



Genuine Parts Company Employee Privacy Notice (Applies to U.S. Residents)

1. Introduction

At Genuine Parts Company (“GPC”), we are mindful of our employee’s privacy rights, and our responsibilities under privacy laws including but not limited to the California Consumer Privacy Act when we handle the personal information of our job applicants, employees, owners, directors, officers, medical staff members, or contractors who are residents of the United States and who perform services for GPC (collectively, “you” or “Employee”).

This Notice describes GPC’s practices regarding the collection, use, transfer, disclosure and other handling of your personal information when you are applying to work for, or employed by, a GPC entity. In this Notice, the term “Company” refers to the GPC entity that you are applying to, has hired you, or engaged your services. This Privacy Notice may be updated from time to time to reflect changes in our personal information practices, and we will post a prominent notice on GPC Connect to notify you of any significant changes.

GPC’s websites have separate privacy policies and terms of use that apply to their use. Any personal information collected in connection with your use of those websites or products and services are not subject to this Privacy Notice. Moreover, some of our third-party products and services may have separate privacy policies and terms of use that apply to their use. Any personal information collected in connection with your use of those websites or products and services are not subject to this Privacy Notice. And finally, to the extent that any applicable law or current Company policy provides greater privacy protections to you than detailed in this privacy notice, GPC will continue to comply with those laws and policies.

2. Information We Collect and Use

The Company collects personal information about its Employees. This personal information helps the Company to conduct its operations and manage its workforce. The reasons why we ask you to provide this information will almost always be clear to you at the point it is being collected.

We process the below categories of data, which may include the following data elements:

- (A) Identifiers such as real name, alias, unique personal identifier, online identifier, social security number, driver’s license number, passport number, employee identification number, national identification, tax identification, next of kin, and other similar identifiers.
- (B) Contact information, such as home address, telephone, email addresses, and emergency contact details.
- (C) Personal information such as marital details, spouse and family details, beneficiary & dependent information, languages spoken, employment history, and legal issues like garnishment, alimony, child support, and subpoenas.
- (D) Financial and benefits information, including banking details, tax information, payroll information, withholdings, salary, benefit selection and participation, wellness participation, expenses, company allowances, and stock and equity grants.
- (E) Education and Professional Background Information, including education records, report cards, and transcripts, licenses, certifications, expiration dates, and other qualification information.



- (F) Employment Evaluation information, including applications, resumes, reference letters, interview notes, social media notes, and where permissible and in accordance with applicable law, background and criminal records data, and drug screening results.
- (G) Employment details, such as job title, position, office location, hire dates, employment contracts, policy acknowledgments, performance and disciplinary records, training participation, training completion, memberships, hours worked, grievances, complaints, investigations, ESC case histories, driving logs, and time-off (e.g. vacations, sicknesses, holidays, and leaves).
- (H) Monitoring or surveillance data, including audio, location, electronic, visual, thermal, olfactory, or similar information, including photographs, GPS, and CCTV data.
- (I) Biometric information, including but not limited to imagery of your fingerprint, face, and voice recordings, and sleep, health and exercise data. For more details, please review the Company's Biometric Privacy Policy.
- (J) Internet or other electronic network activity information, including, but not limited to, browsing history, search history, and information regarding a consumer's interactions with internet websites, applications, or advertisements. This includes information required to access company systems and applications such as System ID, LAN ID, email account, instant messaging account, mainframe ID, previous employee ID, previous manager employee ID, system passwords, previous company details, previous department details, information collected through automated means, and electronic content containing personal information produced by you using Company systems or accounts, including documents, emails and telephone conversations and voicemails, including information concerning use of and personal information transmitted through GPC information systems. This also includes Information reported through GPC's reporting scheme, information gathered in the course of any follow-up investigations, report of the investigations, and outcomes of the reports.
- (K) Inferences drawn from any of the information identified herein to the extent permitted by law and to the extent those inferences are used to create a profile reflecting preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.

The Company uses the Personal Data that we collect primarily for the purposes of managing our employment relationship with you, along with other business purposes. Subject to applicable law, such uses may include:

- Job candidate evaluation and selection consistent with the Company's equal employment policies and applicable law;
- Disciplinary actions or termination;
- Payment administration, payroll processing, travel and expense reimbursement, and providing company benefits and work-related claims (e.g. insurance claims, worker's compensation, etc.);
- Managing and reviewing employee performance;
- Providing career development and growth opportunities;
- Emergency assistance and notifications to you and your dependents;
- Maintenance of employee retirement funds and balances, benefit plan participation, and processing garnishments and similar legal issues;
- Operational safety and employee health and well-being, and ensuring a safe and efficient work environment, including actions relating to disciplinary actions, GPC's Code of Conduct, and investigations;
- Managing business operations including IT and cybersecurity, corporate compliance, and financial tracking and analysis;
- Responding to employee inquiries;
- Compiling contact lists and directories;

- Complying with applicable laws and regulations and judicial or other lawful orders, and defending the Company's legal rights;
- Complying with reporting obligations to appropriate government agencies;
- Detecting fraud or other types of wrongdoing;
- Protection of confidential information, intellectual property and other business interests;
- Validation of requirements to drive company vehicles; and
- Other legitimate purposes reasonably required for day-to-day operations, such as accounting, financial reporting and business planning.

We may also collect demographic data, including but not limited to gender, sex, sexual orientation, disability, ancestry, racial or ethnic origin, age, and date of birth. This information, when collected, is generally done so on a voluntary consensual basis, and employees and applicants are not required to provide this information, unless it is necessary for us to collect such information to comply with our legal obligations or as necessary for benefits administration. This information may also be used for the purpose(s) you provide it to us, compliance with our reporting obligations to federal, state, and local governments, or in connection with our participation in other diversity initiatives.

We may collect information about your immigration status, authorization to work, and other details of your residency or work permit for employment authorization and validation purposes.

Subject to applicable law, we may collect your medical and disability information for the following reasons: conducting healthcare-related services including administering benefits; pre-employment medical screenings; return to work processing; administering leave, disability, and other time-off policies and benefits; determining medical suitability for particular jobs; operational safety and employee well-being; financial tracking and analysis; identifying health needs of employees to plan and provide appropriate services; and other reasons relating to legal compliance or directly related to the reason you provided the Company this information.

3. Your Obligations

Please help keep your personal information up to date and inform us of any significant changes to your personal information. You must follow the law and the Company's policies, standards and procedures that are brought to your attention when handling any personal information about others to which you have access in the course of your relationship with the Company. In particular, you must not access or use any such personal information for any purpose other than in connection with, and to the extent necessary for, your work with the Company. Your obligation to keep the personal information of others confidential continues after termination of your relationship with the Company.

4. How to Contact Us

If you have any questions or comments about this Privacy Notice, please contact Human Resources.

This Notice was last updated on December 30, 2019