed by applicable law, we monitor or record any and all use of Company equipment and systems, including use for personal purposes.

We may or may not have used personal and sensitive personal information about you for each of the above purposes. The Company will not collect additional categories of personal and sensitive information or use the personal and sensitive information we collected for materially different, unrelated, or incompatible purposes without providing you notice.

The Company may aggregate and/or anonymize personal and sensitive information so it is no longer considered personal and sensitive information. We do this to generate other data for our use, which we may use and disclose for any purpose.

Disclosure of Personal and Sensitive Information

The Company may disclose your personal and sensitive information with other parties as necessary for the purposes described above. For example, we may disclose your personal and sensitive information to:

- **Service providers.** Companies that provide the Company with services that help the Company manage the recruiting process and operate the business, such as job boards, recruiters, interviewing and testing, pre-employment screening, travel booking and expense reimbursement (where applicable), relocation (where applicable), and payroll, human resources, and benefits administration. We require our service providers to keep confidential the information that we obtain from you as an applicant or employee. We do not allow our service providers to use or share your information for any purpose other than providing services on the Company's behalf, without your affirmative consent.
- **Government authorities, law enforcement and others.** Government authorities, law enforcement, courts, and others as described in the "Compliance, Safety, and Fraud Prevention" section above.
- **Subsidiaries and affiliates.** Subsidiaries and affiliated entities, for purposes consistent with this Notice or to operate shared infrastructure, systems and technology.

- **Business transfers.** Parties to transactions and potential transactions whereby the Company sells, transfers or otherwise shares some or all of its business or assets, including your personal and sensitive information, such as a corporate divestiture, merger, consolidation, acquisition, reorganization or sale of assets, or in the event of bankruptcy or dissolution.
- **Professional advisors.** Lawyers, immigration advisors, and other outside professional advisors.
- **Customers and business partners.** Customers and other companies and individuals with whom the Company does business or is exploring a business relationship.

Selling of Personal and Sensitive Information

The Company DOES NOT sell your personal or sensitive information.

Information Protection and Retention

The Company uses reasonable security measures, including physical, administrative, and technical safeguards to protect your personal and sensitive information. The Company will retain your information for a period of seven (7) years or as long as is necessary for the purposes set out in this Notice or to operate the Company's business and to comply with legal obligations, resolve disputes, and enforce agreements and written policies, unless a short or longer period is required by law.

Changes to this Notice

The Company reserves the right to change this Notice at any time. If the Company makes any material changes to this Notice, we will post the revised version to website and/or HRIS system and change the "Updated" Date at the bottom of this Notice. Except as otherwise indicated, any changes will become effective when the Company posts the revised Notice. Employees should check the Company HRIS portal regularly for updates.

Rights, Inquiries, and Requests for Information, Deletion, or Correction

You have the right to request: (1) information regarding the personal and sensitive information the Company collects and discloses for business purposes about you; (2) that the Company delete personal and sensitive information that we collected from you, subject to certain exceptions; (3) that inaccurate personal and sensitive information be corrected.

How to Submit a Verifiable Request. In order to exercise these rights, you must submit a request by email at payroll@soapyjoescw.com or by calling 619-474-1125. Only you, or someone legally authorized to act on your behalf, may make a verifiable request related to your personal and sensitive information. To designate an authorized agent to act on your behalf, you must send a signed, written authorization by email or by mail to the Company at the address below. The Company will respond to requests in accordance with applicable laws if it can verify the identity of the individual submitting the request.

Questions and Contact Information

If you have any questions or concerns regarding the content of this Notice or the collection or use of your information, please contact us by email or by postal mail at Soapy Joe's, Attention: Human Resources Department, 11465 Woodside Ave, Santee CA 92071; hr@soapyjoescw.com.

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