



Privacy Notice to Employees

Introduction

Rheem Manufacturing Company, including its subsidiaries (hereinafter referred to as “Rheem,” “we,” “us,” and “our”) is committed to protecting the rights and privacy of individuals in accordance with the applicable privacy laws. This Privacy Notice applies our employees, job applicants and candidates. It explains what personal information we collect and how we use it and provides additional information to comply with our obligations under privacy laws. Rheem is committed to protecting and respecting your privacy.

What Information do We Collect?

Rheem collects various types of personal information about you including information relating to your personal details, recruitment, screening results, work details, business contact information, pay and benefits, attendance and leave, training and development, performance, disciplinary and grievance and other HR management or business processes, and other information relating to the administration or management of your employment.

Applicability of Other Rheem Privacy Policies

Rheem’s website (www.rheem.com) may have separate privacy policies and terms of use that apply to their use. Additionally, some of our products and services may have separate privacy policies and terms of use that apply to their use. Any personal information regarding you collected in connection with your use of those websites or products and services are not subject to this Privacy Policy.

What is Personal Information?

Personal Information means information that identifies, relates to, describes, is capable of being associated with, or could reasonable be linked, directly or indirectly, with a particular individual. The categories of Personal Information include personal identifiers, biometric information, sensory data, professional or employment-related information, commercial information, non-public education information and financial information.

Personal information does not include such information if it is anonymous or if it is has been rendered de-identified by removing personal identifiers.

Security

The security of your personal information in the possession of Rheem is addressed in various policies and procedures. We operate and use appropriate administrative, technical and physical security measures to protect your personal information. We have in particular taken appropriate security measures to protect personal information about you from accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access, to personal information about you. Access is granted on a need-to-know basis to those employees and other people whose roles require them to process personal information about you.

Use of Personal Information

Rheem needs to maintain personal information about you for normal employment purposes. The information we hold will be used for management and administrative purposes only, including, but not limited to the establishment, maintenance, and termination of employment relationships. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, while you are working for us, at the time when your employment ends and after you have left. This includes information to enable us to comply with any legal requirements, pursue legitimate interests of Rheem and protect our legal position in the event of legal proceedings. If you do not provide this information, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

The information that we hold about you is primarily information provided by you when applying for your job, but some may come from other internal and external sources. In addition, the information may be supplemented by information generated in the course of your employment.

Responsibilities - General Principles

All personal information held on behalf of Rheem, whether electronically or on paper, must be kept securely, no matter whether it is kept by an employee or on a server. Personal information must not be disclosed to any unauthorized third party by any means, accidentally or otherwise.

In addition, we monitor computer and telephone mobile telephone use, as detailed in our Acceptable Use Policy, available on the Rheem intranet.

We will only disclose information about you to third parties if we are legally obligated to do so or where we need to comply with our contractual duties, for instance we may need to pass on certain information to our external payroll provider, pension or health insurance providers.

Disclosures of Personal Information

Your personal information may be shared, including to our subsidiaries and affiliates. Basic information in our global directories may be accessible to employees across the Rheem organization.

Other information may be disclosed internally on a need to know basis to appropriate members of management, Human Resources or certain staff in other departments (e.g. finance or IT) where needed for them to perform their role.

Appropriate information may also be disclosed to third parties we work with such as our system providers, benefit providers, third party processors or professional service advisers. We may also share information with national or regulatory authorities to comply with our legal and regulatory obligations. In addition, in connection with a merger or sale of the company and/or parts of its assets, your personal information may be among the items sold or transferred.

We do not sell personal data for any commercial or marketing purposes.

Retention Policy for Personal Information

Rheem’s policy is to use the retention periods provided in the Rheem Records Management Policy and Record Retention Guidelines, as updated from time to time. Rheem will keep your personal information only as long as is necessary for the purpose(s) for which it was collected. Personal information will be securely destroyed when no longer required.

Rheem has a contract with a secure shredding vendor for the disposal of confidential information.

Your Rights and Choices

The CCPA provides consumers (California residents) with specific rights regarding their personal information. You have a right to request that Rheem disclose certain information to you about our collection and use of your personal information over the past 12 months. Only you, or someone legally authorized to act on your behalf, may make a verifiable consumer request related to your personal information. You may also make a verifiable consumer request on behalf of your minor child. This section describes your CCPA rights and explains how to exercise those rights.

You may (1) seek confirmation regarding whether Rheem is processing personal information about you; (2) request access to the personal information that we maintain about you; (3) request that we update, correct, amend or erase or restrict information about you; or (4) exercise your right to information portability, by contacting us directly at compliancemanager@rheem.com. In addition, you may object to Rheem’s processing of your personal information at any time; however, doing so may impact your use of the services that we provide. To protect your privacy, Rheem will take commercially reasonable steps to verify your identity before granting access to or making any changes to your personal information. We cannot respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the personal information relates to you.

These rights may include (as relevant):

Your right	What does it mean?	How do I execute this right?	Conditions to exercise?
Right of access	Subject to certain conditions, you have a right to access personal information about you which we hold.	You may make a request for access to personal information in writing to compliancemanager@rheem.com , or online by clicking here . Please specify the type of personal information you would like to access. You may also submit a request by calling us at (800) 414-7980.	<ol style="list-style-type: none">1. We must be able to verify your identity.2. Your request may not affect the rights and freedoms of others.3. We generally do not provide access to information we keep solely for information backup purposes.

Your right	What does it mean?	How do I execute this right?	Conditions to exercise?
Right of information portability	Subject to certain conditions and limitations, you have the right to receive from us personal information which you have provided to us.	You may make a request in writing to compliance@rheem.com , or online by clicking here . Please specify the type of information you would like to receive. You may also submit a request by calling us at (800) 414-7980.	Your right to information portability is limited. It applies only when: <ol style="list-style-type: none"> 1. our processing is based on your consent or on our contract with you; and 2. when our processing is done through automated means (e.g. not paper records); and 3. You provided us with the personal information at issue.
Rights in relation to inaccurate personal or incomplete information	You may challenge the accuracy or completeness of personal information about you. If the personal information is inaccurate, you are entitled to have the inaccurate information removed, corrected or completed, as appropriate.	Please notify us of any changes regarding personal information about you as soon as they occur. You may make a request in writing to compliance@rheem.com , or online by clicking here . You may also submit a request by calling us at (800) 414-7980.	This right only applies to personal information about you. When exercising this right, please be as specific as possible.
Right to object to or restrict our information processing	Subject to certain conditions, you have the right to object to or ask us to restrict the processing of personal information about you.	You may make a request in writing to compliance@rheem.com , or online by clicking here . You may also submit a request by calling us at (800) 414-7980.	This right applies only if our processing of personal information about you is based on our legitimate interests (see Section 3 above). Any objections must be based on your particular situation, and must contain specific reasons.
Right to have personal	Subject to certain conditions, you have a right to have	You may make a request in writing to compliance@rheem.com	We may not be in a position to erase personal information

Your right	What does it mean?	How do I execute this right?	Conditions to exercise?
information erased	your personal information erased e.g. where you think that the information we are processing is inaccurate, or the processing is unlawful.	m.com, or online by clicking here . You may also submit a request by calling us at (800) 414-7980.	about you, for example when: 1. where we have to comply with a legal obligation; 2. in case of exercising or defending legal claims; or 3. where retention periods apply by law or regulations.
Right to withdrawal	You have the right to withdraw your consent to any processing for which you have previously given that consent.	You may make a request in writing to compliance@rheem.com , or online by clicking here . You may also submit a request by calling us at (800) 414-7980.	If you withdraw your consent, this will only take effect for the future.

Updates to Employee Privacy Notice

We reserve the right to change this Privacy Notice at any time in our sole discretion without prior notice to you to reflect changes. Rheem will indicate at the bottom of the notice when it was most recently updated.

Contact Us

For further information or if you have any questions or queries about this Privacy Notice, please contact the Law Department, Rheem Manufacturing Company, 1100 Abernathy Road, Suite 1700, Atlanta, GA 30328, or call 770-351-3052.

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