Inductive Automation
California Employee and Applicant Privacy Policy and Notice

Last Updated: January 1, 2023

This California Employee and Applicant Privacy Policy and Notice ("**Policy**") describes the practices of Inductive Automation, LLC ("**Inductive Automation**," "**we**," "**us**," **or** "**our**") regarding the collection, use, and disclosure of personal information and provides instructions for submitting data subject requests.

This Policy applies only to information collected about applicants, current employees, and past employees residing in California ("**employee(s)**," "**you**," "**your**") and supplements the information contained in our general Privacy Policy and our Employee Handbook. It provides information required under the California Consumer Privacy Act of 2018 and as amended by the California Privacy Rights Act of 2020 (collectively, the "**CCPA**"), and related regulations.

If you are unable to review or access this Policy due to a disability, you may contact Inductive Automation at IAhumanresources@inductiveautomation.com or 1-800-266-7798 to access this Policy in an alternative format.

DEFINITIONS SPECIFIC TO THIS POLICY

- "Personal Information" means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual or household. Personal Information also includes "Sensitive Personal Information," as defined below.
- "Sensitive Personal Information" means Personal Information that reveals an individual's: 1) Social security, driver's license, state identification card, or passport number; 2) Account log-in, financial account number, debit card number, or credit card number in combination with any required security or access code, password, or credentials allowing access to the individual's account; 3) Precise geolocation; 4) Racial or ethnic origin; 5) Religious beliefs; 6) Union membership; 7) Contents of email or text messages, unless we are the intended recipient; 8) Genetic data; 9) Biometric information used to uniquely identify the individual, and 10) Health, sex life, or sexual orientation.
- "Sell," "Sale," or "Sold" means renting, releasing, or transferring an individual's Personal Information to a Third Party for money or other valuable consideration.
- "Share," "Shared," or "Sharing" means transferring an individual's Personal Information to a Third Party for behavioral advertising purposes, whether or not for money or other valuable consideration.
- "Third Party" means a person or organization which is not a consumer, applicant, employee, former employee, Vendor, or an entity owned or controlled by us and as defined by the CCPA.
- "Vendor" means a "service provider," or "contractor," which collects, stores, or otherwise handles data for us, as those terms are defined in the CCPA.

These definitions apply, whether terms are capitalized or not. Other terms used in this Policy may be defined under the CCPA, and they shall have the meanings described therein.

THE PERSONAL INFORMATION WE COLLECT AND DISCLOSE

The chart below shows the categories of personal information we may collect; examples of personal information in each category; types of sources from which each category of personal information is collected; the business purposes for which each category of personal information is collected; and the types of Vendors or Third parties with whom that category of personal information is shared. As this chart shows, we may disclose certain personal information to Vendors for business purposes.

Category of Personal Information	Examples	Sources from Which This Personal Information is Collected	Business Purposes for Collection	Types of Vendors or Third Parties with Whom This Personal Information is Shared, Sold or Disclosed
Unique Identifiers	Real name, signature, alias, address, unique personal identifier, online identifier, IP address, email address, account name, social security number, driver's license number, passport number, physical characteristics or description,	-Directly from you on an employment application -Direct communication with you -From recruitment agencies	-To comply with state and federal law and regulations; -To process payroll; -To manage workers' compensation claims; -To administer and maintain benefits, including group health insurance; -To manage employee performance of their job duties, including promotions, discipline, and/or termination; -To conduct workplace investigations; -To obtain and verify background checks; -To maintain commercial insurance policies and coverages	Disclosed: -Web site hosters -Background checkers Shared or Sold: -Business partners -Online job sites -Analytics providers -Social media platforms

Category of Personal Information	Examples	Sources from Which This Personal Information is Collected	Business Purposes for Collection	Types of Vendors or Third Parties with Whom This Personal Information is Shared, Sold or Disclosed
Contact and Financial Information	Name, address, telephone, email, credit card number, debit card number, or any other financial information	-Directly from you via our website -Direct communication with you -Claims management providers	-Contact you regarding your application and potential employee relationship with us -Evaluate, determine, and arrange compensation, payroll, and benefits -Background verifications	Disclosed: -Payment processors -Mailing houses -Background checkers Shared or Sold: - Online job sites -Analytics providers
Medical Information or Health Insurance Information	Injury information for workers compensation claim	-Directly from you via our website -Direct communication with you -Claims management providers	-Evaluate, determine, and arrange benefits -Arrange for coverage of worker's compensation charges	Disclosed: -Benefit providers -Contractors Shared or Sold: -None
Characteristics of Protected Classifications	Age, gender, race, physical or mental health conditions, marital status	-Directly from you on an employment application -Directly from you during onboarding	-Comply with legal requirements - Ensure work eligibility (e.g. over 18 yrs. old) - Accommodate special needs (e.g. disability)	Disclosed: -Government agencies -Service providers Shared or Sold: -None

Category of Personal Information	Examples	Sources from Which This Personal Information is Collected	Business Purposes for Collection	Types of Vendors or Third Parties with Whom This Personal Information is Shared, Sold or Disclosed
Internet or Other Electronic Activity	Browsing history, search history, and information regarding a consumer's interaction with an internet website application, or advertisement	-Directly from you via our website -Directly from your employer-owned device	-Network security -Employment monitoring for performance	Disclosed: -HR platforms -Security providers Shared or Sold: -None
Geolocation Data	Device location	-From your digital device -Direct communication with you -Social media interaction with you	-Employment attendance verification -Security checks on out- of-network activity	Disclosed: -HR platforms -Security providers Shared or Sold: -None
Audio, Electronic, Visual, Thermal, Olfactory, Or Similar Information	Call and video recordings	-From business IT department -From your employer-owned digital device	-Security of company -Employment verification of performance	Disclosed: -HR platforms -Security providers Shared or Sold: -None
Professional or Employment-Related Information	Work history, prior employer	-Directly from you on an employment application -Direct communication with you -From recruitment agencies	-Perform background checks and verify past employment, educational history, professional standing, and other qualifications;	Disclosed: -Background checkers -HR platforms Shared or Sold: -None
Education Information	Student records, directory information	-Directly from you on an employment application -Direct communication with you -From recruitment agencies	-Perform background checks and verify past employment, educational history, professional standing, and other qualifications	Disclosed: -Background checkers -HR platforms Shared or Sold: -None

Category of Personal Information	Examples	Sources from Which This Personal Information is Collected	Business Purposes for Collection	Types of Vendors or Third Parties with Whom This Personal Information is Shared, Sold or Disclosed
Inferences Drawn from Other Categories to Create a Profile	Profile reflecting preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes	-Directly from you via our website -Direct communication with you -From your managers or coworkers	-Identify employment strengths -Identify promotion potential	Disclosed: -None Shared or Sold: -None

SENSITIVE PERSONAL INFORMATION WE COLLECT AND DISCLOSE

Category of Sensitive Personal Information	Sources From Which This Sensitive Personal Information is Collected	Business Purposes for Collection	Types of Vendors or Third Parties with Whom This Sensitive Personal Information is Shared, Sold or Disclosed
Social security, driver's license, state identification card, or passport number	-Directly from you on an employment application -Direct communication with you	-Perform background checks -Set up direct deposit	Disclosed: -Background checkers -Payment processor Shared or Sold: -None
Account log-in, financial account, debit card number, plus an access code	-Directly from you you via during employee onboarding -Direct communication with you	-Enable payroll -Assist with account unlock	Disclosed: -Payment processors -IT providers Shared or Sold: -None
Precise Geolocation	-From your company-managed mobile device	-Network Security	Disclosed: -IT providers -Security providers Shared or Sold: -None

Category of Sensitive Personal Information	Sources From Which This Sensitive Personal Information is Collected	Business Purposes for Collection	Types of Vendors or Third Parties with Whom This Sensitive Personal Information is Shared, Sold or Disclosed
Racial or Ethnic Origin, Religious or Philosophical Beliefs, or Union Membership	-Directly from you on an employment application	-Comply with legal requirements - Accommodate special needs (e.g. religious dietary restrictions) -Diversity, Equity and Inclusion programming	Disclosed: -HR consultants -Diversity consultants -Government agencies Shared or Sold: -None
Contents of your mail, email, and text messages unless the business is the intended recipient of the communication	-Directly from you on an employer-owned device	-Network Security	Disclosed: -IT providers -Security providers Shared or Sold: -None
Health Information	-Directly from you via our website -Direct communication with you -Claims management providers	-Evaluate, determine, and arrange benefits -Arrange for coverage of worker's compensation charges	Disclosed: -Benefit providers -Employment attorneys Shared or Sold: -None
Information on Sexual Orientation	-Directly from you if you elect to provide it	- Diversity, Equity and Inclusion programming	Disclosed: -Diversity consultants -HR training firms Shared or Sold: -None

RETENTION OF DATA

We intend to retain each category of personal information described above only for as long as necessary to fulfill the purpose for which it was collected, or a related and compatible purpose consistent with the average person's expectation, and to comply with applicable laws and regulations. We consider the following criteria when determining how long to retain personal information: why we collected the personal information; the nature of the personal information; the sensitivity of the personal information; our legal obligations related to the personal information, and risks associated with retaining the personal information.

YOUR RIGHTS TO YOUR PERSONAL INFORMATION

Subject to certain limitations, if you are a California resident, you have the right to submit requests related to the personal information we have collected about you. You may make such a request twice in a 12- month span. Please note, there are circumstances when we may not be able to comply with your request. For example, we may not be able to verify your request, or we may find that providing a full response conflicts with other legal obligations or regulatory requirements.

We will notify you if this is the case.

Right to Receive Information on Privacy Practices. You have the right to receive the following information at or before the point of collection:

- The categories of personal information to be collected;
- The purposes for which the categories of personal information are collected or used;
- Whether or not that personal information is sold or shared with Third Parties or disclosed to Vendors;
- If the business collects Sensitive Personal Information, the categories of Sensitive Personal Information to be collected, the purposes for which it is collected or used, and whether that information is Sold or Shared; and
- The length of time the business intends to retain each category of personal information, or if that is not possible, the criteria used to determine that period.

We have provided such information in this Policy, and you may request further information about our privacy practices by using the contact information provided below.

Right Know and Right to Access. You have the right to request certain information we have collected about you. You have the right to request:

- Specific pieces and categories of personal information we collected about you;
- The categories of sources from which personal information was collected;
- The purposes for which personal information was collected, shared, sold, or processed;
- The categories of personal information we shared, sold or disclosed; and
- The categories of Vendors or Third Parties with whom we shared, sold or disclosed personal information.

Right to Delete. You have the right to request that we delete certain personal information that we have collected.

Right to Correct. You have a right to request that we correct any inaccurate personal information we may retain about you.

Right to Opt-Out of the Sale and Sharing of Your Personal Information. You have the right to opt-out of the sale and sharing of your personal information with Third Parties.

We do not sell or share personal information about applicants, employees or former employees with Third Parties. We also do not knowingly sell or share personal information of any individuals under 16 years of age.

If you opt-out of the sale of your personal information, we will wait at least 12 months before asking you if we may sell or share your personal information.

You have the right to opt-in to the sale of your personal information after you have opted out. If you would like to opt-in to the sale or sharing of your personal information, please email us at data@inductiveautomation.com or call us at 1-800-266-7798. Opting-in is a two-step process in which you will first clearly request to opt-in, and then separately confirm that choice.

Right to Limit the Use of Your Sensitive Personal Information. You have the right to instruct us to limit the use and disclosure of your Sensitive Personal Information to only that which is necessary to perform the services or provide the goods reasonably expected by average consumers, or for specific business purposes defined by applicable law.

We do not use Sensitive Personal Information for purposes beyond those authorized by the CCPA.

Right to Non-discrimination. You have a right to exercise the above rights and we will not discriminate against you for exercising these rights. Please note that a legitimate denial of a request to access, delete, or opt-out is not discriminatory, nor is charging a fee for excessive or repetitive requests.

Instructions to Exercise your Rights. If you would like to make any of the data requests listed above, please submit a request by emailing us at data@inductiveautomation.com or call us at 1-800-266-7798. If you use the telephone number,

you will be guided through a process that will allow you to submit a verifiable request, and the level of verification will depend on the request being submitted.

You may designate an authorized agent to exercise your rights under the CCPA on your behalf. Such individual must have power of attorney, or be an authorized agent registered with the relevant Secretary of State.

VERIFICATION PROCESS

When you submit a request to exercise your data subject rights, we may ask you to provide information that will enable us to verify your identity.

If you designate an authorized agent to exercise your rights on your behalf, we may require that you or the authorized agent do the following:

- *Verify your identity with us directly*.
- *Provide proof of your signed written permission for the authorized agent to submit a request on your behalf*.

We may deny a request from an agent purportedly acting on your behalf if we request, and the agent does not submit, proof that he, she, or it has been authorized by you to act on your behalf.

PERSONAL INFORMATION OF MINORS

We are proud of our online information, and we strive not to offend people of any age. However, our online content is not intended for children or minors under the age of sixteen years. Accordingly, we do not knowingly store information from minors under the age of sixteen years except as required by applicable law. If you believe that a child has submitted personal information to us, please contact us at data@inductiveautomation.com or 1-800-266-7798 and we will delete the information.

ADDITIONAL CALIFORNIA PRIVACY RIGHTS

Shine the Light Request. California Civil Code Section § 1798.83 permits users of our website who are California residents to request certain information regarding our disclosure of personal information to other parties for their direct marketing purposes. To make such a request, please send an email to data@inductiveautomation.com with the subject "Shine the Light Request."

CHANGES TO OUR CALIFORNIA EMPLOYEE AND APPLICANT PRIVACY POLICY

Inductive Automation reserves the right to amend this Policy at our discretion and at any time. When we make changes to this Policy, we will post an updated policy on our website with the effective date.

ADDITIONAL INFORMATION

If you would like additional information regarding this Policy, please contact us at:

data@inductiveautomation.com, 1-800-266-7798, or

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