

## **Airgas On-Line Applicant Privacy Policy**

Welcome to the Airgas Careers site. Airgas®, an Air Liquide company, (“Airgas” or the “Company”) is a leading U.S. supplier of industrial, medical and specialty gases, as well as hardgoods and related products; one of the largest U.S. suppliers of safety products; and a leading U.S. supplier of ammonia products and process chemicals. Recruiting the right talent is crucial to our goals. Because we gather certain types of information about applicants during the recruitment process, we want to help you understand the terms and conditions surrounding the collection, use and disclosure of that information. By creating an account or otherwise submitting information through the Airgas Careers site, you agree to these terms and conditions, regardless of whether you have read this Privacy Policy.

This Privacy Policy applies only to information collected through the Airgas Careers site. This Policy does not apply to any other site or page that we own or operate. Our other sites have their own privacy policies.

Airgas is an equal employment opportunity employer. Airgas policy prohibits unlawful discrimination based on race, color, creed, religion, sex, national origin, nationality, ancestry, age, marital or military status, veteran status, sexual orientation, disability or any other basis protected by applicable federal, state, or local laws. Airgas also prohibits harassment of applicants or employees based on any of these protected categories. It is also Airgas policy to comply with all applicable state and federal laws respecting consideration of unemployment status in making hiring decisions.

### **The Information That We Collect About You And How We Use It**

If you are interested in a job at Airgas and you choose to create an account through the Airgas Careers site, to complete an on-line application, or to submit additional information to us, we will use that information to evaluate your application for employment and for related recruiting, reporting and recordkeeping purposes.

If Airgas hires you, the information that you submitted through Careers at Airgas will become part of your personnel file and may be used to administer the employment relationship and for related reporting and recordkeeping purposes. Airgas will retain this information for the entire duration of your employment relationship with the Company and for as long thereafter as permitted or required by applicable law.

Airgas will retain information of applicants who are not hired for one year after the hiring decision has been made unless the applicant indicates that we may maintain the information on file until the applicant asks to delete the information. These records will be retained for our internal recordkeeping and reporting purposes. During that time, we may use your information to consider you for positions in addition to the position(s) for which you initially applied.

### **How We May Share Your Information**

Airgas will not sell, lease, or license your personal information to any third party. There are limited circumstances when Airgas may share the information that you submit on-line with third parties, most notably:

- With third-party service providers. We may, for example, retain a third party to host some or all or portions of this site, to help maintain and manage our databases, to assist in the recruiting process, or to communicate with applicants. We prohibit providers from using your information for other purposes and from further disclosing your information without our prior approval;
- With affiliated companies, such as grandparent, parent and/or subsidiary corporations;
- When required by law, such as when we respond to subpoenas, court orders, legal process, or a discovery request;
- If we believe that your actions violate applicable law, or threaten the rights, property, or safety of our Company, our users, or others;
- If we sell some or all of our business, we may disclose all of the information that we have collected about you to a purchaser or, in due diligence, to a potential purchaser but subject to a confidentiality agreement.

### **Third-Party Sites**

The Airgas Careers site may contain links to third-party sites. Your use of each of those sites is subject to the conditions, if any, that each of those sites has posted. We have no control over sites that are not ours, and we are not responsible for any changes to, or content on, them. Our inclusion on our sites of any third-party content, or a link to a third-party site, is not an endorsement of that content or third-party site.

## **Security**

We want you to feel confident about using Careers at Airgas, so we have implemented a security program to keep information that is transmitted to our systems protected from unauthorized access. Your submissions of information to our secure server are protected by Secure Socket Layer (SSL) technology, utilized by most popular browsers to safeguard transmissions. This technology allows us to use encryption tools to protect information transmitted between your computer and our server. Through encryption, the personal information you enter, including your name, address, and Social Security number (if requested), is converted into code that is then securely dispatched over the Internet. Once our secure server receives your encrypted personal information, it is translated back into its original form and stored in our off-line database. After we have received your information, access to it is limited to those with a need to know.

While we strive to protect your personal information, we cannot guarantee the security of any information that you submit to the Airgas Careers site, and you do so at your own risk. We urge you to keep your username, password and any other log-in credentials in a safe place as you share responsibility for maintaining the confidentiality of the information that you submit to us. It is a good practice to sign off your account and close your browser window when you have finished your visit to the Airgas Careers site.

## **Updating Your Information/Questions About This Policy**

You can update or correct information in your Airgas Careers profile by visiting the Airgas Careers site, clicking on the "Returning Applicant" tab, and signing in to your profile using your existing credentials. If you would like to request assistance to access the information that you have submitted to Careers at Airgas, or if you have any questions regarding the Careers site, the Privacy Policy, or the information contained within it, please contact [careersitesupport@airgas.com](mailto:careersitesupport@airgas.com) or call toll-free 855-269-5732.

## **Changes To This Policy**

Airgas may change this Privacy Policy from time to time in its sole discretion. If we make a material change to this Policy, we will inform you by posting a notice on this site. Those changes will go into effect on the date posted in the revised notice. The new policy will apply to all current and past users of the Airgas careers site and to all information collected before the date of the change. The new policy will replace any prior policies that are inconsistent. Please check periodically for changes to this Policy, and especially before you provide any personal information to us.

Last Updated: May 2022