

EMPLOYEE NOTICE

Privacy Notice for California Residents

Please take notice that The Dixie Group (the "Company") collects certain information about you. The California Consumer Privacy Act ("CCPA") and the California Privacy Rights Act ("CPRA") provide California applicants and employees with the following rights:

- Knowledge of information collected
- Deletion of information collected
- Opt-out of information collected
- Opt-in of information collected
- Correction of information collected
- Limit use of information collected
- Go to court
- Not to be discriminated or retaliated against for exercising rights under the law

Where We Get Your Information

The Company collects information about you from the following sources:

1. You;
2. Prior employers, references, recruiters, and job-related social media platforms;
3. Third-party sources of demographic information;
4. Third-party companies, such as background check companies and drug testing facilities; and
5. Claim administrators and investigators.

Depending on the Company's interactions with you, we may or may not collect all of the information identified about you.

Information We Collect

We collect the following categories of information:

- **Identifiers**, such as name, government-issued identifier (e.g., Social Security number), and unique identifiers (e.g., employee ID);

- **Personal information**, such as real name, signature, Social Security number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, federal identification authorizing work in the United States, access and/or passcodes, insurance policy number, education, employment, employment history, bank account number, other financial information, medical information, or health insurance information;
- **Characteristics of protected classifications** under California or federal law, such as age, marital status, gender, sex, race, color, disability, citizenship, primary language, immigration status, military/veteran status, request for leave, and medical conditions;
- **Commercial information**, such as transaction information and purchase history (e.g., in connection with travel or other reimbursements, or purchases from the Company);
- **Internet or network activity information**, such as browsing history and interactions with our online systems and websites, and any personal information you provide while accessing the Company's computer systems, such as personal credit card information and passwords;
- **Geolocation data**, such as device location from use of the Company's devices;
- **Biometric information** related to access to the Company's secured access points;
- **Audio, electronic, visual, and similar information**;
- **Professional or employment-related information**, such as work history and prior employer;
- **Non-public education information**; and
- **Inferences** drawn from any of the Personal and Sensitive Personal Information listed above to create a profile or summary about, for example, an individual's preferences and characteristics.

Use of Personal Information

We may use Personal and Sensitive Personal Information for the following purposes:

- Evaluating an employment application and determining eligibility for employment;
- Administering pay and benefits, and processing employee work-related claims;
- Establishing training and/or development requirements, and conducting performance and goal reviews;
- Assessing qualifications for a job or task;
- Gathering evidence for disciplinary action or termination;
- Establishing a contact in the event of an emergency;
- Reporting on company metrics;
- Compiling directories;
- Complying with applicable labor or employment law;
- Ensuring the security of company-held information, and other purposes as are reasonably required by The Dixie Group; and

- Any other purposes authorized by the California Privacy Protection Agency, California law, or federal law.

We may or may not have used Personal and Sensitive Personal Information about you for each of the above purposes.

Sharing Personal Information

We only share your information with third-party entities for the purposes described in this notice. Upon request, the Company will provide the categories of third parties with whom the Company discloses your information. We do not and will not sell your personal information, and so there is no corresponding opt-out provision.

In the preceding twelve (12) months, we have not sold or leased any personal information. The Dixie Group does not sell or lease personal information.

Data Retention

The Company retains the information it receives about you for a period of up to 30 years, unless a shorter or longer period is required by California or federal law.

Contact Information

For inquiries, or to submit requests for information, deletion, or correction, or if you have any questions or comments about this notice, you may complete an inquiry form or contact us by any of the methods below.

EMAIL

Terri.lindley@dixiegroup.com

VOICEMAIL

706-876-5840

WRITTEN INQUIRY

The Dixie Group
Attn: Terri Lindley
Corp. Director, Compliance
P.O. Box 2007
Dalton, GA 30722

Changes to Our CCPA Privacy Notice

We reserve the right to amend this privacy notice at our discretion and at any time. When we make material changes to this privacy notice, we will post the updated notice at www.dixiegroup.com, update the notice's Effective Date above, and request employee acknowledgment by electronic review and sign-off.