

Notice for Job Applicants Residing in California

In compliance with the California Consumer Privacy Act (CCPA), Littler Mendelson, P.C. (“Littler”) is providing you with this Notice for Job Applicants (“Notice”) to inform you about:

1. The categories and types of Personal Information Littler collects about applicants who reside in California; and
2. The purposes for which Littler uses your Personal Information.

“Personal Information” is 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 Littler collects about its applicants, who reside in California, in their capacity as applicants for positions with Littler.

Alternative formats of this Notice are available to individuals with a disability. Please contact #HumanResources-Support@littler.com for assistance.

Personal Information We Collect

In the course of applying for a position with Littler, we may collect the following categories and types of Personal Information. This information may be used for the following identified purposes during the application process, prior to onboarding as an employee:

Category	Personal Information	Purposes
Identifiers and Professional or Employment-Related Information	Identifiers: real name, nickname or alias, postal address, telephone number, e-mail address, signature, and online identifier. Professional or Employment Related Information: membership in professional organizations, professional certifications, licensure information, writing samples, and employment history.	Recruiting: <ul style="list-style-type: none">• To evaluate applicants’ qualifications for employment with Littler.• To conduct conflicts checks.• To communicate with applicants.• To arrange and manage Littler-sponsored job fair and recruiting events.• To create a talent pool for future job openings.• For recordkeeping purposes.• To demonstrate applicants’ agreement to, or acceptance of documents presented to them (e.g. pre-employment arbitration, acknowledgment of employment application, offer letter).

		<ul style="list-style-type: none"> • To evaluate and improve the recruiting process.
<p>Protected Classifications under California or Federal Law</p> <p>* Littler 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.</p>	Gender and ethnicity	<p>As necessary to comply with legal obligations, including: the reporting requirements of the federal Equal Employment Opportunity Act (EEOC), the federal Office of Contracting Compliance Programs (applicable to government contractors), and California’s Fair Employment and Housing Act.</p> <p>Littler also uses this Personal Information for the following purposes:</p> <ul style="list-style-type: none"> • to report on diversity and inclusion. • Mansfield Reporting (law firm diversity reporting).
Commercial Information	Products and services related to food, lodging and transportation.	<ul style="list-style-type: none"> • Reimbursement of expenses related to applicant interview travel and lodging.
Sensory or Surveillance Data	Footage from video surveillance cameras, voicemail recordings	<ul style="list-style-type: none"> • To protect the safety and security of Littler’s facilities and personnel through video surveillance. • To communicate and receive messages with applicants.
Education Information	Academic transcripts	<ul style="list-style-type: none"> • To evaluate applicants’ qualifications for employment with Littler. • Pre-employment background checks.
Profile Data	<p>Inferences drawn from Personal Information to create a profile about in applicant reflecting applicant’s:</p> <ul style="list-style-type: none"> • Intelligence • Abilities • Aptitudes 	<ul style="list-style-type: none"> • To evaluate applicants’ qualifications for employment with Littler.

Other Purposes Potentially Applicable to Any Categories of Personal Information Listed Above

Littler may also use applicants' Personal Information to facilitate administrative functions, information technology operations, and corporate transactions, and for legal reasons. These functions may include:

- To manage litigation and other legal disputes and inquiries involving Littler, 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 Littler or any of its subsidiaries or affiliates; and
- To manage licenses, permits and authorizations applicable to Littler's business operations.

Information Provided About Other Individuals

If you provide us with Personal Information of a reference or any other individual as a part of your application, it is your responsibility to inform them of this Notice and obtain consent from that individual prior to providing the information to Littler.

Changes to this Notice

As required by the CCPA, Littler will review and revise this Notice on an annual basis. Updates to this Notice will be posted on Littler's job applicant site.