

**Erika de Reynosa S.A. de C.V.**

**Privacy Notice Applicant Employee**

**1. Responsible for the Personal Data of the Applicant Employee**

The purpose of this Privacy Notice is to inform you that [ERIKA DE REYNOSA S.A. DE C.V., with address at Mike Allen 1331 S / N, Parque Industrial Reynosa, Reynosa Tamaulipas, México, C.P. 88780 (the "**Company**") is responsible for the collection, use, disclosure, storage, access, handling, transfer, disposition and protection ("**Processing**" or "**in Process**") of the Personal Data of aspiring the Applicant employees in terms of the Federal Law on Protection of Personal Data Held by Private Parties, its regulations and the guidelines of the Privacy Notice ("**Personal Data Law**").

**2. Applicant Employee Personal Data**

The Company will process the following information about you, due to the nature of the employment relationship between you and the Company and it will only be used for the purposes mentioned in this Privacy Notice ("**Applicant Employee Personal Data** "):

- **Identification information:** full name, marital status, date and place of birth, age, nationality, sex.
- **Contact information:** address, work and personal email, phone numbers and emergency contact information.
- **Physical appearance:** photographs or other visual images can be requested.
- **The Applicant employee information:** position, status and type, job and work history such as: entry / re-entry and end date (s) and reason, duration of employment, promotions and disciplinary records, date of transfers, place of work, work hours (including vacation and absence records, compensation, leave of absence, work time classification), job description, job title (internal / external), management category, job code, family and job level, role (s) of work, responsibilities and activities, name and code of the company (legal employer entity), organizational unit (such as region / division / unit / department and related sub or categories), employment conditions and employment contract, eligibility for the retirement, report manager (s) information, industrial hygiene / public health and safety information, work restrictions and lodging. Information needed to complete references and background and results of such, information from the patent holder, details about performance measurements and classifications, development plans and history, feedback and evaluations of performance and development, other test records and interview evaluations , readiness to relocate, career aspirations, feedback and survey results, and information used to complete the applicant employee biographies, including publicly available information from networks such as LinkedIn.
- **Academic information:** details contained in application letters and resume related to previous employment history, education history, professional qualifications and other relevant skills and competencies, certification details.
- **Financial information:** fixed and / or variable payments, benefits and subsidies, stock options, bonds, commissions, other regular or irregular payments, currency, type of compensation, salary scale within the assigned rating, salary plan, degree of payment or level of payment frequency, deductions, data related to external savings, insurance or benefit plans provided by or through the Company. Financial information, including bank account information, payroll tax classification, and information related to taxes and reporting, including dependents.
- **Administration records:** details of ordinary shares or directors.
- **System and application data:** applicant employee identification number, information required to access company systems or facilities, application and device data (such as system identifier, single sign-on identifier, system and device passwords ), email, instant messaging and video conferencing / messaging account, network ID and infrastructure information, IP address, location information, workflow data (roles, activities), system and device generated logs, and electronic content produced by you using the Company's systems and devices.
- **Travel and entertainment information:** driver's license data, business travel information, business meeting and entertainment information, expense management data.
- **Compliance data:** Compliance system violations, investigations, reports.

### **Applicant Employee Sensitive Personal Data**

In certain cases, the Company may Process the following Applicant Employee Sensitive Personal Data:

- **Health information:** past and present health status, medical treatments, blood test results, information on work-related injuries and illnesses.

You hereby expressly authorize the Company to process your Applicant Employee Sensitive Personal Data and Financial Information by checking the following box:

I hereby authorize the Company to process my Applicant Employee Sensitive Personal Data as provided in this Privacy Notice.

### **Minors and Personal Data of Disabled**

The Company is committed to the privacy of the personal data of minors and the disabled, therefore, the Company may Process the personal data for the fulfillment of any of the purposes mentioned in this Privacy Notice, in the understanding that you, as the parent, guardian or legal representative of the minor and / or disabled person, have already provided the Company with express consent to such Processing. If you as the parent, guardian or legal representative of the minor and / or disabled person know that your personal data has been provided to the Company with your express consent, you can request the personal data to be canceled by sending an email to the Protection Officer of Company information [privacy.data@fmc-ag.com](mailto:privacy.data@fmc-ag.com). The Company will refrain from processing the personal data of minors and disabled persons, unless the Personal Data Law provides otherwise.

### **3. Purposes for processing Applicant Employee Personal Data**

The Company will process the Applicant Employee's Personal Data to the extent necessary to:

#### **Main Purposes:**

- **Business Operations:** Operate and manage IT and communications systems, manage products and services, improve products and services, asset management of the Company, asset allocation and human resources of the Company, strategic planning, project management, business continuity, compilation of audit data and other reporting tools, record keeping related to business activities, budgeting, financial management and reporting, communications, management of mergers, acquisitions, sales, reorganizations or disposals, assignments.
- **Workforce Management:** general personnel and work activities management, including hiring, onboarding, payroll and benefits administration, compensation planning and administration, performance management, promotion management, job transfer and changes, rehire, personal development, training, leave management, secondments, service delivery, job referrals, loans, employment reports, analysis and planning, applicant employee survey, handling of disciplinary matters, complaints and dismissals, conducting business trips, management expenses and business reimbursements, planning and monitoring training requirements and professional and skills development activities, and creating and maintaining one or more internal applicant employee directories.
- **Communications and Emergencies:** Communication with company employees, ensuring business continuity, providing referrals, protecting the health and safety of company employees, safeguarding IT infrastructure, office equipment and other assets, facilitating communication with the contacts assigned by the employees in case of an emergency.
- **Compliance:** comply with the Company's legal internal policies and other legal requirements, such as deductions from income tax (income) and (VAT) and social security, record keeping and reporting obligations, performance of audits, compliance with government inspections and other requests from the government or other public authorities, responding to legal process such as citations, seeking legal rights and remedies, defending litigation and handling internal complaints or claims, conducting investigations and complying with internal policies and

procedures, medical information / health to facilitate the assignment of applicant employee activities according to any disability and / or illness, information related to diversity (such as gender, race or ethnicity) to comply with internal policies related to diversity and non-discrimination.

**Secondary Purposes:** sending notifications or advertising of the Company's products or services; create databases (including databases regarding Applicant Employee Sensitive Personal Data) to obtain estimates or statistical purposes and / or for research and development of new products or services, as well as risk analysis and actuarial calculations; attend Company social events or recreational activities.

If you do not authorize the Company to Process your Applicant Employee Personal Data for these secondary purposes, you can indicate so here; otherwise, it is understood that you have consented to such processing:

The Company will not terminate the employment relationship between you and the Company if you reject the Processing of your Personal Data for the fulfillment of the Secondary Purposes mentioned in this Privacy Notice.

The Company will not process the Applicant Employee Personal Data for any other purpose incompatible with the purposes described in this Privacy Notice, unless the Company has obtained your consent or is required or permitted by the Personal Data Law. The Company will take reasonable measures to ensure that the Processing of the Applicant Employee Personal Data is accurate and complete to carry out the purposes described in this Privacy Notice.

#### **4. Transfer of Applicant Employee Personal Data**

The Company may transfer the Applicant Employee Personal Data to (including the Applicant Employee Sensitive Personal Data) controlling companies and / or affiliates and / or subsidiaries of the Company, to the extent that such transfer is limited to the purposes described in this Notice Privacy Policy and provided that said holding companies, affiliates and / or subsidiaries operate under similar internal data protection policies. This may include transferring the Applicant Employee's Personal Data to other countries (other than the United States or Mexico).

Periodically, the Company may transfer the Applicant Employee's Personal Data (including the Applicant Employee's Sensitive Personal Data) to unaffiliated third parties, whether national or foreign, with the understanding that the unaffiliated third party will assume the obligations of confidentiality and protection thereof. The Applicant Employee's Personal Data (including the Applicant Employee's Sensitive Personal Data) and the transfer thereof, will be limited to the fulfillment of the purposes described in this Privacy Notice. The Company will enter into the necessary agreements and / or contracts with the third parties in order to guarantee the protection of the data described above and in turn to the mentioned third parties, they will assume the obligation of confidentiality and protection of the Personal Data of the Applicant Employees in due compliance of the Personal Data Law. Therefore, through this Privacy Notice, you authorize the transfer of your Personal Data (including Sensitive Personal Data) to the unaffiliated third parties.

The Company may also transfer, without their consent, the Applicant Employee's Personal Data when the transfer is legally required to safeguard a public interest or for the acquisition or administration of justice.

The Company may also transfer the Applicant Employee Personal Data (including the Applicant Employee Sensitive Personal Data) to unaffiliated third parties, whether national or foreign, for the following purposes:

- **Professional advisers:** accountants, auditors, lawyers, insurers, bankers and other external professional advisers of the Company and / or any of its companies, affiliates and / or subsidiaries, in all the countries in which they operate, as necessary or convenient for they provide advice to the Company and / or its affiliates.
- **Service providers:** companies that offer products and services to the company, such as payroll, pension plan, benefit providers; human resource services, performance management, training, expense management, IT systems providers and support, travel agencies, third parties that collaborate with equity compensation programs, banks, credit institutions, medical or health professionals, agencies and trade associations and other service providers, as necessary or convenient for them to provide the contracted services to the Company and / or its affiliates.

- **Corporate transaction:** a third party in connection with any possible reorganization, merger, sale, joint venture, assignment, spin-off, sale of assets and / or shares of the Company (including in connection with any bankruptcy or similar proceedings), or purposes of transaction evaluation.

You hereby expressly authorize the Company to transfer the Applicant Employee Personal Data (including the Applicant Employee Sensitive Personal Data) to unaffiliated third parties under the terms provided in this Privacy Notice, by checking the following box:

I hereby authorize the Company to transfer my Personal Data (including the Applicant Employee Sensitive Personal Data) as provided in this Privacy Notice.

## 5. Security Measures

The Company will maintain appropriate administrative, technical and physical measures to protect the Applicant Employee Personal Data (including the Applicant Employee Sensitive Personal Data) that are consistent with the Personal Data Law, including requiring third parties to use appropriate measures to protect confidentiality and security. The Applicant Employee Personal Data (including the Applicant Employee Sensitive Personal Data).

## 6. Retention of Applicant Employee Personal Data

The Company will retain the Applicant Employee Personal Data for the period necessary to fulfill the purposes described in this Privacy Notice, unless a longer retention period is required or permitted under the Personal Data Act.

## 7. Arco Rights

In accordance with the Personal Data Law, you have the rights of Access, Rectification, Cancellation and Opposition to Processing, also known as "Arco Rights", which are briefly described below:

- **Access:** right of access to the Personal Data of the Applicant Employee that the Company maintains about you and to obtain information regarding the conditions under which the Personal Data of the Applicant Employee is processed.
- **Rectification:** right to rectify the Applicant Employee's Personal Data if they are incorrect or incomplete.
- **Cancellation:** right to request the Company to cancel the Applicant Employee's Personal Data when it considers that it is not being processed in accordance with the principles and duties established in the Personal Data Law.
- **Opposition to processing:** right to object to the processing of the Applicant Employee's Personal Data, when there is a legitimate cause that the Applicant Employee's Personal Data is not processed for the specific purposes contained in this Privacy Notice.

For the purposes of exercising your ARCO Rights, to request the revocation of your consent previously granted and, in general, to formulate any question or complaint in relation to the Processing of the Applicant Employee's Personal Data or to know if there are other options available (in addition to those established here) to limit the use or disclosure of your data, you can contact the Company's Data Protection Officer [privacy.data@fmc-ag.com](mailto:privacy.data@fmc-ag.com). The aforementioned request must contain the following information:

- Your full name, address and contact information to respond to your request.
- Document (s) that prove your identity.
- Clear and precise description of the reasons for exercising your ARCO Rights with respect to the Personal Data of the Applicant Employee in question.
- Any other element or document that facilitates the location of the Applicant Employee's Personal Data.
- Indicate the modifications you wish to make and / or the limitations on the use of the Applicant Employee's Personal Data.
- Provide the Company with your request and the documentation that supports your request.

The Company will notify you of the origin or non-origin of your request in no more than 20 (twenty) business days from the date the Company received your request. This period could be extended by the Company once for an equal period, if and only when the circumstances of the case justify it. In accordance with the Personal Data Law, the Company will send you its response with the relevant proof of its resolution. Your requests to exercise ARCO Rights will be evaluated as stipulated in the Personal Data Law and their origin or inadmissibility will be resolved by the Company taking into consideration the provisions of the Personal Data Law. Please note that your requests will not be valid in those cases where the Processing is necessary to comply with the Personal Data Law. If your request is appropriate, the resolution of the Company will be effective within 15 (fifteen) business days after the Company has notified you.

Receiving the response from the Company, to your request for the execution of your ARCO Rights, will be completely free. You will only be responsible for the costs associated with sending or obtaining the copy of documents (in photocopies or in other formats) of which, if necessary, the Company will inform you.

You can initiate the procedure for the protection of rights before the National Institute of Transparency, Access to Information and Protection of Personal Data ("INAI") at Insurgentes Sur No. 3211, Insurgentes Cuicuilco, Delegación Coyoacán, C.P. 04530, in response to the resolution received by the Company. This procedure must be submitted within 15 (fifteen) business days from the date the Company's resolution was communicated to you. In the event that you do not receive the Company's response, you can initiate the rights protection procedure with the INAI after the deadline for the Company's response has expired. In this case, it will be enough to accompany your data protection request with the document that proves the date on which you submitted the request to the Company for the exercise of your ARCO Rights.

Insofar as your data is processed under the application of European Union rules, you can also lodge a complaint with the competent data protection supervisory authority (i.e. [https://edpb.europa.eu/about-edpb/board/members\\_en](https://edpb.europa.eu/about-edpb/board/members_en))

However, please note that certain Personal Information may be exempt from such requests for access, correction, and erasure in accordance with applicable data protection laws or other laws and regulation.

## **8. Withdrawal of Consent**

You can withdraw at any time the consent for the Processing of Personal Data previously granted to the Company. Your request to withdraw your consent will be evaluated as stipulated in the Personal Data Law and its origin or inadmissibility will be resolved by the Company in compliance with the provisions of the Personal Data Law. Please note that your requests will not be valid in those cases where the Processing of Personal Data is necessary to comply with the Personal Data Law.

## **9. Limits for the Processing of the Applicant Employee Personal Data**

You can limit the processing of your Personal Data by sending an email to the Company's Data Protection Officer [privacy.data@fmc-ag.com](mailto:privacy.data@fmc-ag.com). The Company will evaluate your request in accordance with the Personal Data Law and, where appropriate, the Company will limit the Applicant Employee's Personal Data by excluding it from the Company's database to the extent that such exclusion does not impede compliance of the purposes set forth in this Data Privacy Notice and / or the Personal Data Law.

## **10. Obligations of the Applicant Employee**

Keep your Personal Data updated and inform the Company of any significant changes to Personal Data. During the employment relationship between you and the Company, you may have provided Personal Data about your spouse, partner / marital status or dependents. You agree to inform your dependents of the Personal Data that you provide to the Company and about the content of this Privacy Notice, in order to obtain their consent (provided that they are legally competent to give their consent) for the use of that personal data by the Company according to the provisions of this Privacy Notice also agrees to comply with the applicable laws and with the policies, rules and procedures of the Company that you must observe when handling any Personal Data to which you will have access by virtue of your relationship with the Company. In general, you will not access or use any Personal Data for any purpose that is not related to and to the extent necessary for your work with the Company. You understand that these obligations continue to exist even after the relationship with the Company has ended.

### **11. Updates to this Privacy Notice**

The Company reserves the right to modify or update, at any time, this Privacy Notice, for this purpose the Company will publish a prominent notice at the Company's offices.

### **12. Contact the Company**

If you have any questions or comments about this Privacy Notice or if you want to update your Personal Data, send an email to [privacy.data@fmc-ag.com](mailto:privacy.data@fmc-ag.com)

### **13. Granting your consent for the Processing of the Applicant Employee Personal Data**

You hereby acknowledge that you have read and understood this Privacy Notice and accept and comply with its terms and conditions; By doing so, you are giving your consent to the Company to Process and transfer the Applicant Employee Personal Data (including the Applicant Employee Sensitive Personal Data) for the purposes mentioned in the terms of this Privacy Notice (including Secondary Purposes).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date and place: \_\_\_\_\_