



Q2 MANAGEMENT

QUALITY PEOPLE - QUALITY PARTS - DRIVEN BY TECHNOLOGY

Q2 Applicant Privacy Statement

Protecting your private information is our priority. This Applicant Privacy Statement (this “Statement”) explains why and how Q2 (“Company”) collects and uses the personal information you submit as a job applicant (“Applicant Personal Information”) through this website (“Site”).

Please review the Ultimate Kronos Group privacy policy and terms and conditions for the privacy practices used by this Site.

This Statement does not extend binding offers or terms or conditions of employment. Any employment offer that may result from your submitting information in response to a job opening listed on this Site is in accordance with the specific terms of that offer and is not based in any way on the description of the job on this Site. Except as otherwise prohibited by law, nothing in this Statement or on this Site shall be construed as a contract of employment or as a guarantee of continued employment or employment for any specific duration. Employment with the Company is "at will" and that generally cannot be modified by an employee or representative of the Company. This means if you are hired, either you or the Company can separate your employment at any time without notice or cause. It also means that your wages, hours, working conditions, compensation rate and other conditions and benefits of employment will be subject to change by the Company.

The Company operates in different locations across the United States and Canada. You understand and agree that, by applying through this Site for a particular position(s), your application may also be considered for other positions or other positions may be recommended to you based on your qualifications.

Your Consent

Please read this Statement carefully and indicate your acceptance of our collection, retention, use, transfer and disclosure of Applicant Personal Information and the other provisions concerning your application as described in this Statement by clicking the “Consent” button at the end of this Statement. If you do not accept the terms you will not be allowed access to apply for a position online.

By agreeing to this Statement, you agree to the transfer of Applicant Personal Information about you to countries outside your home country, including countries where data protection laws may differ from those of your home country.

Q2 maintains safeguards designed to protect your Applicant Personal Information. However, statements here and elsewhere on the Site concerning the treatment of your information may not apply with respect to information already in Q2's possession, such as information obtained by Q2 in connection with your current or former employment at Q2, or information that is publicly available to Q2.

[888.510.0664](tel:888.510.0664)

1140 Ringwell Drive, Newmarket, Ontario, L3Y 8V9, Canada

Applicant Personal Information

Under this Statement, Applicant Personal Information covers any personal information you submit to apply or search for a position at Q2, which may include:

Name, address, state, province, ZIP/postal code, city, email address, phone number, birth date, SIN/SSN, resume, username, password, gender, occupation, interests, professional certification or license numbers, messages you send to users, and any other data included in a submitted profile or job application, including but not limited to application materials, responses to screening and questionnaires submitted to Q2 Management Inc. through Ultimate Kronos Group. All of this information may be associated with your Ultimate Kronos Group profile.

We may also collect information about you from third parties that are lawfully entitled to share your data with us.

The provision of Applicant Personal Information, including on the Site, is voluntary. Please note however that the failure to provide sufficient information may result in Q2 being unable to consider you for employment, promotion, transfer, or relocation.

Use

Q2 Management Inc. collects and uses your Applicant Personal Information for purposes related to pre-employment, onboarding, employment and post-employment. The information that you submit in your application may be accessed, collected, used, transferred and disclosed by employees, consultants and/or service providers of Q2 for Q2's recruitment functions and for related management and planning purposes, including, as permitted by local law, to:

- register an account;
- process your application;
- communicate with you;
- assess your capabilities and qualifications for a job;
- provide to you any services available on the Site from time to time;
- for analysis and site management;
- comply with any applicable law or regulation;
- compile internal reports, including diversity and distribution metrics;
- monitor and record services whether provided by a Q2 company or a third party; and
- conduct background checks.

Applicant Personal Information about you will be added to Q2's candidate database and will be used for the purposes of considering whether your profile is suitable for other job vacancies at Q2. If we elect to make you an offer, Applicant Personal Information you submit may be incorporated into our human resources system and used to manage the new hire process. If you become an employee, any Applicant Personal Information that you submit may become part of your employment file and may be used for other employment/work-related purposes as permitted by local law.

Q2 Management Inc. reserves the right to keep any materials in a closed account as necessary to preserve and protect its rights to the extent permitted by law or to comply with its obligations under local law.

Disclosure of Applicant Personal Information

Applicant Personal Information about you will be reviewed by Q2 employees or agents who have a business need to access such information and may include recruiters, human resources personnel, technical services personnel and managers or their designees. We may share Applicant Personal Information about you with selected service providers or consultants acting on our behalf, such as third parties assisting Q2 with the operation of the Site, the storage of information collected on the Site, and background screening. These third parties will be required to use appropriate measures to protect the confidentiality and security of Applicant Personal Information which are no less protective than those set out in this Statement.

Q2 also may disclose Applicant Personal Information about you in order to: (1) protect the legal rights, privacy, safety or property of Q2 or its employees, agents, contractors, customers or the public; (2) protect against fraud or other illegal activity or for risk management purposes; (3) respond to inquiries or requests from public or legal authorities, including to meet national security or law enforcement requirements; (4) permit Q2 to pursue available remedies or limit the damages that we may sustain; (5) to respond to an emergency; (6) comply with the law or legal process; (7) effect a license, sale or transfer of all or a portion of the business or assets (including in connection with any bankruptcy or similar proceedings); or (8) manage or arrange for acquisitions, mergers and re-organizations.

Data Retention

We are required to temporarily retain certain information relating to candidates applying for jobs. If there is no activity in relation to Applicant Personal Information, Q2 may remove it from its database, subject to Q2's data retention obligations and policies and any applicable legal or regulatory obligations or for the period of time permitted by local laws, for the purpose of considering whether your skills are suitable for other opportunities. Note that Q2 may delete personal information about you at any time (including your CV/résumé), without any reason. Therefore, please retain your own copy of the Applicant Personal Information provided to us.

Security

We use reasonable and appropriate administrative, physical and technical measures designed to protect the security of Applicant Personal Information we collect from you. Applicant Personal Information collected is stored in a secured environment. People working for Q2 Management Inc. are obligated to respect the confidentiality of your Applicant Personal Information. However, no system for safeguarding personal or other information is 100% secure and although we have taken steps to protect your Applicant Personal Information from being intercepted, accessed, used or disclosed by unauthorized persons, we cannot fully eliminate security risks associated with information.

General

We are an equal employment opportunity employer. The Company's policy is not to discriminate against any applicant or employee based on race, color, religion, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, and genetic information, or any other basis protected by applicable law. The Company also prohibits harassment of applicants or employees based on any of these protected categories.

When completing your application, we do not require, but you may voluntarily choose to provide, other information as part of your application. We would prefer that you avoid submitting the following sensitive information, except where such information is legally required, or needed for us to comply with our legal obligations and internal policies relating to diversity and anti-discrimination: medical or health conditions, family medical history, or genetic information.

Any information you submit must be true, complete, not misleading and you must have the lawful right to provide it. If not, this may lead to a rejection of your application during the application process or disciplinary action including immediate dismissal if you have been employed. If you intend to provide us with details of a reference or any other third party as part of your CV/résumé, it is your responsibility to obtain consent from that third party prior to passing the personal information to us. If you become an employee, any personal information that you submit may become part of your employment file and may be used for other employment/work-related purposes as permitted by local law.

Changes to Statement

Q2 Management Inc. reserves the right to change this Statement at any time without advance notice in order to address future developments of the Company, the Site or changes in industry or legal trends. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account, by placing a prominent notice on our Site, and/or by updating any privacy information on this page. You can determine when the Statement was revised by referring to the "Last Updated" legend on the bottom of this Statement. Any changes will become effective upon the posting of the revised Statement on the Site. Your continued use of the Site after such modifications will constitute your, a) acknowledgement of the modified Privacy Policy; and b) agreement to abide and be bound by that Policy.

Contact Us

Q2 Management Inc. welcomes your questions or comments regarding this Statement of Privacy. If you believe that The Company has not adhered to this Statement, please contact Human Resources at:

Email Address: employment@q2management.com

Telephone: (888) 510 0664 ext. 203

Effective/Last Updated: December 20, 2021