

Notice of AI Tool Use

Effective: 6/1/2026

At Thyme Care, we use AI-enabled tools to support parts of our recruiting process. These tools help our recruiting team review applications more efficiently and consistently, particularly for high-volume roles, while keeping people actively involved in hiring decisions.

How We Use AI

For some roles, we use AI tools to help review resumes and application materials against job-related criteria defined by Thyme Care. The tools may generate summaries, identify relevant experience or qualifications to help recruiters prioritize outreach and candidate review.

These tools are intended to support recruiter review, not replace human judgment.

Human Oversight

Recruiters review AI-generated outputs as one input in the hiring process. Final hiring decisions are always made by people, not by AI tools alone.

Qualifications and Information Reviewed

AI-enabled recruiting tools may consider job-related qualifications and information such as:

- Relevant work experience and role-related skills
- Certifications or licenses
- Work authorization status
- Location and availability for work, including willingness to commute or relocate if applicable
- Schedule preferences
- Qualifications or requirements included in the job posting

Information We May Use

These tools may use:

- Information you provide in your application and resume
- Your responses to questions during your interactions with Thyme Care
- Basic process information, such as whether an interview or screening was completed

We **do not** use protected characteristics such as race, ethnicity, sex, religion, disability, or other legally protected categories as inputs to these tools. We also do not use location information as a proxy for protected characteristics.

Data Retention

Application materials, interview records, and AI-generated outputs may be retained in our applicant tracking system (“ATS”) for recruiting and compliance purposes in accordance with our data retention policy and applicable law. Applicant records are retained for at least one year, or longer where required by law.

Alternative Selection Process and Accommodations

Every applicant is welcome to request a reasonable accommodation or an alternative, human-only engagement at application submission for initial review, and at various steps of the recruiting process. Your request will be routed to our Recruiting team, and a member of the team will follow up, and take any action needed to support your request. If you have any questions, please feel free to reach out to your recruiter.

Bias Audit Summary and AI Tool Distribution Date

A summary of the AI tool’s audit results and the audit date is available at <https://trust.ashbyhq.com/>

We began using the AI tool for NYC applicants 14 days after this Notice was first published on May 29, 2026.

Contact

Questions? Please reach out to us at recruiting-ai@thymecare.com — we’re happy to help.