

Tectonic⁷

PRACTICAL SOLUTIONS. EXCEPTIONAL SERVICE.



Candidate Interview Guide



ABOUT US

TECTONIC'S GOALS, MISSION STATEMENT, AND PHILOSOPHY

Tectonic has guided by a focused philosophy since the firm's beginning—vision, integrity, and technical expertise. Simply put, Tectonic's goals are to:

- Maintain the highest standard of quality on each and every project.
- Complete projects within budget and on-time.
- Exceed our client's expectations.

“Practical Solutions, Exceptional Service”

WE PROVIDE OPPORTUNITIES FOR GROWTH AND ADVANCEMENT

Tectonic's greatest resource has always been our people—a team of highly skilled professionals. We like to ensure that our employees are some of the most qualified and knowledgeable individuals in the business. Therefore, we are always seeking applicants who desire challenging careers with the opportunity to enhance themselves and their surrounding community.

WE STRIVE FOR EXCELLENCE THROUGH TEAMWORK

We have created an environment that encourages teamwork based on the principles of vision, integrity and technical expertise. These qualities flourish best in a dynamic work environment, shaped by people sharing these common principles. The success we have enjoyed is a result of a motivated, energetic and talented work force constantly striving to deliver excellence to our clients on every project, every day.

WE HAVE A COMMITMENT TO DIVERSITY

As Tectonic has evolved and changed to meet the fast-paced growth of our industry, so has our commitment to diversity. The varied backgrounds, cultures, ages, genders, races, and religions of our staff reflect our belief that each individual's differences should be valued and utilized to maximize their potential and the goals of the organization. Tectonic is an equal opportunity/affirmative action employer, and highly encourage resumes from all interested parties including women, minorities, veterans and persons with disabilities.



This summary provides a brief overview of benefits currently offered. Complete details of eligibility and coverage are not provided in this summary. This summary does not apply to our office locations in the State of California. Benefits are subject to change at any time, with or without notice, except as required by law. Please contact the Human Resource Department with any questions regarding this summary.

PAID TIME OFF

Paid Vacation: New employees receive two weeks of vacation time per year. Thereafter, amounts increase with seniority.

Paid Sick Time: Employees earn one (1) hour of sick time for every thirty (30) hours worked, up to a maximum of forty (40) hours per year. They may begin utilizing sick time on their 90th day of employment.

Paid Personal Time: One personal day (8 hours) is provided per calendar year. New employees are eligible after six (6) months of employment.

Paid Holidays: Full Time employees are eligible to receive pay for nine (9) paid holidays per year.

PROFESSIONAL GROWTH, DEVELOPMENT & SUPPORT

Tuition Reimbursement: We offer tuition reimbursement for career track, pre-approved courses. Employees receive a 25% reimbursement upon completion of the course, 25% after one year, and a final 25% after two years.

Professional Development: We cover the cost of approved external training programs, conferences, and certifications for professional skills and development.

Life Assistance Program & Work/Life Support Program: This program offers free, confidential support on various topics including legal assistance, parenting, senior care, child care, and pet care.

Mentoring Program: We encourage new employees to take advantage of our senior staff to seek career guidance and advice in an open and positive environment, as well as offer them a comfortable place to foster healthy work relationships, facilitate learning, and present ad-



RETIREMENT PLAN

401k Plan: Upon satisfaction of the three (3) month service requirement and age requirement (21 years old), eligible employees are enrolled in the next applicable quarterly enrollment. **Our 401k plan offers:**

- Automatic enrollment plan with 3% salary deferral
- Discretionary matching & profit sharing contributions
- Loan provision

INSURANCE BENEFITS

Newly hired employees are eligible to enroll in insurance benefits on the first of the month following their date of hire (i.e. if hire date is August 15th, eligible September 1st) and have 30 days from that date to elect coverage. Employees may also enroll during annual open enrollment or if a qualifying event occurs.

MEDICAL INSURANCE

Tectonic pays 70% of the premium cost for the medical insurances listed below, and offers options for single or family coverage.

Health Insurance: EPO & PPO Plan options are available that include medical, hospitalization, and prescription drug coverage.

Dental Insurance: Includes preventative care, as well as coverage that helps employees pay for basic and major restorative services. This coverage also includes a \$20,000 basic-term life insurance policy at no additional cost.

Vision Insurance: Provides annual eye exams and covers a portion of the cost of contact lenses or glasses; also provides a discount for additional purchases and lens options.

OTHER INSURANCE BENEFITS

Short-Term Disability Insurance: Coverage is automatically provided in states mandating coverage. We also offer an additional voluntary plan providing a benefit of up to 40%, 50%, or 60% of the employee's regular weekly income, up to a maximum of \$2,500 per week for 25 weeks due to a qualifying disability.

Long-Term Disability Insurance: Provides benefit of up to 60% of monthly earnings to a maximum of \$7,500 per month due to disability caused by a covered injury or illness.

Voluntary Term Life Insurance: Provides employee & spousal life insurance coverage up to \$500,000 per year, and coverage for children up to \$10,000 per year.

ADDITIONAL BENEFITS

Flexible Spending Account (FSA): Medical and dependent care accounts are available; participants receive a Medical FSA debit card. Employees are eligible to enroll for January 1st of the plan year following their commencement of eligible employment.

Commuter Benefit Plan: This plan provides employees with the opportunity to use pre-tax earnings to cover certain public transportation costs; participants receive a plan debit card.

This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781

dhs.gov/e-verify



E-VERIFY IS A SERVICE OF DHS AND SSA

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IF YOU HAVE THE RIGHT TO WORK



Don't let anyone take it away.

There are laws to protect you from discrimination in the workplace.

You should know that...

In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.

Employers cannot reject documents because they have a future expiration date.

Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.

In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

Contact IER

For assistance in your own language

Phone: 1-800-255-7688

TTY: 1-800-237-2515

Email us

IER@usdoj.gov

Or write to

U.S. Department of Justice – CRT
Immigrant and Employee Rights – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

If any of these things happen to you, contact the Immigrant and Employee Rights Section (IER).



— DEPARTMENT OF JUSTICE —
IMMIGRANT & EMPLOYEE RIGHTS SECTION
— CIVIL RIGHTS DIVISION —

Immigrant and Employee Rights Section

U.S. Department of Justice, Civil Rights Division

www.justice.gov/ier

SI USTED TIENE DERECHO A TRABAJAR



No deje que nadie se lo quite.

Existen leyes que lo protegen contra la discriminación en el trabajo.

Usted debe saber que...

En la mayoría de los casos, los empleadores no pueden negarle un empleo o despedirlo debido a su nacionalidad de origen o estatus de ciudadanía, ni tampoco negarse a aceptar sus documentos válidos y legales.

Los empleadores no pueden rechazar documentos porque tengan una fecha de vencimiento futura.

Los empleadores no pueden despedirlo debido a E-Verify sin darle una oportunidad de resolver el problema

En la mayoría de los casos, los empleadores no pueden exigir que usted sea ciudadano estadounidense o residente legal permanente.

Comuníquese con la IER

Para ayuda en su propio idioma:

Teléfono: 1-800-255-7688

TTY: 1-800-237-2515

Mándenos un correo:

IER@usdoj.gov

O escribanos a:

U.S. Department of Justice – CRT
Immigrant and Employee Rights – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

Si alguna de estas cosas le ha sucedido, comuníquese con la Sección de Derechos de Inmigrantes y Empleados (IER, por sus siglas en inglés)



— DEPARTAMENTO DE JUSTICIA DE LOS EE. UU. —
SECCIÓN DE DERECHOS DE INMIGRANTES Y EMPLEADOS
— DIVISIÓN DE DERECHOS CIVILES —

Sección de Derechos de Inmigrantes y Empleados
Departamento de Justicia de los EE. UU., División de Derechos Civiles

www.justice.gov/ier

www.justice.gov/crt-about/espanol/ier

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627



WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

WH1420a REV 04/16

Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS	Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.
EXEMPTIONS	<p>Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.</p> <p>The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.</p> <p>The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.</p> <p>The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.</p>
EXAMINEE RIGHTS	Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.
ENFORCEMENT	The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd





Paid Family Leave

NOTICE TO EMPLOYEES

Paid Family Leave Insurance
Coverage Provided by:

The Prudential Insurance Company of America

Covering Employees of:

Tectonic Engineering Consultants, Geologists & Land Surveyors, D.P.C.

Paid Family Leave is insurance that provides job protected paid time off to:

- **Bond** with a newly born, adopted, or fostered child
- **Care** for a family member with a serious health condition
- **Assist** loved ones when a family member is deployed abroad on active military service

How to File:

- **Notify** your employer at least 30 days in advance, if foreseeable, or as soon as possible
- **Submit** the Request for Paid Family Leave form to your employer
- **Complete** and attach the additional documentation as instructed on the request form and submit to the insurance carrier listed below

Employers should NEVER discriminate or retaliate against anyone who requests or takes leave

FOR MORE INFORMATION AND HELP:
Visit **ny.gov/PaidFamilyLeave**
or call **(844) 337-6303**

You can get forms to take Paid Family Leave from

- Your employer,
- The insurance carrier below, or
- **ny.gov/PaidFamilyLeave**

The Prudential Insurance Company of America
Disability Management Services - PO Box 13480
Philadelphia, PA 19101
1-800-842-1718

Policy #: CG-60372-NY Effective From: 01/01/2018 To: Indefinite

☒ Statutory ☐ Under a Plan or Agreement

Class(es) of Employees Covered: **All Employees eligible under the New York State Disability Benefits Law and Paid Family Leave Benefits Law.**

NOTICE OF COMPLIANCE

PRESCRIBED BY THE CHAIR, WORKERS' COMPENSATION BOARD

THIS NOTICE MUST BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE OR PLACES OF BUSINESS.



Applicant Privacy Notice Under CA Consumer Privacy Act (CCPA)

Last Updated: [5/20/2022]

Applicant Personal Information. The chart below describes the categories of Applicant Personal Information that may be collected in connection with the application and the purposes for which such information may be used.

Categories of Personal Information Collected
<p><u>Identifiers and Contact information.</u> This category includes names, addresses, telephone numbers, mobile numbers, email addresses, dates of birth, Social Security numbers, driver's license or state identification numbers, and other similar contact information and identifiers.</p> <p><u>Protected classification information.</u> This category includes characteristics of protected classifications under California or federal law.</p> <p><u>Internet or other electronic network activity information.</u> This category includes without limitation:</p> <ul style="list-style-type: none">• all activity on the Company's information systems, such as internet browsing history, search history, and email communications• all activity on communications systems including phone calls, call logs, voice mails, text messages, chat logs, and app use <p><u>Geolocation data.</u> This category includes GPS location data from company-issued mobile devices and company-owned vehicles.</p> <p><u>Audio, electronic, visual, thermal, olfactory, or similar information.</u> This category includes, for example, information collected from camera, thermometers, and similar devices.</p> <p><u>Professional and employment-related information.</u> This category includes without limitation:</p> <ul style="list-style-type: none">• data submitted with employment applications including employment history, recommendations, etc.• background check and criminal history;• work authorization• fitness for duty data and reports <p><u>Education information.</u> This category includes education history.</p> <p><u>Limited medical information.</u> This category includes without limitation:</p> <ul style="list-style-type: none">• symptoms and other indicators of exposure to the coronavirus, COVID-19• fitness for duty data and reports• leave of absence information including family obligations, physical and mental health data concerning employee and his or her family members• travel information and information regarding close contacts

Purposes Personal Information is Used

- Collect and process employment applications, including confirming eligibility and qualifications for employment, background and related checks, as necessary.
- Evaluate an individual's appropriateness for a particular position at the Company, or promotion to a new position.
- Communicate with you about your application.
- Maintaining personnel records and record retention requirements.
- Complying with applicable state and federal labor, employment, equal employment opportunity, and related laws.
- Preventing unauthorized access to or use of the Company's property, including the Company's information systems, electronic devices, network, and data.
- Investigating complaints, grievances, and suspected violations of Company policy.
- Protect the legal rights, privacy, safety or property of Company or its employees, agents, contractors, customers or the public.
- Protect against fraud or other illegal activity or for risk management purposes.
- Enforce the Site's terms of use
- Carry out 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 manage or arrange for acquisitions, mergers and re-organizations.
- Design, implement, and promote the Company's diversity and inclusion programs
- Improve safety of our facilities for employees, customers and the public with regard to use of Company property and equipment

To carry out the purposes outlined above, the Company may share information with third parties, such as background check vendors, third-party human resources and information technology vendors, outside legal counsel, and state or federal governmental agencies. The Company may add to the categories of PI it collects and the purposes it uses PI. In that case, the Company will amend this notice.

If you have questions about this notice, you may contact the Human Resources Department at hresources@tectonicengineering.com.

Changes to Statement. We reserve the right to amend this Notice at any time without advance notice.



Corporate Office

70 Pleasant Hill Road, PO Box 37 | Mountainville, NY 10953
845.534.5959 Tel | 845.534.5999 Fax | 845.534.5666 HR Fax

tectonicengineering.com