

HGS BioScience & NutriAg by HGS

Applicant Privacy Policy

English – Canada

Effective Date: December 23, 2025

Last Updated: March 5, 2026

This Applicant Privacy Policy (the “Policy”) describes the policies and practices of NutriAg Ltd. (“NutriAg” or “us” or “we”) governing the collection, use and disclosure of your personal information which we may obtain in connection with your application for employment with us, including from you or other sources like the ADP Workforce Now Applicant Tracking System (“Careers Site”). We are committed to compliance with privacy laws applicable to us, which may include *Personal Information Protection Act* (Alberta) and *Personal Information and Protection of Electronic Documents Act*. This Policy applies to job applicants only.

1. CATEGORIES OF PERSONAL INFORMATION WE COLLECT

Personal information means any information about an individual that, directly or indirectly, allows such individual to be identified. Personal employee information means personal information that is collected, used or disclosed solely for purposes reasonably required to establish, manage or terminate an employment relationship between HGS and the individual.

We may collect the information about you from you or from other sources in connection with your application for employment with us (e.g. through the Careers Site), including the following: full name, e-mail address, mobile number, home address, work authorization status, work-related experience, education, skills, licenses & certifications, professional memberships, work-related licenses, permits and certifications, references, employment preferences, willingness to relocate, current salary, desired salary, awards, credit checks, criminal record checks, reference checks, professional memberships, or information you may provide through phone screenings or interviews).

Please note that failure to provide sufficient and/or accurate information may affect your employment application.

We may also collect demographic data, subject to applicable law, for diversity, equity and inclusion survey purposes. This collection is voluntary. The information is aggregated and anonymized and used to assist NutriAg with its equity initiatives.

Any information you submit through the Careers Site must be true, complete and not misleading.

It is your responsibility to ensure that information you submit does not violate any third party’s rights.

If you provide us with personal information of a reference or any other individual as part of your application, it is your responsibility to obtain consent from that individual prior to providing the information to us.

2. USE OF INFORMATION

We collect and use your personal information described in the section above for purposes relating to your application for employment and if applicable, to establish and manage your employment relationship with us, including: To process your application for employment;

- To assess your capabilities, qualifications, and suitability for the applicable position;

- To conduct background checks, including reference and verification of credentials checks;
- To respond to your inquiries and communicate with you about your application, employment candidacy, and suitability for the applicable position;
- To send you information regarding the Careers Site and changes to our terms and policies;
- To determine appropriate compensation and other terms of employment if we offer you a position;
- To establish an employment relationship with you if you accept an offer for employment;
- To comply with any applicable laws or regulation;
- To preserve our legitimate business interests and legal rights, including in connection with legal claims, compliance or regulatory purposes or as otherwise generally required to conduct our business;
- With your consent or as otherwise disclosed at the time of collection.

The information about you will be added to our candidate database. Information about successful candidates will be retained throughout their employment and for a period of four years thereafter.

3. DISCLOSURE OF PERSONAL INFORMATION

We may share personal information with affiliates and/or partners that are involved in evaluating candidates for a given position. We will make the information available to personnel with a business need to know the information, including personnel in the recruiting, human resources, and information technology departments, and in the department responsible for the position for which you are applying.

We may share personal information with third-party service providers who provide services such as hosting and operating the Careers Site, recruiting assistance, background check processing, and similar services.

We may also share personal information:

- To comply with applicable laws and lawful requests from public and government authorities, including court orders, governmental inquiries;
- To protect our legal rights and operations or the rights, privacy, safety or property, and/or of us, you, or others;
- As part of any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in connection with any bankruptcy or similar proceedings).

Your personal information may be transferred to and/or stored in other countries including United States. In this event, personal information may be subject to law enforcement and other authorities in such countries. Should you wish to learn more about how your data may be impacted in other countries or the privacy policies of the applicable third party to whom the information is transferred, please contact Human Resources.

4. SECURITY AND DATA RETENTION

We use reasonable organizational, technical and administrative measures to protect personal information within our organization. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. Please immediately notify us by contacting us in accordance with the “Contact Us” section below if you believe that there is a possibility that personal information has been lost accidentally or misused deliberately in any way.

We keep your personal information for as long as needed or permitted in light of the legal or business purpose(s) for which it was obtained as outlined in this Policy, including for as long as we have an ongoing relationship with you (such as an application process) or to comply with our legal obligations or exercise our legal rights under applicable.

5. PASSIVE INFORMATION COLLECTION: COOKIES AND TRACKING TECHNOLOGY

When you visit the Careers Site, we collect certain information by automated means. Cookies are small text files that websites send to your computer or other internet-connected device to uniquely identify your browser or to store information or settings in your browser. Cookies allow us to recognize you when you return. They also help us provide a customized experience and enable us to detect certain kinds of fraud. In many cases, you can manage cookie preferences and opt-out of having cookies and other data collection technologies used by adjusting the settings on your browser. All browsers are different, so visit the “help” section of your browser to learn about cookie preferences and other privacy settings that may be available.

We collect different types of information. For example, we collect information from the device you use to access the Careers Site, your operating system type, browser type, domain, and other system settings, as well as the language your system uses and the country and time zone where your device is located. Our server logs also record the Internet Protocol (“IP”) address assigned to the device you use to connect to the Internet. An IP address is a unique number that devices use to identify and communicate with each other on the internet. We may also collect information about the website you were visiting before you came to us and the website you visit after you leave the Careers Site.

In many cases, the information we collect is only used in a non-identifiable way, without reference to personal information. For example, we use information we collect about website users to optimize the Careers Site and to understand website traffic patterns. In some cases, we associate the information we collect with your personal information. This Policy applies to the information when we associate it with your personal information.

Although the Careers Site currently does not have a mechanism to recognize the various web browser Do Not Track signals, we do offer individuals choices to manage their preferences that are provided in the previous sections above. The Careers Site does not collect personal information about an individual’s online activities over time and across different websites when a consumer uses the Careers Site. To learn more about browser tracking signals and Do Not Track please visit <http://www.allaboutdnt.org/>. We use Google Analytics as a third party vendor. For information on how Google Analytics uses data, please visit “How Google uses data when you use our partners sites or apps”, located at <http://bit.ly/2jXZ13Y>. We also use Pendo as a third party vendor. For information on how Pendo uses data, please visit <https://www.pendo.io/privacypolicy/>.

6. RIGHTS REGARDING PERSONAL INFORMATION

If you register on the Careers Site, you may access, review, and change your personal information stored therein by logging into the Careers Site and updating your account information. However, if you have authenticated your login via a mobile number or email address, such information cannot be updated in the same login session.

We request that you promptly update your personal information if it changes or is inaccurate.

Apart from information contained in your profile, subject to applicable law, you may have the right to (i) access to your personal information we have collected; (ii) correct your personal information held by us; and/or (iii) withdraw your consent to our use, disclosure, or processing of your personal information. Note that withdrawal of consent may affect our ability to process your employment application.

As required or permitted by applicable law, you may have additional rights, including the right to request: (i) that we restrict processing of your personal information, (ii) that we cease using it; and/or (iii) that we transfer personal information to you or another organization in a structured, commonly used and machine-readable format.

Please email us at Recruiting@HGSBioScience.com or contact us at 709 Eastport Road, Jacksonville, FL 32218 with any such requests to exercise any of these rights.

For your protection, we may require sufficient information to verify your identity and confirm that you are authorized to make a request for access or correction of personal information. We will try to comply with your request as soon as reasonably practicable. All requests will be addressed in accordance with applicable privacy laws.

7. LINKS TO THIRD-PARTY WEBSITES

Our Careers Site may contain links to other websites, such as ADP Workforce Now. This Policy does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any website or service to which the Careers Site links. The inclusion of a link on the Careers Site does not imply endorsement of the linked site or service by us. We encourage you to read the legal notices posted on those sites, including their privacy policies.

8. CHANGES TO THE POLICY

We reserve the right to amend this Policy at any time in order to address future developments, the Careers Site, or changes in industry or legal trends. We will post the revised Policy on the Careers Site or announce the change on the home page of the Careers Site.

You can determine when the Policy was revised by referring to the “Last Updated” legend on the top of this Policy.

Any changes will become effective upon the posting of the revised Policy on the Careers Site. By continuing with your application for employment with us, including use of the Careers Site following such changes, you will be deemed to have agreed to such changes.

If you do not agree with the terms of this Policy, in whole or part, you can choose to not continue to use the Careers Site or continue your employment application.

9. CONTACT US

If you have questions or concerns regarding your personal information or this Privacy Policy, please contact us at Recruiting@HGSBioScience.com or 709 Eastport Road, Jacksonville, FL 32218.