

Privacy Notice and Notice at Collection for California HR Related Individuals' Data

This Privacy Notice and Notice at Collection (“Privacy Notice” or “Notice”) explains what personal information U.S. Xpress, Inc., together with its affiliated companies¹ (“U.S. Xpress,” “we,” “us,” or “our”), collects and uses about our California employees, associates, independent contractors, and other individuals working on behalf of U.S. Xpress, as well as their emergency contacts and beneficiaries, as well as job applicants and candidates (collectively “HR Related Individuals”), why we collect it, how we use and share it, and the rights you may have relating to your personal information under applicable laws. This Notice does not apply to any interactions that individuals may have with us when acting in a personal or household capacity. For more information regarding our practices for collecting individual or household data, including through our website, please see our Website [Privacy Policy](#).

HR Related Individuals with disabilities may access this Notice in an alternative format by contacting hrservices@usxpress.com. This Privacy Notice applies to all personal information whether it is stored electronically, on paper, or on other materials. Certain terms used in this Privacy Notice have the meanings given to them in the California Consumer Privacy Act of 2018, as amended from time to time (the “CCPA”).

1. **What Personal Information Do We Process?**

Depending on your role and interactions with us, we may not have collected each of these categories of personal information about you. However, we may collect the following categories of personal information about HR Related Individuals:

1. **Identifiers and Contact Information**, including your (and your emergency contact’s and beneficiary’s) name, alias, postal address, date of birth, telephone number, email address, Social Security number, driver’s license, passport number, or other government ID, signature, and online identifiers (e.g., IP address and username).
2. **Categories of Personal Information Described in Cal. Civ. Code § 1798.80(e)**, such as name, signature, Social Security number, insurance policy number, physical characteristics or description (including your photograph), address, telephone number, passport number, driver's license or state identification card number, education information, employment information, employment history, and medical information (for example, information you choose to provide in connection with workplace accommodation requests).
3. **Financial Information**, including bank account number, credit or debit card number, and federal and state tax information.
4. **Demographic Information**, including gender, age (40+), racial or ethnic origin, sexual orientation, citizenship, nationality, religion, union membership, physical or mental disability, marital status, and veteran or military status (to the extent you provide this information voluntarily or as permitted/required by law).
5. **Professional or Work-Related Information**, including education records, qualifications, assessment results, reference and background check information, work history, information on your resume, CV, application, or bio, awards, certifications, recognitions, professional licenses, compensation, current or past job history or performance, conduct, motor vehicle history, performance evaluations, and time and attendance records.
6. **Medical Information**, including medical condition, health insurance information, drug and alcohol test results, workplace accident and illness information, or medical information you choose to provide in connection with accommodation requests.
7. **Internet or Other Electronic Network Activity Information**, including login credentials for our systems, browsing history, application usage, security and access logs, information from our careers site and applicant tracking systems, device and connectivity data, and information you store on our electronic communications equipment and systems.
8. **Geolocation Data**, such as the time and approximate location associated with accessing company equipment, systems, or while at our locations.
9. **Biometric data**, such as a voiceprint, faceprint, or other data that could be considered biometric information or biometric identifiers under applicable law when you apply for a position or use certain apps that require the use of biometrics. For more information on the processing of biometric data, please refer to our Biometric Information Privacy Policy.
10. **Sensory or Surveillance Information**, such as video footage from security cameras when at our locations and offices, screen captures, recordings, or transcripts, including from interviews; recording (including audio recording) that is present in certain of our fleet vehicles; or health and safety screening information (e.g., temperature checks, if applicable).
11. **Inferences Drawn From the Personal Information Collected**, including profiles reflecting a person’s preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.

¹ Any legal entity, including, but not limited to, any juridical person, corporation, partnership, limited liability company, or group that directly or indirectly controls, is controlled by, or is under common control with U.S. Xpress, Inc. through one or more intermediaries.

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12. **Any Other Information You Choose to Provide to Us**, including information relating to career planning, and your hobbies and interests.

We do not collect or process “sensitive personal information” (as defined under the CCPA) for the purpose of inferring characteristics about you.

By providing us with personal information, you agree that you are authorized to provide us with such information. **Where the information you are providing pertains to someone else (such as an emergency contact, beneficiary, or job reference), you acknowledge that you are required to inform them of the contents of this Privacy Notice.** We do not collect or process “sensitive personal information” for the purpose of inferring characteristics about you.

2. How Do We Collect Your Personal Information?

During the 12-month period prior to the effective date of this Privacy Notice, we may have collected or received personal information:

- **Directly from you**, including through employment or application materials, interviews, assessments, onboarding, benefits enrollment, and ordinary course communications, and including where HR Related Individuals provide us information relating to dependents, family members, and emergency contacts;
- **From third party sources**, such as information provided by professional references, customers, recruitment agencies, third-party staffing firms, background check providers, government authorities such as law enforcement, or otherwise publicly available information (such as professional networking sites, publicly available databases, or job boards);
- **Automatically and indirectly from you**, such as through logging and analytics tools, cookies, pixel tags, and other technologies on our website and applicant tracking systems, surveillance cameras, or through technical information generated during remote video interviews and security systems when you are at work; and
- **From our service providers and business partners**, such as those involved in our recruitment, employment, benefits, and retention processes.

3. For What Purposes Do We Process Your Personal Information?

We may use (and may have used during the 12-month period prior to the effective date of this Notice) HR Related Individuals’ personal information for the purposes described below.

With respect to our California employees, associates, independent contractors, and other individuals working on behalf of U.S. Xpress, as well as their emergency contacts and beneficiaries, we process personal information:

- **To manage our employment relationship with you**, such as human resources administration, training, onboarding, and performance management (including to assess your compliance with policies, service standards, and safety standards); managing our workforce and contacts; optimizing operations; business planning and management; administering benefits programs, payroll, and collecting taxes; providing support to you and our customers; enhancing our customers’ experiences; and otherwise communicating with you.
- **Hiring, Promotion, and Other Employment Decisions**, such as assessing qualifications and fit for a position; administering skills, aptitude, or personality assessments; and performance evaluations.
- **Workplace operations and collaboration**, such as providing access to facilities, resources, and systems; enabling employees to communicate and work together; supporting training, development, and talent planning programs; managing travel and expenses; administering employee surveys and engagement programs; publishing business contact details and photographs on internal and external systems and sites.
- **Background Checks and Eligibility to Work**, such as conducting reference checks, verifying employment or education history, confirming work authorization or immigration status, and performing background checks as permitted by law.
- **Equal Opportunity and Fair Hiring Practices**, such as collecting and reporting demographic data where permitted or required by law to ensure nondiscrimination, monitor representation, and support fair recruitment processes.
- **Immigration and Work Authorization**, such as verifying eligibility to work and complying with immigration and visa requirements.
- **Health, Safety, and Security**, such as ensuring the health, security, and safety of you, our customers, and others; complying with health and safety protocols; securing physical offices and IT systems; and preventing fraud, unauthorized access, or violations of our policies.
- **Business Planning and Management**, such as strategic planning, project management, budgeting, and financial management; operating our business; forecasting workforce needs; and conducting analytics to improve our recruiting process.

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- **Legal and Compliance**, such as complying with immigration, labor, equal opportunity and employment laws; ensuring non-discrimination; protecting our property; responding to lawful requests from regulators or law enforcement; defending against legal claims; complying with recordkeeping and reporting obligations; and complying with our contractual obligations.
- **Quality, improvement, and innovation**, such as monitoring the performance of our IT systems and applications; identifying and repairing errors; verifying or maintaining the quality, safety, or security of our services, systems, or devices; and improving, upgrading, or enhancing company technologies and operations.

We use the personal information pertaining to emergency contacts only to contact them in case of an emergency, and we use personal information concerning beneficiaries only to manage employee benefits.

With respect to our job applicants and candidates, we process personal information to carry out and support recruitment and hiring activities, including the uses described below:

- **Recruitment and Hiring**, such as receiving, reviewing, and processing applications; assessing qualifications and fit for a position; scheduling and conducting interviews (including remote/virtual interviews); administering skills, aptitude, or personality assessments; and making hiring decisions.
- **Background Checks and Eligibility to Work**, such as conducting reference checks, verifying your identity, employment, or education history, confirming work authorization or immigration status, motor vehicle history, and performing background checks as permitted by law.
- **Communication**, such as corresponding with you about your application, scheduling interviews, providing status updates, and maintaining a talent pool for future opportunities.
- **Equal Opportunity and Fair Hiring Practices**, such as collecting and reporting demographic data where permitted or required by law to ensure nondiscrimination, monitor representation, and support fair recruitment processes.
- **Immigration and Work Authorization**, such as verifying eligibility to work and complying with immigration and visa requirements.
- **Compensation Benchmarking**, such as considering salary expectations and comparing them with internal ranges to inform hiring decisions.
- **Health, Safety, and Security**, such as ensuring a safe interview process, complying with health and safety protocols, securing physical offices and IT systems, and preventing fraud or unauthorized access to our applicant platforms.
- **Business Planning and Management**, such as evaluating recruitment strategies, tracking candidate sourcing channels, forecasting workforce needs, and conducting analytics to improve our recruiting process.
- **Legal and Compliance**, such as complying with immigration, labor, and employment laws; responding to lawful requests from regulators or law enforcement; defending against or pursuing our legal claims; and complying with recordkeeping and reporting obligations.
- **Interview Documentation**, such as recording, transcribing, or summarizing interviews (whether virtual or in person) to evaluate candidates and maintain a record of the recruitment process.
- **Talent Pools and Job Alerts**, such as maintaining applicant databases, creating candidate pipelines, or providing job alerts or similar notifications if you choose to sign up.
- **Quality, Improvement, and Innovation**, such as monitoring the performance of applicant systems, identifying errors, and improving candidate experience and hiring technology. This may include collecting candidate feedback on the application or interview process.

4. Disclosures of Personal Information for a Business Purpose

We do not:

- **Sell your personal information;**
- **Use your sensitive personal information for purposes other than those allowed by the CCPA as set out in Cal. Code Regs. tit. 11 § 7027(m); or**
- **Sell or share the personal information of individuals under 16 years of age as those terms are defined under the CCPA.**

In some circumstances, we may share online identifiers and internet or other electronic network activity information, such as cookies and the advertising identifier associated with your computer or mobile device, with our marketing and advertising partners, including platforms that enable or participate in targeted and cross-context behavioral advertising, social media platforms, and analytics partners, to show ads that are targeted to your interests. Under certain state privacy laws, sharing personal information with partners in exchange for some benefit, such as providing more relevant ads, can be considered a “sale” or “sharing” in some circumstances. As such, we may be considered to “sell” or “share” or otherwise process your personal information collected about the use of our site with our social media, advertising and analytics partners.

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You can set your browser to refuse all or some browser cookies, or to alert you when cookies are being sent. If you disable or refuse cookies, please note that some parts of this Website may then be inaccessible or not function properly. If you do not want us to use information that we collect or that you provide to us to deliver advertisements according to our advertisers' target-audience preferences, you can opt out by interacting with the "Marketing Cookies" toggle at the "Your Privacy Options" link in our website footer.

Your web browser may have a "Do Not Track" feature that is intended to automatically inform websites you visit not to track your online activities. Given that there is not a uniform way that browsers communicate the "Do Not Track" signal, our website does not currently interpret, respond to or alter its practices when it receives "Do Not Track" signals. If your browser supports it, you can turn on the Global Privacy Control ("GPC") to opt out of the "sale" or "sharing" of your personal data. These are signals you can send from your browser to a website to convey your choice to exercise certain opt-out rights granted by individual states.

We generally disclose, and in the preceding 12 months we may have disclosed, the categories of personal information listed above to the following categories of entities for business purposes:

- **To our subsidiaries and affiliates, including:**
 - **Applicant tracking system (ATS) and recruiting platforms** (to receive, process, and manage applications);
 - **Background check and identity verification providers** (to verify employment history, education, or eligibility to work);
 - **Video interview, transcription, and assessment platforms** (e.g., Microsoft Teams, automated scheduling tools, skills testing providers);
 - **Recruitment partners** such as external recruiters, search firms, and job boards engaged to identify or evaluate candidates;
 - **IT hosting and support providers** for secure storage of applicant and employment data; and
 - **Professional advisors** such as outside legal counsel, auditors, or consultants assisting with recruiting, compliance, or dispute resolution.
- **Service providers supporting us or our customers**, including companies that install or manage the technologies we ask you to use, survey companies, financial institutions, background check providers, and other service providers including payroll, occupational health, IT hosting and support services, benefits administrators, insurance companies, and human resources, as well as professional advisors such as outside legal counsel, accountants, auditors, or consultants.
- **Regulatory and legal authorities**, such as government agencies, courts, or law enforcement, in response to subpoenas, lawful requests, immigration/work authorization requirements, or other legal obligations.
- **Corporate transaction participants**, such as potential buyers, investors, or other counterparties (and their advisors) in connection with a proposed merger, acquisition, reorganization, or sale of some or all of our business or assets.
- **To other similar third parties** where disclosure is required for an ordinary business purpose in connection with our provision of services and consistent with your reasonable expectations.

5. **Retention & Deletion Period**

We retain personal information for as long as necessary to carry out the processing activities described in this Notice, or as required or permitted by applicable law. In general, we retain applicant records for a minimum of three years after the conclusion of the recruitment process (longer if required by law, including obligations under equal employment opportunity and federal contractor recordkeeping rules). We generally retain employee records (including application materials) for the duration of your employment plus six years, unless a longer retention period is required by applicable law or company policy.

We may retain personal information for longer periods in specific circumstances, including:

- Where legal, regulatory, or immigration/work authorization obligations require us to keep records;
- Where records must be retained for equal opportunity reporting, audit, or compliance purposes;
- Where applicant and employee information is relevant to potential or ongoing legal claims or disputes; or
- We may retain applicant information for consideration for future opportunities, unless you request to be omitted from future consideration.

If interviews are recorded, transcribed, or summarized, these materials may be retained in our recruitment management system for as long as necessary to evaluate your candidacy and to comply with recordkeeping obligations. Candidate feedback surveys, if collected, are anonymized as soon as practicable.

We determine our retention and deletion periods according to the following characteristics:

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- The scope, nature, and sensitivity of the personal information;
- The risk of harm from unauthorized use or disclosure;
- The purposes for which the information was collected and how long it is needed for those purposes;
- The period during which the information may remain accurate and relevant;
- Applicable legal, accounting, reporting, or regulatory requirements; and
- The potential need to retain records for legal claims or compliance audits.

We have implemented security measures designed to secure your personal information against accidental loss and unauthorized access, use, alteration, or disclosure. Nevertheless, although we endeavor to safeguard your personal information, no method of electronic transmission or storage can be guaranteed completely secure, and we cannot guarantee that your personal information will remain secure in all circumstances. You also play a role in the security of your personal information. Accordingly, it is important for you to protect against unauthorized access to your account, information, and device.

When HR Related Individuals' information is no longer needed for the purposes described above, it will be securely deleted or anonymized in accordance with our records retention policies.

Please contact us at websitefeedback@usxpress.com for more information.

6. Your Legal Rights

The CCPA provides HR Related Individuals with specific rights regarding their personal information. This section describes those rights and explains how to exercise them.

- **Know and Access:** HR Related Individuals have the right to request, twice in a 12-month period, that we disclose the personal information we have collected about them, including the categories of personal information, the categories of sources from which the personal information is collected, the business or commercial purpose for collecting, selling, or sharing personal information, the categories of third parties to whom we disclose personal information, and the specific pieces of personal information we have collected about them.
- **Correction:** HR Related Individuals have the right to request that we correct the personal information we maintain about them, if that information is inaccurate.
- **Deletion:** HR Related Individuals have the right to request that we delete certain personal information we have collected about them, subject to certain exceptions.
- **Portability:** HR Related Individuals have the right of portability, or the right to have us transfer their personal information to other persons or entities upon their request.
- **Opt out:** HR Related Individuals have the right to opt out of the sale of their personal information or the disclosure of their personal information for targeted or behavioral advertising. This right may be exercised as described in "Disclosures of Personal Information for a Business Purpose," above.
- **Non-Discrimination:** HR Related Individuals have the right to not be discriminated against for exercising their privacy rights.

HR Related Individuals can exercise their privacy rights by submitting a request to us at websitefeedback@usxpress.com or calling us toll-free at 1-866-646-5886 and ask for the Legal Department. Within 10 days of receiving your request, we will confirm receipt of the request and provide information about how we will process it. Generally, we will respond to your request free of charge within 45 days of receiving your verifiable request. The time period to provide the required information may be extended once by an additional 45 days when reasonably necessary and with prior notice.

We will verify your identity before fulfilling requests to access, correct, or delete personal information. Authorized agents may submit requests if they provide proof of authorization, and we may also require the individual to verify their identity directly. We will respond to requests as required by applicable law. We may deny a request if we cannot verify identity or if the law otherwise permits.

7. Third Party Links

We may provide links to other third-party websites and services for your convenience. Those sites and services are not subject to this Privacy Policy. The operators of the linked websites and services may have posted their own privacy policies that you should review to learn more about their privacy practices.

8. Changes to this Notice

We may update this Notice to reflect the changes in our privacy practices at any time and without prior notice to you. When we do so, we will update the Effective Date above. We encourage you to periodically review this Notice for the latest information on our privacy practices.

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9. Contact

If you have any questions or concerns regarding this Privacy Notice or our collection of your personal information, please contact websitefeedback@usxpress.com.