



Company Philosophy

Mountaintop Beverage is dedicated to safeguarding the privacy of all individuals who interact with us, whether as an applicant or visitor to our website, careers site or interacting with us via SMS. This Privacy Policy outlines how we collect, use, disclose, and protect personal information shared with us through these platforms.

Definition

Cookies	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 can be managed by visiting the “help” section of your browser to learn about cookie preferences and other privacy settings.
Personally Identifiable Information	Information about a person that is readily identifiable to that specific individual. For example, an individual’s name, street address, e-mail address or phone number.
Careers Site	https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=efa76b97-749c-4073-9977-50db674f52e1&cclid=9200428132336_2&lang=en_US
Website	https://www.mountaintopbeverage.com
SMS	Text messaging service that allows the exchange of short text messaged between mobile devices.

Scope

This policy applies to internal and external visitors to our website or Careers Site.

1.0 Information We Collect

1.1. Personal information

- 1.1.1. Name, email address, phone number, resume, work authorization status, professional and other work-related licenses, permits, certifications, references, and any other information you choose to provide us with.
- 1.1.2. The information you submit on our Careers Site will be used for recruitment management and planning purposes, as permitted by local law.
- 1.1.3. If we hire you, personal information we collect in conjunction with your application may be incorporated into our human resources information system (HRIS) and may be used to manage the new-hire process; any such information may become part of your employee file and may be used for other employment-related purposes.

1.2. Usage Data

- 1.2.1. IP address, browser type, pages visited, time spent, and other analytics for website and Careers Site improvement.

1.3. Cookies

- 1.3.1. Cookies are collected to enhance user experience and analyze site traffic.
- 1.3.2. When you visit our Careers Site, we may collect some information automatically to help us understand how the site is being used to improve your experience.
- 1.3.3. When you visit our website, we use cookies to analyze website traffic and optimize your website experience. Site visitors can accept or decline the use of cookies.



2.0 How We Use Your Information

2.1. Website

- 2.1.1. Personally identifiable information will not be collected unless you voluntarily send an e-mail message or fill out and send an online form.
- 2.1.2. If you contact us through our website, we may use the information you provide to respond to inquiries or requests, provide updates or information you have asked for, or to improve the functionality and user experience of our website.

2.2. Careers Site

- 2.2.1. When you apply for a position through our Careers Site, we may use your personal information to evaluate your qualifications for current and future job opportunities, communicate with you about your application, or to support our recruiting and hiring processes.
- 2.2.2. We may share your information with third-party service providers who support our recruiting efforts including pre-employment checks (background checks, medical screening, and drug screening), and internal personnel with a business need to know.

2.3. SMS

- 2.3.1. To send you updated information regarding your job application.
- 2.3.2. To provide support or respond to your inquiries.

3.0 Data Retention

- 3.1. We keep personal information only as long as it is needed. This may include keeping your information while we are actively communicating with you or as required by law or internal policies.
- 3.2. We may remove personal information from inactive accounts, unless we are required to retain it for legal, regulatory, or operational reasons.

4.0 Sharing Your Information

- 4.1. We do not sell or rent your personal information. We may share it with service providers who assist in website operations or legal authorities if required by law.

5.0 Your Rights and Choices

- 5.1. If you have applied for a job, internship, or joined our talent community through our Careers Site you have control over your personal information. You can log in at any time to view, update, or request deletion of your application and information.
- 5.2. You can opt-in and opt-out of receiving SMS messages.
 - 5.2.1. To opt-out of receiving SMS messages at any time reply “STOP” to any message you receive from us. Upon opting out, you will receive a confirmation message, and no further messages will be sent.

6.0 Children’s Privacy

- 6.1. Our website and Careers Site is not intended for children under the age of 18. We do not knowingly collect data from children.

7.0 Data Security

- 7.1. We implement reasonable administrative, technical, and physical safeguards to protect your data which includes controlled access to your personal information. However, no method of transmission over the internet is 100% secure.



8.0 Changes to This Policy

8.1. We may update this Privacy Policy as needed. Changes will be reflected with an updated revision date as approved.

Revision History

Revision Date	Revision No.	Revision History	Written By
08/07/2025	1	Original	Madison Muilenburg