

**DISCLOSURE TO EMPLOYEES PURSUANT TO THE CALIFORNIA CONSUMER  
PRIVACY ACT (CCPA)**

The Company may collect, receive, maintain, and use the Personal Information of current and former employees for the following business purposes:

1. To comply with state and federal law and regulations requiring employers to maintain certain records (such as immigration compliance records, travel records, personnel files, wage and hour records, payroll records, accident or safety records, and tax records);
2. to manage and process payroll and/or Company travel and expenses;
3. to maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance;
4. to manage workers' compensation claims;
5. to administer and maintain group health insurance benefits, 401K and/or retirement plans;
6. to manage employee performance of their job duties and/or employee conduct;
7. to conduct workplace investigations (such as investigations of workplace accidents or injuries, harassment, or other misconduct);
8. to evaluate job applicants and candidates for employment or promotions;
9. to obtain and verify background checks on job applicants and employees;
10. to evaluate, make, and communicate decisions regarding an employee's employment, including decisions to hire, terminate, promote, demote, transfer, suspend or discipline;
11. to communicate with employees regarding employment-related matters such as upcoming benefits enrollment deadlines, action items, availability of W2s, and other alerts and notifications;
12. to grant employees access to secure Company facilities, systems, networks, computers, and equipment and maintain information on who accessed such facilities, systems, networks, computers, and equipment and what they did therein or thereon;
13. to implement, monitor, and manage electronic security measures on employee devices that are used to access Company networks and systems;
14. to engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of the Company;
15. to communicate with employee's family or other contacts in case of emergency or other necessary circumstance; and
16. to promote and foster diversity and inclusion in the workplace.

The Company may collect, receive, and maintain the following categories of Personal Information of current and former employees for the above business purposes as referenced by number:

CATEGORY	EXAMPLES	BUSINESS PURPOSE
Personal Identifiers & Contact Information	Name, alias, postal or mailing address, email address, telephone number, social security number, driver's license or state identification card number, passport	1, 2, 3, 4, 5, 6, 7, 8, 9,

	number, employee ID number, username and password for Company accounts and systems	10, 11, 12, 13
Physical Characteristics or Description	Eye color, hair color, hair style, height, weight, built, tattoos, piercings	4, 6, 7
Family Information	Contact information for family members listed as emergency contacts, contact information for dependents and other dependent information	5, 15
Financial Information	Bank account number for direct deposit, credit card number, debit card number, or other financial account information	1, 2
Protected Classifications	Race, ethnicity, national origin, sex, gender, sexual orientation, gender identity, religion, age, disability, medical or mental condition, military status, familial status, marital status	1, 5, 7, 16
Pre-Hire Information	Job application, resume, background check results, drug test results, job interview notes, and candidate evaluation records and assessments, work samples, voluntary disclosures, Wage Opportunity Tax Credit (WOTC) information, pre-employment medical history, prior work injuries	1, 2, 3, 6, 7, 8, 9, 10, 14
Professional or Employment-Related Information	Personnel file, new hire or onboarding records, I-9 forms, tax forms, time and attendance records, non-medical leave of absence records, workplace injury and safety records, performance evaluations, disciplinary records, investigatory records, training records, travel records, licensing and certification records, compensation and health benefits records, ergonomic information, COBRA notifications, and payroll information and records	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14
Medical and Health Information	Doctor's notes for absences or work restrictions, medical leave of absence records, requests for accommodation, interactive process records, and correspondence with employee and his/her medical or mental health provider(s) regarding any request for accommodation or medical leave of absence, as well as post-hire drug test results	1, 3, 4, 5, 6, 7, 10, 14
Biometric Information	Fingerprints, retina scans, facial recognition, handprint	12

Education Information	Information from resumes regarding educational history; transcripts or records of degrees and vocational certifications obtained	1, 6, 7, 8, 10, 14
Visual, Audio or Video Recordings in the Workplace	Surveillance cameras or pictures of employees taken in the workplace or at a Company function or event, or pictures or video of employees representing the Company posted on social media	4, 6, 7, 10, 12, 14, 16
Facility & Systems Access Records	Information identifying which employees accessed secure Company facilities, systems, networks, computers, and equipment and at what times using their keys, badges, fobs, login credentials, or other security access method	3, 4, 6, 7, 10, 12
Geolocation Data	IP address and/or GPS location (latitude & longitude) recorded on Company-issued computers, electronic devices, and vehicles, as well as timekeeping applications on cell phones that employees use to clock in and out and that log the geographic location at which each time entry was made	1, 2, 4, 6, 7, 10, 13
Internet, Network, and Computer Activity	Internet or other electronic network activity information related to usage of Company networks, servers, intranet, shared drives, or Company-issued computers and electronic devices, including system and file access logs, security clearance level, browsing history, search history, and usage history	6, 7, 10, 13
Mobile Device Security Information	Data identifying employee devices accessing Company networks and systems, including cell phone make, model, and serial number, cell phone number, and cell phone provider	6, 7, 13

**By signing below, I acknowledge and confirm that I have received and read and understand this disclosure and I hereby authorize and consent to Austal USA, LLC's use of the personal information it collects, receives or maintains for the business purposes identified above.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Your Full Name