

	MICHAEL BAKER INTERNATIONAL	POLICY MANUAL
TITLE: California Consumer Privacy Act (“CCPA”) Employee Privacy Notice SECTION: Human Resources – Employee Relations – Talent Acquisition		ISSUE DATE: 30-DEC-2019 Rev. No.: Revised
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1.0 Introduction

This CCPA Employee Privacy Notice explains what types of personal information may be collected from and about employees, including contractors and temporary workers, job applicants, and candidates, that are California residents, and how that personal information is used and shared by Michael Baker International, Inc. and all parent and affiliated companies (“Michael Baker International,” “we,” “us” or “our”). We recognize the confidential nature of the personal information in our care and are accountable for the compliance of ourselves and our directors, officers, management, employees, representatives and agents in protecting this personal information.

If you have any questions, comments or concerns, please contact our Human Resources Department who can be reached by email: HR@mbakerintl.com or through the main Michael Baker International phone number: (412) 918-4000. When emailing, please reference the “CCPA Notice Request” in the Subject line so that we may respond promptly to your request.

2.0 Scope

This CCPA Employee Privacy Notice applies to all Michael Baker International employees, including contractors and temporary workers, job applicants, and candidates, that are California residents, and explains how that personal information is used and shared by Michael Baker International.

3.0 Information Collected

For the purposes of this CCPA Employee Privacy Notice, “personal information” means any information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual. We collect personal information directly from you in circumstances where you provide personal information (e.g., during the onboarding process, signing up for direct deposit, enrolling in benefits or services). However, in some instances, the personal information we collect has been inferred about you based on other information you provide us, through your interactions with us, or from third parties. When we collect your personal information from third parties it is either because you have given us express permission to do so, your permission was implied by your actions, or because you provided explicit or implicit permission to the third party to provide the personal information to us. We have collected the following categories of personal information:

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Category of personal information	Source(s) of personal information	How we use it	How we share it
Identifiers , such as a real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol (“IP”) address, email address, account name, Social Security number, driver's license number, passport number, or other similar identifiers	Directly from you	For administrative employment purposes (see below)	Third party service providers who help us perform administrative employment services
Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)) , such as 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	Directly from you	For administrative employment purposes (see below)	Third party service providers who help us perform administrative employment services
Protected classification characteristics under California or federal law , such as age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information)	Directly from you	For administrative employment purposes (see below)	Third party service providers who help us perform administrative employment services
Commercial information , such as records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies	Not applicable at the present time	Not applicable at the present time	Not applicable at the present time
Biometric information , such as 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	Directly from you	For administrative employment purposes (see below)	Third party service providers who help us perform administrative employment services
Internet or other similar network activity , such as browsing history, search history, information on a consumer’s interaction with a website, application or advertisement	Indirectly from you	For administrative employment purposes (see below)	Third party service providers who help us perform administrative employment services

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Geolocation data , such as physical location or movements	Directly from you	For administrative employment purposes (see below)	Third party service providers who help us perform administrative employment services
Sensory data , such as audio, electronic, visual, thermal, olfactory or similar information	Not applicable at the present time	Not applicable at the present time	Not applicable at the present time
Professional or employment-related information , such as current or past job history or performance evaluations	Directly from you	For administrative employment purposes (see below)	Third party service providers who help us perform administrative employment services
Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g, 34 C.F.R. Part 99)) , such as 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	Directly from you	For administrative employment purposes (see below)	Third party service providers who help us perform administrative employment services
Inferences drawn from other personal information , such as a profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes	Indirectly from you	For administrative employment purposes (see below)	Third party service providers who help us perform administrative employment services

In the course of providing administrative employment services, including processing job applications, we may have collected the following specific pieces of personal information:

- Name, gender, home address and telephone number, date of birth, marital status, employee identification number, and emergency contacts.
- Account name, unique personal identifier, online identifier, IP address, and email address.
- Driver’s license number.
- Residency and work permit status, military status, nationality and passport information.
- Social security or other taxpayer/government identification number.
- Physical or mental disability, veteran or military status, and medical information.
- Payroll information, banking details.
- Wage and benefit information.
- Retirement account information.
- Sick pay, paid time off, retirement accounts, pensions, insurance and other benefits information (including the gender, age, nationality and passport information for any spouse, minor children or other eligible dependents and beneficiaries).

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- Date of hire, date(s) of promotions(s), work history, technical skills, educational background, professional certifications and registrations, language capabilities and training records.
- Beneficiary and emergency contact information.
- Height, weight and clothing sizes, photograph, videos, physical limitations and special needs.
- Foreign property or investments.
- Affiliations (in instances where a National Security Clearance or a position requiring a public trust background investigation is sought).
- Records of work absences, vacation/paid time off, entitlement and requests, salary history and expectations, performance appraisals, letters of appreciation and commendation, and disciplinary and grievance procedures (including monitoring compliance with and enforcing our policies).
- Where permitted by law and applicable we may collect the results of credit and criminal background checks, the results of drug and alcohol testing, screening, health certifications, driving license number, vehicle registration and driving history.
- Voicemails, e-mails, correspondence, documents, and other work product and communications created, stored or transmitted using our networks, applications, devices, computers or communications equipment.
- Date of resignation or termination, reason for resignation or termination, information relating to administering termination of employment (e.g., references).
- Letters of offer and acceptance of employment.
- Your resume or CV, cover letter, previous and/or relevant work experience or other experience, education, transcripts, or other information you provide to us in support of an application and/or the application and recruitment process.
- References and interview notes.

4.0 Use of Information Collected

We use your personal information for the following purposes:

- To manage all aspects of an employee’s employment relationship (e.g., determining eligibility for initial employment; pay and benefit administration; development and training; absence monitoring; project management; auditing, compliance, and risk management activities; employee communications; performance evaluation; disciplinary actions; grievance and internal investigation activities; processing employee work-related claims).
- Maintain directories of employees.
- Administer our occupational safety and health programs.
- To protect the safety and security of our workforce, guests, property, and assets (including controlling and facilitating access to and monitoring activity on and in our premises and activity using our computers, devices, networks, communications and other assets and resources).
- To investigate and respond to claims against us.
- To maintain emergency contact and beneficiary details.
- To comply with applicable laws (e.g., health and safety, employment laws, office of foreign asset controls regulations, tax laws), including judicial or administrative orders regarding individual employees (e.g., garnishments, child support payments).
- Carry out other purposes as part of our business activities when reasonably required by us.

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5.0 Sharing and Disclosure of Information Collected

Your personal information may be shared, including within our family of companies, to our affiliates and other third parties, as follows:

- We may share your personal information among our family of companies for business purposes.
- We may share your personal information with third party service providers, agents or independent contractors who provide administrative services to us, such as third parties who administer background checks for physical and network database access.
- We may share your personal information with state and federal agencies for use in the course of their own vendor background checks.
- We may share your personal information in the course of any direct or indirect reorganization process including, but not limited to, mergers, acquisitions, and sales of all or substantially all of our assets.
- We may disclose your personal information to law enforcement, government agencies, and other related third parties, in order to comply with the law, enforce our policies, or protect our or others’ rights, property or safety.

6.0 Your Rights

- 6.1 **Access:** You can ask to see the personal information we hold about you. If you want to review, verify or correct your personal information, please submit a request via email to the attention of Michael Baker Human Resources with the Subject “CCPA Notice Request” to HR@mbakerintl.com. When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with the personal information that we hold about you.

Your right to access the personal information that we hold about you is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information that we hold about you. In addition, the personal information may have been destroyed, erased or made anonymous. In the event that we cannot provide you with access to your personal information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

- 6.2 **Correction of Personal Information:** We endeavor to ensure that personal information in our possession is accurate, current and complete. If you believe that the personal information about you is incorrect, incomplete or outdated, you may request the revision or correction of that information. We reserve the right not to change any personal information we consider is accurate. If it is determined that personal information is inaccurate, incomplete or outdated, we will use reasonable efforts to revise it and, if necessary, use reasonable efforts to inform our service providers, which were provided with inaccurate information, so records in their possession may be corrected or updated.

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7.0 Knowledge of Unauthorized Disclosure

Any employees who have knowledge of an impending unauthorized disclosure, whether intentional or unintentional, and who fail to act to prevent the unauthorized disclosure will be subject to sanctions as described in the Enforcement section below, up to and including the immediate dismissal of the offending employee.

8.0 Enforcement

All employees having care over personal information must comply with the policies, procedures and practices described in this CCPA Employee Privacy Notice. Any breach of any term or condition of this CCPA Employee Privacy Notice, whether intentional or unintentional, is grounds for disciplinary action up to and including the immediate dismissal of any and all responsible employees.

9.0 Changes to this CCPA Employee Privacy Notice

This CCPA Employee Privacy Notice is reviewed periodically to ensure it accurately captures all types of personal information collected or any additional or different processing of such personal information. We may, therefore, change this CCPA Employee Privacy Notice at any time and will update the “Last Updated” date accordingly. If we make material changes, we will notify you via email at the email address we have on file for you.

Change Date	Description of Change