Applicant Privacy Policy

Effective 1.1.2026

Knights Companies respect the privacy of individuals who apply for employment or otherwise participate in our recruiting process. This Applicant Privacy Policy explains how we collect, use, disclose, retain, and protect personal information relating to job applicants and prospective candidates.

1. Scope

This policy applies to individuals who apply for employment with Knight's Companies who express interest in employment opportunities, participate in recruiting events, or are considered for employment. It applies to information collected directly from applicants and, where permitted by law, from recruiters, references, background-screening providers, publicly available sources, and other third parties.

2. Information We May Collect

Depending on the role and stage of the recruiting process, we may collect:

- Contact information, such as name, address, email address, and telephone number.
- Application materials, including resumes, cover letters, employment history, education, skills, certifications, and professional qualifications.
- Information provided during interviews, assessments, questionnaires, and recruiting communications.
- Work authorization and information necessary to evaluate eligibility for employment.
- References and information provided by references.
- Background-check or screening information when permitted by applicable law and with any notices, authorizations, or consents required by law.
- Compensation expectations and other information relevant to an applicant's employment preferences, where lawful to collect.
- Voluntary demographic or equal-employment-opportunity information when requested for lawful reporting or compliance purposes. Where appropriate, this information is separated from hiring decisions.
- Technical information generated when an applicant uses our recruiting systems, such as device, browser, log, or similar information, where applicable.

Please do not provide information that we have not requested or that is not relevant to the recruiting process.

3. How We Use Applicant Information

We may use applicant information to:

- Administer and manage recruiting and hiring activities.
- Evaluate qualifications, experience, skills, and suitability for a position.
- Communicate about applications, interviews, assessments, offers, and other employment opportunities.
- Verify information and conduct lawful pre-employment screening.
- Maintain recruiting records and improve recruiting processes and systems.
- Meet legal, regulatory, recordkeeping, reporting, security, and compliance obligations.
- Establish, exercise, or defend legal claims and protect the rights, safety, and property of applicants, employees, and Knight's Companies.

If automated tools are used in recruiting or employment decisions, Knight's Companies will provide notices, obtain consent, conduct assessments, or offer other protections when required by applicable law.

4. How We May Share Applicant Information

We may share applicant information, as reasonably necessary, with:

- Employees and representatives involved in recruiting, hiring, human resources, legal, compliance, information technology, and business operations.
- Service providers supporting recruiting, applicant tracking, assessments, background screening, hosting, security, and related functions.
- Government agencies, regulators, courts, law enforcement, or other parties when disclosure is required or permitted by law.
- Professional advisers and parties involved in a corporate transaction, subject to appropriate confidentiality and legal safeguards.

We do not sell applicant personal information for monetary consideration.

5. Applicant Tracking and Service Providers

We use third-party recruiting and applicant-tracking platforms (Greenhouse), to receive and manage applications. Information submitted through this service may be processed on our behalf in accordance with applicable contractual and legal requirements.

6. Data Retention

We retain applicant information for 365 days from the date of receipt for recruiting, recordkeeping, legal, compliance, and dispute-resolution purposes, taking into account applicable statutes of limitation and legal retention requirements. If an applicant is hired, relevant information may become part of the individual's employment record and be governed by applicable employee privacy and records practices.

7. Data Security

We maintain reasonable administrative, technical, and organizational safeguards designed to protect applicant information against unauthorized access, use, alteration, disclosure, or destruction. No method of transmission or storage is completely secure, and we cannot guarantee absolute security.

8. Applicant Privacy Rights

Depending on where an applicant resides and applicable law, the applicant may have rights concerning personal information, such as the right to request access, correction, deletion, or a copy of certain information, or to limit or object to certain processing. These rights may be subject to legal exceptions and verification requirements.

To submit a privacy request or ask a question about applicant information, contact:

Privacy Contact: Amanda McNeal, Director, Human Resources Email: kcprivacypolicy@knightscompanies.com Mailing Address: PO Box 3408, Summerville, SC 29484 Phone: 843-821-7600

We will not unlawfully discriminate or retaliate against an applicant for exercising a privacy right provided by applicable law.

9. Background Checks

If we obtain a consumer report or investigative consumer report for employment purposes, we will provide disclosures and obtain authorizations required by applicable law and will follow applicable pre-adverse and adverse-action procedures.

10. Information About Other People

If an applicant provides personal information about another person, such as a reference, the applicant should provide that information only when authorized to do so and should inform the person that the information may be used for recruiting purposes.

11. Your Choices

In this section, we describe the rights and choices available to all users.

Access or Update Your Information: If you have registered for an account with us, you may review and update certain personal information in your account profile by logging into the account.

Text message communications: We may use text messaging to communicate with you about your application. Normal messaging rates apply, and the frequency of messages may vary. Mobile Carriers are not liable for delayed or undelivered messages.

No mobile information will be shared with third parties/affiliates for marketing/promotional purposes.

Opt-out of text message communications: You may opt-out of text messaging at any time by replying to any message with STOP or contacting us at **KCPrivacyPolicy@knightscompanies.com:**

12. Changes to This Policy

We may update this Applicant Privacy Policy periodically to reflect changes in our recruiting practices, technology, or legal obligations. The “Last Updated” date above will indicate when the policy was most recently revised.