

## FEDERATED HERMES, INC. PRIVACY NOTICE FOR CALIFORNIA EMPLOYMENT APPLICANTS

### 1. WHAT IS THE PURPOSE OF THIS PRIVACY NOTICE?

This Privacy Notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the California Consumer Privacy Act (**CCPA**).

It applies to all California applicants for employee and contractor positions.

Federated Hermes, Inc. ("**Federated Hermes**") is referred to in this Privacy Notice as "**we**" or "**us**."

We are responsible for deciding how we hold and use personal information about you. We are required under the CCPA to notify you of the information contained in this Privacy Notice.

Please read this Privacy Notice together with any other privacy notice that we may provide when we are collecting or using personal information about you. We want to make sure that you are aware of how and why we are using your personal information.

#### **When does this Privacy Notice apply?**

This Privacy Notice applies to applicants for employee and/or contractor positions. This Privacy Notice does not form part of any contract of employment or other contract to provide services and we may update this Privacy Notice from time to time.

### 2. WHAT PERSONAL INFORMATION DOES FEDERATED COLLECT AND USE?

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 consumer or household. Personal information does not include information that is lawfully made available from federal, state, or local government records. Personal information also does not include information that is deidentified or aggregate consumer information.

We will collect, store and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers and personal email addresses.
- Date of birth.
- Gender.
- Marital status and dependants.
- Next of kin and emergency contact information.
- Social Security Number.
- Bank account details, payroll records and tax status information.
- Salary, vacation and other benefits information.
- Start date.

- Location of employment or workplace.
- Copy of driving license.
- Nationality.
- Government-issued ID and/or passport information.
- Recruitment information (including copies of right to work documentation, references and other information included in a résumé or cover letter or as part of the application process).
- Employment/engagement records (including job titles, work history, working hours, training records, records of communication between employer and employee and professional memberships).
- Compensation history.
- Work performance information.
- Disciplinary information.
- Information about your use of our information and communications systems.
- Photographs.

We may also collect, store and use the following “special categories” of personal information about you:

- Information about your health, including any medical condition, health and sickness records or disability information.
- Information about criminal convictions, driving record, credit history and political contributions (if legally permitted).
- Information related to your background necessary to meet regulatory requirements.

### **3. HOW DOES FEDERATED HERMES COLLECT YOUR PERSONAL INFORMATION?**

We collect personal information about you through job applications and the recruitment process, either directly from you or third parties (e.g., employment agencies, background check agencies, credit reference agencies and other Federated Hermes employees).

If you obtain a position with Federated Hermes, we will collect additional personal information in the course of your job-related activities while you are working for us.

### **4. HOW DOES FEDERATED HERMES USE YOUR PERSONAL INFORMATION?**

#### **When we use your personal information**

We need all the categories of personal information in the list above to employ or engage you and to enable us to comply with our legal obligations. The situations in which we use your personal information are:

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Confirming that you are legally eligible to work for Federated.
- Paying you and, if you are an employee, deducting taxes.
- Providing benefits to you, such as health insurance.
- Liaising with your employee benefits provider.

- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering information for disciplinary purposes.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our employment relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you or other employees and contractors, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorized access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analyses regarding employee retention and turnover rates.
- Equal employment opportunity monitoring.

Some of the above grounds for personal information processing overlap and more than one of these grounds may justify our use of your personal information.

#### **If you do not provide personal information**

If you fail to provide certain personal information when requested, we may not be able to provide essential benefits to you (such as paying you or providing other employee benefits) or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

## **5. HOW DOES FEDERATED HERMES USE SPECIAL CATEGORIES OF PERSONAL INFORMATION?**

### **Our obligations as your prospective employer**

We will use special categories of your personal information in the following ways:

- For leaves of absence (which may include sickness absence or family related leave) to comply with employment and other laws.
- To ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace accommodations, to monitor and manage sickness absence and to administer benefits.

We may use information about criminal convictions to ensure you meet the requirements of the role for which you are applying.

We may use information about political contributions to confirm that there are not conflicts of interest based on contributions you have made and the role or roles you may seek to obtain.

**6. INFORMATION ABOUT CRIMINAL CONVICTIONS**

We only process information about criminal convictions if legally required or permitted to do so, which includes, but is not limited to, the performance of any applicable background checks.

**7. FEDERATED HERMES' SHARING OF PERSONAL INFORMATION**

We may have to share your personal information with third parties, including third-party service providers and other entities in our group.

We require third parties to respect the security of your personal information and to treat it in accordance with the law.

**When is your personal information shared with third parties?**

We will share your personal information with third parties where required by law and/or where it is necessary to administer the employment application process with you.

**8. CORRECTION OF PERSONAL INFORMATION**

**Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please inform us if your personal information changes during your employment application process.

**9. RESOURCE FOR QUESTIONS**

If you have any questions about this Privacy Notice please contact the Compliance department at +1.412.288.8634.

**ACKNOWLEDGEMENT OF PRIVACY NOTICE**

I, \_\_\_\_\_ (potential employee or contractor name), acknowledge that on \_\_\_\_\_, 20\_\_, I received a copy of the foregoing *Privacy Notice for California Employment Applicants* and that I have read and understood it.

Signature:

Printed Name:

Date: