



## APPLICANT NOTICE ABOUT YOUR PERSONAL INFORMATION

### 1. Overview

This Notice explains your rights under the California Consumer Privacy Act of 2018 (“CCPA”) (Cal. Civ. Code § 1798.100 *et seq.*) and helps you understand how Xencor, Inc. (“Xencor”) collects, stores, uses, shares, 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, 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, addresses;
- Reference information, including name, occupation, address, and phone number; and
- Electronic media, potentially including photos, video, audio, text, and other such media.

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

#### 4. Where We Get Your Personal Information From

We collect your Personal Information from the following sources:

- **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 Share Your Personal Information**

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

## **6. Rights To Request Under CCPA Effective January 1, 2021**

You do not currently have the right to make requests under CCPA. Effective January 1, 2021, you may have the right to make requests about your Personal Information. Xencor will update applicant disclosures if/when additional rights become available.

## **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.

## **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.

## **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](mailto:smayer@xencor.com).

**EFFECTIVE DATE: July 25, 2020**