

## **PRIVACY NOTICE RELATING TO COVID-19 AND PANDEMIC RELATED INFORMATION**

In compliance with guidelines set by the Center for Disease Control and Prevention, the World Health Organization, and other applicable country, federal, state, provincial and/or local executive orders or other directives, the Company is implementing protocols relating to COVID-19 and preventing and reducing the risk of spreading COVID-19 and other pandemic related contagious or infectious diseases in the workplace. Pursuant to applicable law and guidelines, we are notifying you that in the process of taking the above steps, the Company may collect the following categories of Personal and Health-related Information (subject to and to the extent allowed by applicable law):

1. Personal identifiers & contact information (e.g. your name, email address, etc.);
2. Physical characteristics and description related to temperature checks and health screening;
3. Family information (e.g., contact information for family members listed as emergency contacts);
4. Protected classifications;
5. Medical and health information (e.g., whether you have or display certain COVID-19 related symptoms and whether you have been in close contact in the last 14 days with anyone who has tested positive for COVID-19); and
6. Recent travel information.

The Company may collect the above categories of Personal and Health-related Information for any of the following business purposes (subject to and to the extent allowed by applicable law):

1. To reduce the risk of spreading COVID-19 (and other pandemic related contagious or infectious diseases) in and through the workplace;
2. To protect you and other employees and visitors in the workplace from exposure to COVID-19 (and other pandemic related contagious or infectious diseases);
3. To comply with applicable international, country, federal, state, provincial and/or local executive orders or other directives, laws, regulations, ordinances, guidelines, and orders relating to COVID-19 (and other pandemic related contagious or infectious diseases);
4. To communicate with employees and visitors regarding potential exposure to COVID-19 (and other pandemic related contagious or infectious diseases); and

The Company will maintain this information under conditions of confidentiality. The information may be processed and shared with governmental and health agencies as required by applicable laws and guidelines, and will be retained and deleted or destroyed in compliance with Poly's data privacy and security policies, and applicable laws and guidelines. In accordance with the Company's Privacy Policy and applicable law, the Company endeavors to collect only that information which is necessary for a business purpose and relevant for the intended purpose (here, protection of employee health) or required by applicable law and guidelines. Please see the Company's Privacy Policy for additional details, as well as Data Protection Rights for Residents of the EU.

By signing below, I acknowledge and confirm that I have received and read and understand this disclosure.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

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

Company: \_\_\_\_\_