

**PERSONAL & CONFIDENTIAL  
ATTORNEY-CLIENT COMMUNICATION**

**Notice At Collection  
For Applicants Residing In California**

Accountable Healthcare Staffing, Inc. (the “**Company**”) is providing you with this Notice At Collection For Applicants Residing In California (“**Notice**”) to inform you about:

1. the categories of Personal Information that the Company collects about applicants who reside in California; and
2. the purposes for which the Company uses that Personal Information.

For purposes of this Notice,

- “**Personal Information**” means information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a natural person that the Company collects about its applicants, who reside in California, in their capacity as applicants for positions with the Company.

**Assistance For Disabled Applicants**

Alternative formats of this Notice are available to individuals with a disability. Please contact [HR@AHCStaff.com](mailto:HR@AHCStaff.com) for assistance.

**1. Identifiers And Professional Or Employment-Related Information**

- 1.1 **Personal Information Collected:** The Company collects identifiers and professional or employment-related information, including the following:

**Identifiers:** real name, nickname or alias, postal address, telephone number, e-mail address, Social Security number, signature, online identifier, Internet Protocol address, driver’s license number or state identification card number.

**Professional or Employment-Related Information:** evaluations, membership in professional organizations, professional certifications, and employment history.

- 1.2 **Purposes of Use:**

<b>Recruiting:</b>	
<ul style="list-style-type: none"> <li>• To evaluate applicants' qualifications for employment with the Company</li> <li>• To communicate with applicants</li> <li>• For diversity and inclusion purposes</li> <li>• To arrange and manage Company-sponsored events</li> <li>• To create a talent pool for future job openings</li> <li>• For recordkeeping purposes</li> </ul>	<ul style="list-style-type: none"> <li>• To demonstrate applicants' agreement to, or acceptance of, documents presented to them, e.g., acknowledgement of employment application, offer letter</li> <li>• To evaluate and improve the recruiting process</li> </ul>
<b>Monitoring, Security, And Compliance:</b>	
<ul style="list-style-type: none"> <li>• To monitor use of Company information systems and other electronic resources</li> <li>• To conduct internal audits</li> <li>• To conduct internal investigations</li> <li>• To protect the safety and security of the Company's facilities</li> </ul>	<ul style="list-style-type: none"> <li>• To administer the Company's ethics hotline</li> <li>• To report suspected criminal conduct to law enforcement and cooperate in investigations</li> </ul>

## **2. Characteristics Of Protected Classifications Under California Or Federal Law**

The Company collects information about race, age, disability, sex, and veteran status as necessary to comply with legal obligations, including the reporting requirements of the federal Equal Employment Opportunity Act, the federal Office of Contracting Compliance Programs (applicable to government contractors), and California's Fair Employment and Housing Act, and for purposes of diversity analytics.

The Company also uses this Personal Information for purposes including: (a) with respect to disability and/or medical condition, as necessary, to comply with Federal and California law related to accommodation; and (b) with respect to age, incidentally to the use of birth date for identity verification.

The Company collects this category of Personal Information on a purely voluntary basis, except where collection is required by law, and uses the information only in compliance with applicable laws and regulations.

## **3. Background Screening Information**

**3.1 Personal Information Collected:** The Company collects background screening information, including results of the following types of background screening: criminal history; sex offender registration; motor vehicle records; credit history (for specific

positions); employment history; and educational history. Note: This Notice does not cover background screening governed by the Fair Credit Reporting Act, which is subject to other notice requirements.

- 3.2 **Purposes of Use:** to evaluate applicants' qualifications for employment with the Company.

**Purposes Potentially Applicable To Any Of The Categories Of Personal Information Listed Above**

The Company also may use applicants' Personal Information to facilitate administrative functions and information technology operations and for legal reasons and corporate transactions. These functions include, but are not limited to the following:

- to manage and operate information technology and communications systems, risk management and insurance functions, budgeting, financial management and reporting, strategic planning;
- to manage litigation involving the Company, and other legal disputes and inquiries and to meet legal and regulatory requirements;
- in connection with a corporate transaction, sale, or assignment of assets, merger, divestiture, or other changes of control or financial status of the Company or any of its subsidiaries or affiliates; and
- to manage licenses, permits and authorizations applicable to the Company's business operations.