



U.S. PROSPECTIVE EMPLOYEE PRIVACY NOTICE

This Prospective Employee Privacy Notice (this “Privacy Notice”) describes, among other things, how American Power Systems, LLC (“American Power Systems”) collects, processes, and uses your personal information (“Personal Information”) during your recruitment process with American Power Systems. Should you be selected for a position at American Power Systems, you will be provided with American Power Systems’ Employee Privacy Notice, which further explains the processing of your Personal Information for purposes of commencing and concluding your employment with American Power Systems and processing during and after the employment relationship.

INFORMATION WE COLLECT

We collect Personal Information, which may include sensitive personal information, from you when you provide it to us, such as when you communicate with us and submit information to us as part of the application process. We may also collect your Personal Information from third parties, such as recruiters who share information about potential candidates with us. We may collect and process the following Personal Information:

- Personal contact details such as name, job title, addresses, telephone number, and personal email address
- Recruitment information (including copies of right to work documentation, references, and other information included in a CV or cover letter or as part of the application process)
- Employment history (as included in a CV or cover letter or as part of the application process)
- Date of birth
- Inferences from any of the personal information categories we collect;
- Any other information you voluntarily provide to us.

SOURCES OF PERSONAL INFORMATION

The above information may be collected in the following methods listed below:

- Resume(s)/curriculum vitae(s);
- Contact details for references and references feedback;
- Information provided during job forums and recruitment events;
- Information forwarded by recruitment agencies;
- Job applications (hard copy or electronic copy); and/or
- Pre-employment screening services



- Publicly available sources such as your social media profile (e.g., LinkedIn, Twitter, and Facebook)
- Training and certifications
- Drug testing services, which may include a Department of Transportation physical exam
- Previous employers

Note, the above information is received by American Power Systems in various forms including hard-copy and electronic form, delivered in-person or via email, fax, website, social media, etc.

PURPOSE OF PROCESSING

During the recruitment process, we only process data that is necessary to assess your suitability for the position you are applying to and, in the case of a successful candidacy, for the commencement and conclusion of your employment with American Power Systems.

SHARING PERSONAL INFORMATION

Access to your Personal Information within American Power Systems is limited to employees and staff who need to access the data for the performance of their work-related tasks and duties involving the recruitment process.

We will only transfer your data to third parties if it is necessary for the recruitment process. For example, we may use third party service providers who might have access to your Personal Information, such as third parties to conduct background checks, drug tests, or physicals as applicable for your potential employment.

American Power Systems does not sell or otherwise disclose Personal Information for monetary or other consideration to any third parties.

TRANSFERS OF YOUR DATA TO THE U.S.

American Power Systems collects your Personal Information and processes and stores that Personal Information in databases located in the United States. As such, we may store and process Information on servers located outside of the country where you originally deposited the data. If you are providing us your Personal Information from a country outside the United States, you should be aware you may transfer personally identifiable information about yourself to the United States, and the data protection laws of the United States may not be as comprehensive as those in your own country. By providing your Personal Information, you consent to the transfer of such Information to the United States.



YOUR PERSONAL INFORMATION RIGHTS

To the extent any data privacy law applies to the collection of your Personal Information, you may have certain rights in relation to your Personal Information. These rights may include any of the following:

- *Right to Access and Right to Know.* You have the right to know and access your Personal Information processed by American Power Systems.
- *Right to Correct Inaccurate Personal Information.* If you believe American Power Systems holds any incomplete or inaccurate data about you, you may have the right to ask American Power Systems to correct and/or complete the information.
- *Right to Delete.* You have the right to request deletion of your Personal Information collected by American Power Systems.
- *Right to Opt-Out of Sale or Sharing of Personal Information.* You may have the right to opt out of the sale or sharing of your Personal Information. However, American Power Systems does not believe it engages in such activity and has not engaged in such activity in the past twelve (12) months.
- *Right to Limit Use and Disclosure of Sensitive Personal Information.* You may have the right to direct American Power Systems to limit its use of your sensitive personal information to that use which is necessary for the purposes stated above.
- *Right to Opt-Out of Automated Decision-making Technology.* You may have the right to opt out of the automated processing of your Personal Information.
- *Right of No Retaliation Following Opt-Out or Exercise of Privacy Rights.* American Power Systems does not discriminate or retaliate against California residents who exercise their rights under the CCPA.

DATA SUBJECT REQUESTS

In order to exercise your rights under this Privacy Notice and applicable data protection laws, you may send an email to hr@ampowersys.com.

You may also exercise your rights under this Privacy Notice by calling the following toll-free telephone number: (800) 395-0693.

If American Power Systems receives a request from you to exercise any of the above rights, American Power Systems may ask you to verify your identity before acting on the request; this is to confirm your data is protected and kept secure.



CONSEQUENCES OF NOT PROVIDING YOUR PERSONAL INFORMATION

You are not obligated to provide your Personal Information to American Power Systems. However, as this information is required for American Power Systems to employ you, American Power Systems may not be able to extend an offer of employment or employ you without the provision of certain Personal Information.

RETENTION OF PERSONAL INFORMATION

American Power Systems will not maintain your Personal Information, including any sensitive personal information, longer than is necessary for the purpose for which it was collected. American Power Systems will process your Personal Information until the end of the recruitment process, i.e., until a suitable candidate has been selected and an employment agreement has been concluded with said candidate. Should you be selected for the position for which you applied, you will be provided with American Power Systems' Employee Privacy Notice.

We may further store your Personal Information for purposes of possibly considering you for future job openings at American Power Systems. You may request American Power Systems remove your Personal Information at any time by e-mailing your request to hr@ampowersys.com.

SECURITY

American Power Systems uses commercially reasonable security measures to prevent Personal Information from being accidentally lost or used or accessed in an unauthorized way. We limit access to your Personal Information to those who have a genuine business need to know it. Those processing your Personal Information will do so only in an authorized manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

REVIEW

American Power Systems may revise this Privacy Notice from time to time and/or will update this Privacy Notice periodically.

CONTACT INFORMATION

American Power Systems has appointed the following party as responsible for this Privacy Notice:

Email: jasongardner@ampowersys.com

Address: 1851 Central Pl S, Ste 206, Kent, WA 98030

Toll Free Number: 800-395-0693