

## **ARCBEST CALIFORNIA NOTICE OF COLLECTION AND PRIVACY POLICY**

### **HUMAN RESOURCES INFORMATION**

This Notice of Collection and Privacy Policy (“Privacy Policy”) is adopted pursuant to the California Consumer Privacy Act of 2018 (“CCPA”) as amended and expanded by the California Privacy Rights Act of 2020 (“CPRA”). This Privacy Policy applies only to personal information of California residents who are employees, dependents or beneficiaries of employees, contractors, job applicants, or similar consumers that is collected by ArcBest for employment-related purposes. All such persons shall be referred to herein as “consumers.” The term “ArcBest” in this policy includes ArcBest Corporation, its subsidiaries, and affiliates.

Please refer to the and the [ArcBest Privacy Policy](#) for more information about ArcBest’s collection of personal information when a consumer interacts with ArcBest or its websites for purposes unrelated to employment.

#### **I. EMPLOYMENT-RELATED INFORMATION ARCBEST COLLECTS**

##### **A. Categories of Personal Information We Collect:**

The following categories of personal information are the categories we collect for consumers who interact with us for employment-related purposes, including any consumers who have interacted with us during the previous twelve (12) months. These categories also include personal information collected from or about consumers who are listed by another person as contacts, references, beneficiaries, or dependents for employment-related purposes. Not all categories of information will be collected for every consumer.

- Identifiers (e.g., real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, social security number, driver's license number, passport number, or other similar identifiers)
- Information that identifies, relates to, describes, or is capable of being associated with, a particular individual, including, but not limited to, his or her 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.
- Characteristics of protected classifications under California or federal law (e.g., information about race, national origin, ethnicity, gender, disability, veteran status, etc.) ArcBest only collects such information as required by applicable law.
- Commercial information (e.g., records of personal property, products or services purchased, obtained, or considered,)
- Internet or other electronic network activity information (e.g., browsing history, search history, and information regarding a consumer's interaction with an Internet Web site, application, or advertisement)
- Geolocation data – Excluding IP addresses of job applicants, geolocation data collected by ArcBest is limited to data collected from ArcBest-owned electronic devices.
- Audio, electronic, visual, or similar information
- Professional or employment-related information (e.g., work history, licenses, certifications, and similar information)

- Education information, defined as information that is not publicly available personally identifiable information as defined in the Family Educational Rights and Privacy Act (FERPA) (e.g., schools attended, degrees awarded, transcripts, and similar information)
- Education information, defined as information that is not publicly available personally identifiable information as defined in the Family Educational Rights and Privacy Act (FERPA) (e.g., schools attended, degrees awarded, transcripts, and similar information)

**IN THE PRECEDING TWELVE (12) MONTHS, WE HAVE NOT COLLECTED ANY PERSONAL INFORMATION FOR THE PURPOSE OF INFERRING CHARACTERISTICS ABOUT A CONSUMER.**

**B. How Long We Retain Personal Information:**

Personal Information is retained for only as long necessary to perform the purposes set forth in this Privacy Policy or to comply with legal requirements and ArcBest internal policy.

**C. How We Collect Personal Information:**

- Directly from consumers – for example, through career fairs, recruiting events, job applications, resumes, interactions with our websites for employment-related purposes, and other employment-related forms
- From third parties – for example, from educational institutions, credit reporting agencies, previous employers, or employment-verification vendors. Your personal information may also be collected when another person lists you as a contact, reference, dependent, or beneficiary for employment-related purposes

**D. Business Purpose for Collecting Personal Information:**

- Allowing job applicants to create unique, identifiable applications for positions of employment and to be considered for employment
- Verifying employment eligibility and qualifications
- Administering payroll, benefits, and other employment-related functions
- Complying with ArcBest's reporting obligations under the federal Equal Employment Opportunity Act and the Office of Federal Contract Compliance Programs, and to comply with any other legal obligation
- Protecting the security of ArcBest's physical locations, equipment, and information technology systems
- Protecting the safety of ArcBest's employees and other persons at ArcBest's physical locations
- Complying with judicial and administrative orders and applicable laws and regulations

**E. Categories of Information Disclosed to Third Parties for a Business Purpose:** In the preceding twelve (12) months, we have disclosed the following categories of personal information to the following categories of third parties for a business purpose. This personal information is disclosed to ArcBest affiliates, government agencies, and business partners as necessary to comply with applicable laws, rules, regulations, subpoenas, or court or administrative orders, and to provide the services and functions reasonably expected by a consumer who interacts with us for employment-related purposes including, but not limited to, facilitating job applications and interviews, hiring, payroll, training, benefits administration, and the provision of equipment.

Categories of Personal Information	Categories of Third Parties
Identifiers	<ul style="list-style-type: none"> <li>• Government entities and agencies such as regulators and courts</li> <li>• Business partners that provide support services related to payroll, benefits, and other HR support functions.</li> <li>• Consultants and other professional services organizations such as auditors and law firms</li> <li>• ArcBest subsidiaries and affiliates who provide and support services such as workplace equipment, IT infrastructure, and HR administrative functions.</li> </ul>
Information that describes, relates to, or is associated with an individual	
Protected characteristics under state or federal law	
Commercial Information	
Internet or other electronic network activity	
Geolocation data	
Audio, electronic, visual, or similar information	
Professional or employment-related information	
Education information	

**F. Sharing or Selling of Personal Information:**

**We have not “sold” or “shared” any personal information of consumers to any third parties in the preceding twelve (12) months.**

**II. CONSUMERS’ RIGHTS AND CHOICES**

The CCPA/CPRA provides consumers with specific rights regarding the collection, disclosure, sharing, and selling of their personal information. This section describes these rights and explains how a consumer may exercise those rights.

**A. Right to Know and Correct**

Consumers have the right to know the categories and specific pieces of personal information ArcBest has collected, sold, shared, or disclosed, and the business purpose for doing so.

Consumers also have the right to request that ArcBest correct inaccurate personal information it maintains. However, ArcBest may deny a correction request if it determines that the personal information in its possession is more likely than not accurate based upon a totality of the circumstances. ArcBest may require the consumer to provide documentation to support their correction request.

[To exercise these rights, click here.](#)

**B. Right to Opt-Out of Sale or Sharing of Personal Information**

Consumers have the right to direct ArcBest not to sell or share any of their personal information. [To exercise this right, click here.](#)

**C. Deletion Rights**

Consumers have the right to request that ArcBest delete their personal information that it has collected from them subject to certain exceptions. Such exceptions include, but are not limited to, scenarios in which the personal information is required in order to complete the transaction for which the personal information was collected, complying with legal obligations, or for internal uses that are reasonably aligned with the consumer’s expectations based upon their relationship with us. [To exercise this right, click here.](#)

### **III. EXERCISING YOUR RIGHTS**

Consumers can exercise their Rights to Know, Correct, Opt-out, and Delete, by submitting a verifiable request to ArcBest by emailing [hrc@arcbest.com](mailto:hrc@arcbest.com) or mailing their request to ArcBest II, Inc., Attn: Human Resources Compliance, P.O. Box 10048, Fort Smith, AR 72903. Consumers may also contact us at 1-877-903-4589.

Only the consumer, or someone legally authorized to act on the consumer's behalf, may make a verifiable request related to their personal information. Consumers may only make a verifiable request for access or data portability twice within a 12-month period. Before providing any requested information, ArcBest will require consumers to provide certain information in order to verify their identity or authority to make the request.

ArcBest endeavors to respond to requests within forty-five (45) days of receipt. If more time is required (up to 90 days), ArcBest will provide the reason and extension period in writing. If ArcBest denies your request for any reason, it will provide an explanation in its response to you.

ArcBest does not charge a fee to process or respond to verifiable requests unless it is excessive, repetitive, or manifestly unfounded. If ArcBest determines that the request warrants a fee, it will explain that decision and will provide a cost estimate before completing the request.

### **IV. NON-DISCRIMINATION/NON-RETIATION**

ArcBest will not discriminate or retaliate against an employee, applicant for employment, contractor, or any other consumer for exercising any of their rights under the CCPA/CPRA.

When consumers interact with ArcBest or its websites for purposes other than employment, ArcBest will not discriminate or retaliate against consumers for exercising any of their rights under the CCPA/CPRA. Unless permitted by the CCPA/CPRA, ArcBest will not:

- Deny goods or services.
- Charge different prices or rates for goods or services, including through granting discounts or other benefits, or imposing penalties.
- Provide a different level or quality of goods or services.
- Suggest that a consumer may receive a different price or rate for goods or services or a different level or quality of goods or services.

### **V. ARCBEST PRIVACY POLICIES**

For additional information about ArcBest's privacy practices and policies, please refer to the [ArcBest Privacy Policy](#).