



## **H.B. Fuller Company Global Applicant Privacy Notice**

Welcome to the H.B. Fuller Company Careers Home page (the “Site”). The Site serves as the centralized career application portal for H.B. Fuller Company and its corporate affiliates (collectively, “we”, “us”, or the “Company”). The Company is a leading manufacturer of adhesives. Because we gather certain types of information about applicants during the recruitment process, we want to help you understand our practices surrounding the collection, use and disclosure of your personal information.

This Privacy Notice (“Notice”) addresses the following topics:

- Equal Employment Opportunity Statement
- Assistance for Disabled Applicants
- Your Consent
- Scope of This Notice
- Personal Information We Collect About You
- Categories of Sources of Your Personal Information
- How We May Use Your Personal Information
- How We May Disclose Your Personal Information
- Retention of Your Personal Information
- International Transfers of Your Personal Information
- Security For Your Personal Information
- How to Access, Correct, or Delete Personal Information in Your Account
- Jurisdiction-Specific Information
- Changes to this Notice
- Inquiries and Concerns

### **Equal Employment Opportunity Statement**

The Company is an equal employment opportunity employer. The Company does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws. The Company also prohibits harassment of applicants and employees based on any of these protected categories.

For U.S. Applicants: It is also the Company’s policy to comply with all applicable laws respecting consideration of unemployment status in making hiring decisions. The Company complies with the Americans with Disabilities Act (“ADA”), the ADA Amendments Act of 2008 (“ADAAA”) and applicable state law and considers reasonable accommodation measures that may be necessary for qualified applicants/employees to perform the essential functions of the job. Hire may be contingent upon a post-offer medical examination, and to skill and agility tests, as appropriate for the position.

### **Assistance for Applicants with a Disability**

Alternative methods of applying for employment are available to individuals unable to submit an application through this Site because of a disability. Contact 651-236-5900 or [click here](#) to discuss modifications.

### Your Consent

By agreeing to the terms of this Applicant Privacy Notice, you consent to the collection, use, disclosure, transfer across borders and other processing of your personal information as described below. Before you agree to the terms of this Notice by clicking "Accept" at the bottom of this page, please read this Notice carefully. Once you agree, your consent will continue to apply to our collection, use, disclosure, cross-border transfer and other processing of your personal information unless you revoke your consent by contacting us at [data\\_privacy@hbfuller.com](mailto:data_privacy@hbfuller.com).

If you click "Decline", you will not be able to proceed through the online application page to submit an online application for career opportunities within the H.B. Fuller Company corporate group, and the Company may not be able to consider you for the position for which you are applying.

### Scope of This Notice

The Site is the website that provides information about careers and vacancies and facilitates the user's ability to set up a profile and/or apply for specific jobs. This Privacy Notice applies only to information collected for recruitment purposes through the Site and from other sources. The other sources might include information that you provide other than through the online application page as well as information obtained, for example, from prior employers, other references, pre-employment screening providers, and educational institutions. This Notice does not apply to any other site or page that we own or operate. Our other sites have their own privacy policies.

### Personal Information We Collect About You

If you choose to create a profile through the Site, you will have the opportunity to complete an on-line application and to submit additional information to us. The categories of personal information that we may collect about you through the Site and other sources are listed below. Please remember that you are responsible for providing information that is accurate, complete and up to date when you disclose information to us during the employment process.

- |  |
|--|
| <ul style="list-style-type: none"><li>• <b>Identifiers:</b> First and last name, postal address, telephone number, e-mail address, Internet Protocol (IP) address, and signature.</li></ul>  |
| <ul style="list-style-type: none"><li>• <b>Professional or Employment-Related Information:</b> We may collect your resume and information about your employment history (e.g., dates of employment and last position held), educational history (e.g. degrees earned, certifications obtained), professional licenses and/or certifications, any information you disclose through your LinkedIn profile, and any employment with government entities.</li></ul>  |
| <ul style="list-style-type: none"><li>• <b>Internet or Other Similar Network Activity:</b> We may collect information regarding your interaction with the Site, including through the use of cookies. Please review our <a href="#">Cookies Policy</a> to learn about the information we collect automatically using cookies when you visit the Site. If you visit our offices during the recruitment process and use our guest WiFi, we may collect information about that use, such as type of device used and start/stop time. We also may collect information from your publicly available social media content (other than LinkedIn).</li></ul> |

<ul style="list-style-type: none"> <li>• <b>Non-Public Education Information:</b> non-public educational information linked, such as transcripts, educational discipline records, academic counseling records, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Medical information:</b> If the Company conducts a post-offer medical examination or if you request an accommodation in connection with the hiring process, we may collect medical information about you.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Other Information Submitted With Your Online Application:</b> (a) any personal information submitted as part of your response to our question asking why you chose to apply for a position with the Company; (b) your eligibility to work in the country where you reside; and (c) your salary expectations.</li> </ul>

### Information About Protected Classification

When you apply for a position in the United States, or indicate the U.S. as a preferred location when registering your profile, you will have the opportunity to provide information about your protected classification, i.e., gender, race/ethnic origin and/or veteran status in order for us to conduct equal opportunity monitoring. The provision of this information is entirely voluntary. If you decline to provide this information, your application(s) will not be affected in any way. If you do choose to provide this information, you consent to our using it for equal employment opportunity monitoring purposes. This information will be held and stored anonymously and will not be used to evaluate your application for employment and also will not be used to infer any characteristics about you.

Except as described above, we will not request or otherwise collect information about your health, race or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, or sexual orientation or your genetic information or biometric information through the on-line application or during the application process unless the law, as an exception, requires us to do so. We, or a third-party background check company under our direction, may check criminal history records for information about convictions, but only if and to the extent permitted by applicable law. If a criminal background check is pertinent to your position, you will receive a separate notice and/or consent, where required by law, explaining how the Company conducts and processes criminal background checks.

### **Categories of Sources of Your Personal Information**

We may collect the categories of personal information listed above from the following sources:

- **You**, for example, in your job application, forms you fill out for us, assessments you complete, surveys you complete, and any information you provide us during the course of your application and interview process.
- **Vendors and service providers**, for example, recruiters.
- **Third parties**, for example, job references, affiliated companies, professional employer organizations or staffing agencies.
- **Public internet sources**, for example, social media, job boards, public profiles, and other public online sources
- **Public records**, for example, court records, and credentialing and licensing organizations.
- **Automated technologies** on Company's electronic resources, for example, to track logins and activity on Company's careers page.

- **Surveillance/recording technologies installed by Company**, for example, video surveillance in common areas of Company facilities, voicemail technologies, webcams, and audio/video recording technologies with consent to the extent required by law
- **Government or administrative agencies**, for example, law enforcement or public health authorities.
- **Acquired company**, if Company acquired your employer, Company might collect personal information from that employer

### **How We May Use Your Personal Information**

We will use the information that we collect about you for purposes of the hiring process, including:

#### Recruiting

- To evaluate your qualifications or suitability for employment with Company
- To communicate with you
- To check your references
- To conduct a pre-employment or criminal history background check
- For anti-corruption purposes
- For identification purposes
- For diversity and inclusion purposes where permitted by applicable law
- For recordkeeping purposes
- To demonstrate your agreement to, or acceptance of, documents presented to you, *e.g.*, pre-employment arbitration agreement, acknowledgment of employment application, offer letter
- To evaluate and improve the recruiting process
- To comply with our legal obligations and to defend against administrative charges or legal claims

#### If you visit our facilities

- To make travel arrangements
- To reimburse travel expenses
- To managed access to the facility
- To issue a security badge
- To maintain security during the visit.
- To monitor your use of the corporate Internet access if you connect to our guest WiFi during a visit to our offices

You may also choose to receive automated emails about positions within Company at the e-mail address you provided informing you of positions that may fit your profile. To stop receiving these emails at any time, you can click the "unsubscribe" link at the bottom of these emails. You may also choose to stop receiving these emails (or to begin receiving them if you had previously elected not to) by signing into your profile, selecting "Update Your Profile" at the left of the top page, and then editing your preferences in the "Correspondence" section.

Access to Personal Information: The Company's employees involved in the evaluation of your application and, if you are hired, in the administration of your employment relationship with the Company will have access to your personal information on a need-to-know basis.

Lawful Basis For Processing: Where applicable information protection law requires a lawful basis for collecting, using and otherwise processing your personal information, the Company relies on your consent to do so. The processing of your personal information also is necessary

for the Company to determine whether to enter into an employment agreement with you. If you do not provide requested information, the Company may not be able to consider you for employment. In addition, the processing of your personal information is necessary for the Company to pursue its legitimate interests in recruiting and hiring suitable personnel.

### **How We May Disclose Your Personal Information**

Company will not sell, lease, or license your personal information to any third party. There are limited circumstances when Company may disclose the personal information we collect about you to third parties, most notably:

- **Service Providers:** With third-party service providers. We may, for example, retain a service provider to host all or portions of this Site, to help maintain and manage our databases, to assist in the recruiting process, or to conduct pre-employment screening. Service providers will be permitted to use your personal information only for the purpose(s) for which it was disclosed to them and in accordance with the Company's instructions. Service providers generally will be located only in the United States or in the country where you are applying for a position;
- **Corporate Affiliates:** With affiliated companies, such as grandparent, parent and/or subsidiary corporations, for their recruitment, recordkeeping and/or reporting purposes;
- **Required By Law:** When required by law, such as when we respond to subpoenas, court orders, legal process, or a discovery request in civil litigation;
- **Legal Violations:** If we believe that your actions violate applicable law, or threaten the rights, property, or safety of our Company, our users, or others;
- **Corporate Transactions:** If we sell some or all of our business, we may disclose all of the information that we have collected about you to a purchaser or, in due diligence, to a potential purchaser, but subject to a confidentiality agreement.

Company will make such disclosures only as permitted by applicable information protection laws.

### **Retention Of Your Personal Information**

Hired Applicants: If Company hires you, the information that you submitted through the online application and the information that we collect during the application process will become part of your personnel file and may be used to administer the employment relationship and for related reporting and recordkeeping purposes. Company will retain this information for the entire duration of your employment relationship with the Company and for the period thereafter identified in the Company's Retention Schedule, which is available on the Company's corporate intranet.

Applicants Who Are Not Hired: Company will retain the information of applicants who are not hired as follows:

- For applicants residing in the European Union ("EU") or Turkey, we will retain personal information for one year after the hiring decision has been made unless a shorter or longer retention period is legally permitted and/or required;
- For all other applicants, we will retain personal information after the hiring decision has been made unless (a) you ask us to delete the information or (b) a shorter retention period is legally permitted and/or required.

These records will be retained for our internal recordkeeping and reporting purposes. During that time, we may use your personal information to consider you for positions in addition to the position(s) for which you initially applied. If you wish to withdraw your application from

consideration at any time during this retention period, you can do so by contacting us at retention period, you can do so by contacting us at [data\\_privacy@hbfuller.com](mailto:data_privacy@hbfuller.com).

### **International Transfer of Your Personal Information**

If you are applying for a position with us from outside the U.S., the personal information that we collect about you in the recruitment process will be transferred to, and stored on, our servers, located in the U.S., and on servers maintained by our recruitment service provider, Workday, in the U.S. Authorized employees of the Company and/or affiliated companies at locations outside the U.S. may have access to your personal information as part of the recruitment process. These employees may use and disclose your personal information only for recruitment purposes and must handle that information in accordance with this Privacy Notice and applicable information protection laws and guidance. The information protection laws where these companies are located may be less stringent than the laws of your home country. Contact details of the H.B. Fuller corporate group companies that may access your personal information can be found [here](#).

If you reside in the European Union (“EU”), Switzerland, or the United Kingdom (“UK”), we have taken steps to ensure an adequate level of protection for your transferred personal information through Standard Contractual Clauses (the “SCCs”) to which H.B. Fuller Company, its U.S. subsidiaries and each employing non-U.S. subsidiary, including its subsidiaries in the EU, Switzerland and the UK, are parties. You may obtain a copy of the SCCs by submitting a request to [data\\_privacy@hbfuller.com](mailto:data_privacy@hbfuller.com). If you reside in other countries with restrictions on cross-border data transfers, such as Brazil, we rely on your consent for the transfer of your personal information outside your country of residence, and/or where appropriate, contractual safeguards between the H.B. Fuller Company corporate group.

For Japan Only: For international data transfers to the United States, the applicable information with respect to the personal information requirement of the United States can be found here at [https://www.ppc.go.jp/files/pdf/USA\\_report.pdf](https://www.ppc.go.jp/files/pdf/USA_report.pdf) (Federal), [https://www.ppc.go.jp/files/pdf/california\\_report.pdf](https://www.ppc.go.jp/files/pdf/california_report.pdf) (California) [https://www.ppc.go.jp/files/pdf/newyork\\_report.pdf](https://www.ppc.go.jp/files/pdf/newyork_report.pdf) (New York) [https://www.ppc.go.jp/files/pdf/illinois\\_report.pdf](https://www.ppc.go.jp/files/pdf/illinois_report.pdf) (Illinois)

### **Security For Your Personal Information**

We want you to feel confident about providing your personal information through the online application page, so we have implemented a security program to keep information that is transmitted to our systems protected from unauthorized access. Your submissions of information to our secure server are protected by Hypertext Transfer Protocol Secure (“HTTPS”) and Transport Layer Security (TLS) technology, utilized by many popular browsers to safeguard transmissions. This technology allows us to use encryption tools to protect information transmitted between your computer and our server. After we have received your information, access to it is limited to employees with a need to know.

While we strive to protect your personal information, we cannot guarantee the security of any information that you submit through the online application, and you do so at your own risk. We urge you to keep your username, password and any other log-in credentials in a safe place as you share responsibility for maintaining the confidentiality of the information that you submit to us. It is a good practice to sign off your account and close your browser window when you have finished your visit to the Site.

### **How to Access, Correct, or Delete Your Personal Information in Your Account**

You can access, update, correct or delete your account information and any information in your profile by visiting the online application page and clicking on the “Update Your Profile” and

select “Edit Profile”. With regards to an application that you submitted through the Site, if you would like to (i) access the information that you have submitted, or (ii) request that we update, modify, or delete your application information please contact [data\\_privacy@hbfuller.com](mailto:data_privacy@hbfuller.com).

If you have any questions about this Privacy Notice, please contact [data\\_privacy@hbfuller.com](mailto:data_privacy@hbfuller.com).

### **Jurisdiction-Specific Information**

- California
- All locations outside of the United States
- European Economic Area, United Kingdom, and Switzerland
- Turkey

#### California

This section applies only to individuals who reside in the state of California in the United States (“California residents”). In addition, this section applies to personal information collected through the Site and in any other way, such as when California residents visit our offices.

**California Notice at Collection:** Company collects the categories of personal information identified in the “Personal Information We Collect About You” section, above, for the purposes identified in the “How We May Use Your Personal Information” section, above, and retains personal information for the period described in the “Retention of Your Personal Information” section, above. We do not, and will not, sell your personal information or disclose it to third parties for cross-context behavioral advertising. We also do not collect or process sensitive personal information for the purpose of inferring characteristics about you.

### **Additional Information Regarding Disclosures of Personal Information**

The California Privacy Rights Act (CPRA) requires that we provide you with the following information about disclosures of your personal information to third parties for “business purposes”, as that term is defined in the CPRA:

- **Service providers:** Company may disclose to service providers any of the categories of personal information it collects for the business purpose of performing services on Company’s behalf and, in particular, for the specific purposes described in the “How We May Use Your Personal Information” section, above.
- **Auditors, lawyers, consultants, and accountants engaged by Company:** Company may disclose the categories of personal information listed in the “Personal Information We Collect About You” section, above, to these services providers or contractors for the business purpose of auditing compliance with policies and applicable laws, in addition to performing services on the Company’s behalf.
- **Affiliated companies:** Company may disclose any of the categories of personal information listed in the “Personal Information We Collect About You” section, above, to other companies within the H.B. Fuller Company family of companies for the business purposes of (a) auditing compliance with policies and applicable laws, (b) helping to ensure security and integrity, (c) debugging, (d) short-term transient use, (e) internal research, and (f) activities to maintain or improve the quality or safety of a service or device.

### **No sales or sharing**

Company does not sell or “share” (disclose for cross-context behavioral advertising) your personal information in connection with the applicant relationship. In addition, we have no actual



knowledge that we sell or share the personal information of individuals of any age in connection with the applicant relationship, including the personal information of children under 16.

### **Your California Privacy Rights**

Subject to applicable exceptions, California residents have the following rights under the CPRA:

- **Right to Know:** You have the right to submit a verifiable request for specific pieces of your personal information obtained from you and for information about Company's collection, use, and disclosure of categories of your personal information.
- **Right to Delete:** You have the right to submit a verifiable request to delete personal information that Company has collected from or about you.
- **Right to Correct:** You have the right to submit a verifiable request to correct inaccurate personal information about you maintained by Company, taking into account the nature of the personal information and the purposes of processing the personal information.

**Non-Discrimination:** Company will not unlawfully discriminate against you for exercising your privacy rights under the CPRA.

### **How to Exercise Your California Privacy Rights**

Company will respond to request to know, delete, and correct in accordance with applicable law if it can verify the identity of the requestor. You can exercise these rights in the following ways:

- Call 1-888-602-9103
- Email [HRSharedServices@hbfuller.com](mailto:HRSharedServices@hbfuller.com)

### **How We Will Verify Your Request**

If you submit a request through an adequately secure password-protected account that you created before the date of your request, we will use the authentication mechanisms in the account to verify your identity. Otherwise, we match personal information that you provide us against personal information we maintain in our files. The more risk entailed by the request (e.g., a request for specific pieces of personal information), the more items of personal information we may request to verify your identity. If we cannot verify your identity to a sufficient level of certainty to respond securely to your request, we will let you know promptly and explain why we cannot verify your identity.

### **Authorized Agent**

You may designate an authorized agent to exercise your right to know, to correct, or to delete. If an authorized agent submits a request to know, correct, or delete on your behalf, the authorized agent must submit with the request a document signed by you that authorizes the authorized agent to submit the request on your behalf. In addition, we may ask you to follow the applicable process described above for verifying your identity. You can obtain an "Authorized Agent Designation" form by contacting us at [data\\_privacy@hbfuller.com](mailto:data_privacy@hbfuller.com).

### **Note on Deidentified Information**

At times, Company converts personal information into deidentified information using reasonable measures to ensure that the deidentified information cannot be associated with the individual ("Deidentified Information"). Company maintains Deidentified Information in a deidentified form and does not attempt to reidentify it, except that Company may attempt to reidentify the information solely for the purpose of determining whether its deidentification processes ensure that the information cannot be associated with the individual.



## All locations outside of the United States

The data controller of your personal information is the H.B. Fuller Company corporate group member to which you are applying for employment. Contact details for each corporate group member can be found [here](#).

The personal information collected through the Site is downloaded to a server maintained by Company, or its service provider, in the United States. The laws of the United States may provide a different level of protection for your personal information than what is required in the country where you reside.

To the extent provided by applicable law and subject to any relevant exceptions, you may be able to exercise the following rights:

- **Access:** The right to request access to your personal information maintained by the Company.
  - *More on the right of access:* Right to access their personal information includes their right to receive a copy of all, or a portion, of their personal information in Company's possession as long as Company's providing the personal information would not adversely affect the rights and freedoms of others.
- **Rectification:** The right to request that Company update or correct your personal information that is outdated or inaccurate.
- **Deletion:** The right to request that Company to delete/erase your personal information.
- **Restrict Processing:** The right to request restriction of processing of your personal information in certain situations, such as while a dispute concerning the accuracy of personal information is being resolved.
- **Withdraw Consent:** The right to withdraw your consent to the processing of your personal information, at any time, where you previously consented to the processing of your personal information.
  - *More on the right to withdraw consent:* Any withdrawal shall not affect the lawfulness of processing based on your consent before its withdrawal, and Company will continue to retain the personal information that you provided us before you withdrew your consent for as long as allowed or required by applicable law.

## **How To Exercise Your Rights**

You can contact [data\\_privacy@hbfuller.com](mailto:data_privacy@hbfuller.com) to request to exercise your data rights. Company will respond to requests to exercise individual data rights in accordance with applicable law. Company will recognize any additional rights you may have under applicable law, but it will not grant you more rights than applicable law provides.

## European Economic Area, United Kingdom, and Switzerland

In addition to the information described under "All locations outside of the United States", the information in this section applies to applicants who reside in the European Economic Area (EEA), the United Kingdom (UK), and Switzerland (collectively, "Europe"). Individuals in Europe ("European Individuals") are not required by statute or by contract to provide any personal information to the Site.

## **No Automated Decision-Making**

Company will not use European applicants' personal information submitted through the Site for automated decision-making, including profiling, that produces legal effects or similarly significantly affects the European applicants.

### Your Additional Rights

To the extent provided by applicable law and subject to any relevant exceptions, European applicants have the rights identified in the section entitled "All locations outside of the United States" as well as the right to data portability and right to object as described below:

- **Data Portability:** You have the right to request that Company transfer your personal information to a third party.
  - *More on the right to information portability:* Subject to certain limitations, the right to information portability allows you to obtain from Company, or to ask Company to send to a third party, a copy of your personal information in electronic form that you provided to Company in connection with your interactions with Company.
- **Objection:** You have the right to object to the processing of your personal information.
  - *More on the right to object:* You have the right to object when processing of your personal information is based solely on Company's legitimate interests. If you do object in these circumstances, the processing of your personal information will be stopped unless there is an overriding, compelling reason to continue the processing or the processing is necessary to establish, pursue or defend legal claims.

**Right to Lodge a Complaint:** If European Individuals believe that their personal information has been processed in violation of applicable information protection law, they have the right to lodge a complaint with the competent supervisory authority in the country where they reside, where they work, or where the alleged violation occurred.

- Individuals who reside in the European Union can find their competent supervisory authority [here](#).
- Individuals who reside in Switzerland can find their competent supervisory authority [here](#).
- Individuals who reside in the UK can find their competent supervisory authority [here](#).

### Turkey

By clicking "Accept" at the bottom of this page, you hereby declare, acknowledge and give consent that we may transfer your personal information outside of Turkey as described in the "International Transfer of Your Personal Information" section of this Privacy Notice. You fully acknowledge that (i) the transfer of your personal information outside of Turkey will be done in accordance with Article 9/1 of the Turkish Personal Data Protection Law; and (ii) you have the right to withdraw your consent granted to the Company to transfer your above-mentioned personal information outside of Turkey at any time, without providing any valid reason. You fully acknowledge that any withdrawal shall not affect the lawfulness of processing based on consent before its withdrawal, and the Company will continue to retain the information that you provided before withdrawal of your consent, for as long as allowed or required by applicable law. You hereby declare that you fully understand and acknowledge all of your rights described below and you fully provide your explicit consent in regard to the international transfer of your personal information.

**Additional Rights for Turkish Residents:** To the extent provided by applicable law and subject to any relevant exceptions, Turkish residents have the rights identified in the sections entitled

“All locations outside of the United States” and “European Economic Area, United Kingdom, and Switzerland” and the additional rights below:

- request information on whether your Personal Data is processed or how it is processed (right to obtain information);
- request information on the purpose of the processing and if the data is being used accordingly;
- request information on national and international recipients of your Personal Data;
- request that the Company inform recipients of your Personal Data about the rectification or deletion of your Personal Data;
- request limitation of processing; and
- request compensation from the Company for unlawful processing, should the Company be found to have processed your Personal Data unlawfully.

If you believe that your personal information has been processed in violation of applicable data protection law, you also have the right to lodge a complaint by [contacting](#) the Turkish Data Protection Authority.

### **Changes to This Notice**

Company may change this Privacy Notice from time to time in its sole discretion. If we make a material change to this Notice, we will inform you by posting a notice on this Site. Those changes will go into effect on the effective date posted in the revised notice. The new policy will apply to all current and past users of the online application page and to all information collected before the date of the change. The new policy will replace any prior policies that are inconsistent. Please check periodically for changes to this Notice, and especially before you provide any personal information to us. If we will materially change how we use, disclose or otherwise process your personal information, we will contact you before doing so and obtain your consent before using, disclosing or otherwise processing your personal information other than as described in this Notice.

### **Inquiries and Concerns**

Please direct any questions or concerns you may have about this Privacy Notice to [data\\_privacy@hbfuller.com](mailto:data_privacy@hbfuller.com).