



APPLICANT NOTICE ABOUT YOUR PERSONAL INFORMATION

1. Overview

This Notice explains your rights under the California Consumer Privacy Act (“CCPA”) (Cal. Civ. Code § 1798.100 *et seq.*) and helps you understand how Xencor, Inc. (“Xencor”) collects, stores, uses, discloses, and secures your personal information in compliance with the CCPA. In this Notice, the terms “company,” “us,” “we,” and “our” refer to Xencor and its affiliates and subsidiaries.

2. Who This Notice Applies To

The CCPA provides certain rights to job applicants (“applicant” or “you”). Additionally, the CCPA protects your emergency contact’s personal information you provide to Xencor.

3. What We Collect and Why

As further described in the table below, the company collects information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with applicants (“Personal Information”). Personal Information does not include publicly available information from government records, deidentified information, or aggregated information.

The following chart details the purposes for which we collected Personal Information in the last twelve (12) months, and the categories of information we collected for each purpose. We will not collect additional categories of Personal Information without first updating applicant disclosures.

So that you may better understand chart below, please refer to these illustrative examples of the categories of Personal Information we collect:

- Personal identifiers, including name, address, phone numbers, email address, signature, and other required government issued identification documents;
- Professional and employment information, including employment history, resume information, date of hire, and date of separation;
- Education information, including name of educational institutions, degree(s) held, certifications obtained, field of study, dates of attendance, and qualifications;



- Protected classifications, including information on your race, citizenship status, or veteran or military status;
- Background check information, including references, credit checks, or criminal history check social security, education information, including non-public education information, addresses;
- Reference information, including name, occupation, address, and phone number;
- Electronic media, potentially including photos, video, audio, text, and other such media;
- Sensitive Personal Information, including racial or ethnic origin.

Personal Information Xencor Has Collected	
Purpose of Collection	Categories of Personal Information Collected
Recruiting and Hiring	<ul style="list-style-type: none">• Personal identifiers• Professional or employment• Education information• Background check• Reference information• Electronic Media• Sensitive personal information
Government Reporting	<ul style="list-style-type: none">• Personal Identifiers• Protected classifications• Sensitive personal information

4. Where We Get Your Personal Information From

We collect your Personal Information from the following sources:

- **Directly from you:** Primarily, we collect Personal Information directly from you in the application/recruitment process.
- **Third parties:** When we collect your Personal Information from third parties, such as job seeking websites, recruiters, agencies, personal references, or prior employers it is



because you have provided consent either to us or to the third party. To the extent you use third-party websites, the sites may be governed by separate terms of use and privacy policies, which are not under our control and are not subject to this Notice. Please contact the third parties for questions regarding their privacy practices, and to exercise your rights.

5. When We Disclose Your Personal Information

Xencor does not and will not sell your Personal Information to third parties.

Xencor also does not disclose or use sensitive Personal Information outside of the permissible uses identified within the CCPA.

Xencor may disclose your Personal Information for business or commercial purposes to businesses and service providers in connection with processing your application. For example, Xencor may input your Personal Information into a third party software that helps us manage applicant data and track your application. Additionally, Xencor may share information with third party recruiting agencies that assist us in filling open positions. Specifically, over the last twelve (12) months, Xencor may have disclosed for a business or commercial purpose your Personal Information with third parties, including:

Personal Information Xencor Has Disclosed for Business Purposes	
Third Parties	Categories of Personal Information Disclosed
Human Resources information systems that help us manage applicant data	<ul style="list-style-type: none"> • Personal identifiers • Professional or employment related information • Protected classifications • Education information • Emergency contact information
Recruiting service providers	<ul style="list-style-type: none"> • Personal Identifiers • Professional or employment related information • Education information



6. Your Rights and Choices

You may have rights regarding your Personal Information. This section describes the rights you may have and explains how to exercise those rights.

Access to Specific Information

You may have the right to request that Xencor disclose certain information to you about our collection and use of your Personal Information over the past 12 months, including:

- The categories of Personal Information we collected about you.
- The categories of sources for the Personal Information we collected about you.
- Our business or commercial purpose for collecting that Personal Information.
- The categories of third parties with whom we share that Personal Information.
- The specific pieces of Personal Information we collected about you.
- If we disclosed your Personal Information for a business purpose, identification of the Personal Information categories that each category of recipient obtained.

Deletion Request Rights

You may have the right to request that Xencor delete any of your Personal Information that we collected from you and retained, subject to certain exceptions. If an exception applies, we will advise you of the applicable exception and the reason for denying your request.

Correction Request Rights

You may have the right to request that Xencor correct any inaccurate Personal Information we may hold about you. We will use commercially reasonable efforts to correct inaccurate personal information, taking into the account the nature of the Personal Information and the purpose for our processing.

Exercising Your Rights

To exercise your rights described above, please submit a request by sending an email to either:

- HR@xencor.com; or
- Privacy@xencor.com.



7. How We Retain Your Personal Information

To the extent permitted by applicable law, Xencor will retain your Personal Information only for as long as the company believes it is necessary to fulfill the purposes for which it was collected, including to meet any legal, accounting, or other reporting requirements or obligations. Specifically, Xencor will retain your Personal Information as follows:

Retention Periods for Personal Information Collected by Xencor	
Retention Period	Categories of Personal Information Collected
Records are retained for 4 years after last contact	<ul style="list-style-type: none">• Personal identifiers• Protected classifications• Emergency contact information• Sensitive personal information• Professional or employment information• Education information• Other applicant records or information

8. How You Are Protected Against Discrimination

Xencor will not unlawfully discriminate against you for exercising any of your rights under the CCPA. This commitment applies to all persons involved in Xencor operations and prohibits discrimination by any employee of Xencor.

9. Disclaimer

Nothing in this Notice restricts Xencor’s ability to:

- Comply with federal, state, or local laws;
- Comply with a civil, criminal, or regulatory inquiry, investigation, subpoena, or summons by federal, state, or local authorities;
- Cooperate with law enforcement agencies about conduct or activity that the business, service provider, or third party reasonably and in good faith believes may violate federal, state, or local law; or



- Exercise or defend legal claims, including maintaining legal privileges or the confidentiality of third parties.

10. Changes to this Notice

This Notice is reviewed and updated annually to ensure it accurately reflects our practices and procedures.

11. Resolving Concerns and How to Contact Us

If you have questions or concerns regarding this Notice or the handling of your Personal Information, please contact Sheri Mayer at smayer@xencor.com.

EFFECTIVE DATE: January 1, 2023