

Careers Privacy Policy

Welcome to the MSC Industrial Supply Co. and its affiliate partnerships and subsidiary companies (collectively "MSC") Career Site. We appreciate your interest in employment opportunities at our company. The Career Site Privacy and Security Policy is applicable to all information which has been or will be collected from you during your use of our Career Site.

MSC is committed to protecting the privacy and security of information that is obtained from you in connection with your access to websites under our operation and control, which includes this Career Site. See also our Customer Privacy Policy used in connection with our corporate website.

Your Consent

To proceed further on this Career Site, you must review and agree to MSC's policies, terms and conditions set forth in this Career Site Privacy and Security Policy ("Privacy Policy"), which MSC has adopted as its verification and security procedures, and acknowledge that you have done so by logging into the Career Site and selecting "I Agree" when asked about your understanding and acceptance of the Consent to Proceed Electronically document.

Please review this Privacy Policy, its statement, terms and conditions carefully. MSC reserves the right to change its Privacy Policy at any time, in which event the updated policy will be posted to the Career Site. By accessing the Career Site, you are indicating your agreement to MSC's Privacy Policy. If you have any questions regarding the Privacy Policy or the site, contact MSC at applicantprivacypoli@mscdirect.com. (This email box is not for general employment inquiries.)

Information You Provide

This Privacy Policy covers any personal information you submit through the Career Site as part of the job application, job search, or on-boarding process, including your:

- Name, contact information;
- Resume, CV, cover letter, application, previous work experience, and education information;
- Employment preferences, willingness to relocate, current salary, desired salary, and how you heard about the Career Site;
- Professional and other work related licenses, permits, and certifications held;
- Language and other relevant skills;
- Awards and professional memberships;
- Eligibility to work in the country where the job is located, available start date; and
- Information relating to references (if provided).

Use and Disclosure of Personal Information

By entering this Career Site, you acknowledge and agree that:

- MSC is authorized to collect, use, access, transmit, store, process and disclose the information it obtains through your use of this site, including but not limited to the personal information you submit in connection with your employment application and in order to process it for employment, as permitted by law. This includes the use, access, transmittal, storing, processing, and disclosure of your information by and among MSC's affiliate partnerships and subsidiary companies, regardless of location. MSC will use the personal information you provide, as permitted by law, to: process your application; assess your capabilities and job qualification; conduct reference checks; communicate with you; comply with any applicable law or regulation; conduct background checks (only with your prior consent); and any other actions necessary or applicable in connection with your application, hire, or employment.

- Except as otherwise provided by this Privacy Policy, MSC associates, recruiters, human resources staff, managers and their designees, consultants and/or other service providers affiliated with MSC who are involved in the process of considering applications for employment and website administration or maintenance will be the only individuals or entities with access to your personal information, except as otherwise provided by this policy or as permitted by law.
- Statements here and elsewhere on the site concerning the treatment of your information may not apply with respect to information already in MSC's possession, such as information obtained by MSC in connection with your current or former employment at MSC, or information that is publicly available to MSC.
- MSC may disclose your personal information if required to do so by law or a regulatory organization, or to relevant third parties such as site technicians, auditors, lawyers, or other professional advisors.
- MSC may retain your information as long as necessary and appropriate to comply with applicable legal standards. Once the information is submitted, you cannot later delete this information. If you are offered a position with MSC, this information may be transferred into our human resources system and used to manage the new hire process. If you become an associate, any personal information you submit may become part of your associate file and may be used for other employment/work-related purposes. Your information will be destroyed in accordance with MSC's record retention policy.
- At no time will MSC sell, rent, lease, or license your information to a third party. Nor will your information be used for marketing purposes by any third party vendor.
- MSC may share your personal information with selected service providers or consultants acting on its behalf, such as third parties assisting MSC with the operation of this Career Site (including IBM Kenexa BrassRing, 650 East Swedesford Road, Wayne, PA 19087). Those third parties will be required to protect your personal information in accordance with this Privacy Policy.
- This Career Site does not extend binding offers or terms or conditions of employment. Any employment offer that may result from your submitting information in response to a job opening listed on this Career Site is in accordance with the specific terms of that offer. Nothing on this Career Site shall be construed as a contract of employment or as a guarantee of continued employment or employment for any specific duration. Employment with MSC is "at will" and no representative of MSC, other than its Chief Executive Officer, has the authority to modify "at-will" employment status. This means if you are hired that either you or MSC can separate your employment at any time without notice or cause.
- MSC may compile statistical results concerning the usage of the Career Site, as well as its entire site. MSC uses this information to prepare collective profiles of visitors' activities for management and internal use, as well as affirmative action reports and analyses. For example, MSC may track the number of visitors who view certain pages or use certain features of the site.

Protection of Your Information

We consider the security of your personal information a top priority. Accordingly, any information that you voluntarily share with MSC in a form is kept strictly confidential and fully secure. MSC secures your personal information from unauthorized access, use or disclosure. When you access this Career Site, you will do so through a login and password that you have created and is unique to you. For maximum security, you should never share your login and password with anyone else and you should always logout of our system and close your open Internet browser window to finish your session completely.

Included in our operating system is the capacity to allow only secure connections by end users. MSC secures the personally identifiable information you provide via computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When you submit a form, the encrypted (encoded) information is protected using "Secure Socket Layers (SSL)" as it passes between your browser and the MSC servers. SSL technology is the most widely used data encryption coding system for secure transactions. It is the leading security protocol on the Internet and is commonly used in Internet applications that require security and privacy for sensitive data. Only authorized persons are permitted to access the information you submit.

This Privacy Policy is governed by the substantive laws of the State of New York in the United States, without regard to its conflict of laws principles. Jurisdiction for any claims arising under or out of this Privacy Policy shall lie exclusively with the state and federal courts within the State of New York. If any provision of this Privacy Policy is found to be invalid by a court having competent jurisdiction, the invalidity of such provision shall not affect the validity of the remaining provisions of this Privacy Policy, which shall remain in full force and effect.

UNDER NO CIRCUMSTANCES SHALL MSC HAVE ANY LIABILITY WHATSOEVER FOR ANY ERRORS OR OMISSIONS IN INFORMATION ON THE SITE, OR FOR ANY DAMAGES, LOSSES, OR EXPENSES THAT MAY OCCUR WHILE ACCESSING THE SITE, OR ANY LINKED SITE, OR THE INABILITY TO ACCESS THESE SITES; OR ANY FAILURE OF PERFORMANCE, ERROR, OMISSION, INTERRUPTION, DEFECT, DELAY IN OPERATION OR TRANSMISSION, COMPUTER VIRUS OR LINE OR SYSTEM FAILURE; OR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT OR SPECIAL DAMAGES ARISING OUT OF THE BREACH OF THIS PRIVACY POLICY, HOWEVER OCCASIONED.

If you understand, accept and agree to the policies, terms, and conditions set out above then select the "I Agree" button when asked to acknowledge your acceptance and agreement of the Consent to Proceed Electronically document on the Career Site. If you do not understand or accept and agree to the policies, terms and conditions set out above, then select the "I Decline" button when asked and you will not complete the application process electronically