

CALIFORNIA HUMAN RESOURCES PRIVACY NOTICE

Biamp Systems, LLC and our affiliated group companies (collectively, “Biamp,” “we,” or “us”) are committed to respecting the privacy of our employees. If you are a California resident and are acting as an Employee of Biamp, the California Consumer Privacy Act of 2018 (“CCPA”) requires us to provide you with information about the categories of Personal Information we collect about you and the purposes for which we use them. This California Human Resources Privacy Notice (“Notice”) is intended to provide you with that information.

1. Definitions

- a. “Personal Information” has the meaning as defined in the CCPA, and includes information that is collected by Biamp about you in the course of employment for employment related purposes and encompasses any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with you.
- b. “Employees”, “employee” or “you,” as used in this Notice, means an identified or identifiable natural person who is a California resident and who is acting as a Biamp job applicant, employee, or contractor. In this context “job applicant” refers to any person who has submitted an application or otherwise pursued employment with Biamp; “employee” refers to any person who is employed at Biamp as a full-or part-time employee or temporary worker; and “contractor” means a natural person who provides any service to Biamp pursuant to a written contract.

2. Categories of Employee Personal Information Biamp Collects

Biamp may collect the following categories of Personal Information relating to its Employees:

- *Identifiers such as:* name (including maiden name if applicable), photograph or picture, date of birth, home address details, country of residence, citizenship, contact details (including personal and business email address, mobile/telephone, and fax number), partner’s details, details of any dependents/children, and emergency contact details.
- *Categories of Personal Information described in California Civil Code § 1798.80 such as:* Medical records (including physical/mental health conditions, health data), health insurance information, life insurance plan details, background checks, administrative and criminal investigations and sanctions, bank account details, national or government-issued ID number, passport number, visa details, driver’s license number, Social Security or Social Insurance number, tax ID number, and personal financial account numbers, including payment cardholder information.
- *Characteristics of protected classifications under California or federal law such as:* marital status, gender, military status, disability, medical condition, and nationality.
- *Professional or employment-related information such as:* language skills, highest level of education or training (including degrees or diplomas), vocational training and job history, details relating to guilds/societies/memberships, contract type, job/position title, vacation and holiday entitlement, sick entitlement, details of long term leave, retirement plan and contribution percentage, hire or re-hire dates, means of transport and distance to work, car allowance, company credit card details, details of business related travel arrangements and plans (including

travel preferences), details of business related expenses incurred, benefits plan administration (elections, dependents, beneficiaries), work hours, disciplinary and grievance record, training, appraisal and development records, termination reason (e.g., voluntary, involuntary, retirement, illness, etc.), exit interview data, training administration, data relating to potential conflicts of interest, alleged or actual breaches of the code of ethics or other rules, salary and compensation, and bonus targets and payments.

- *Education Information such as:* school records, school(s) attended, dates attended, degree(s) earned, academic achievements.
- *Financial Information such as:* retirement account information, bank accounts, investment or brokerage accounts, credit or debit card number(s), legal issues (e.g., child support, alimony, wage garnishments and subpoenas), and benefits information.
- *Medical Information such as:* medical history, medical questionnaires, information regarding physical, mental and/or behavioral health, wellness activities and subsidies, health insurance information, and information regarding payment for healthcare services.
- *Biometric Information such as:* fingerprints, facial scans, eye scans, voice recognition, typing cadence, and any other biometric identifier that we may use for security, other operational purposes, or our voluntary wellness program.
- *Internet or other electronic network activity information such as:* individual log-in details and/or workstation numbers, data relating to computer maintenance, internet browsing and search history, and data relating to email and other electronic communications transmitted through Biamp's technology resources.
- *Geolocation data such as:* data collected by physical security measures controlling access to secure areas of Biamp's facilities, including key card and key code entry systems.
- *Profile Information such as:* profiles derived from other Personal Information that reflect a person's preferences, such as interests, hobbies, physical characteristics or description, characteristic tendencies, behaviors, attitudes, or aptitudes, including inferences drawn from any Personal Information.
- *Audio and visual information such as:* video and still footage collected through video monitoring of public areas of Biamp facilities.

3. Purposes for which Biamp Uses Employee Personal Information

Biamp may use Employee Personal Information for the purposes described below.

- To administer human resource functions relating to the recruitment, hiring, review and appraisal of Employees (including to conduct background and reference checks, to confirm an Employee is legally entitled to work, to conduct performance reviews and performance management) and to monitor and analyze the opportunities, remuneration and benefits available to Employees.

- To administer payroll, the payment of expenses, remuneration and other benefits of Employees such as bonuses, long term investment plans, loans, retirement plans, medical care, life insurance, long and/or short-term disability plans, medical and/or family leave plans.
- To communicate with Employees and/or their representatives, including using personal communication channels in emergency situations.
- In an emergency situation, such as a natural disaster or medical emergency, to ensure the safety or security of Employees or other persons.
- To provide engagement opportunities, including discount programs and access to promotions, competitions, awards, and third-party products and services.
- To enable Biamp to monitor and perform the duties and obligations arising under contracts of employment or contracts with third parties.
- For Employee education, training and development.
- To make or coordinate Employee business-related travel and entertainment.
- To manage sickness absences, or to comply with Biamp's health and safety obligations, or other similar obligations to Employees.
- To carry out equal opportunity and diversity monitoring and/or reporting.
- To carry out and manage the business of Biamp, including for statistical analysis; budgeting, planning and forecasting for operational and financial purposes; and project management and headcount/resource allocation.
- To comply with Biamp's legal obligations, for example, under laws in such areas as immigration, tax or financial regulations.
- To prepare to conduct or conduct or assist in internal company investigations, audits or inquiries involving Biamp.
- To investigate and resolve grievances, complaints, misconduct, breaches of any contract of employment, any applicable internal regulations or any codes or policies of Biamp by or involving an Employee or where necessary to take disciplinary action against an Employee.
- To respond to proceedings, inquiries and investigations of governmental, administrative, judicial or regulatory authorities involving Biamp, and to respond to any requests or demands made on Biamp by any such authorities.
- To conduct activities in connection with actual or prospective legal proceedings involving Biamp or for the purposes of obtaining legal advice or establishing or defending legal rights of Biamp.
- To manage the performance and security of our equipment, facilities, intellectual property and electronic platforms, including administering access rights, authenticating individuals' access rights with respect to information systems, resources and facilities, maintaining access logs, monitoring compliance with information security and other Biamp policies, operating CCTV and

other recording software and systems, and using Personal Information for investigations and disciplinary actions.

- To evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding.
- For any other purpose described to the Employee when collecting their Personal Information.

4. Further Information

If you have any questions about this Notice, please contact Biamp's Human Resources department at humanresources@biamp.com