



XENCOR NOTICE REGARDING 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 rights to individuals who provide services to the company, including current and former employees; owners/directors/officers; or contractors ("Workforce" or "you").

Additionally, the CCPA protects the personal information you provide Xencor on other individuals, like an emergency contact's personal information and the personal information necessary to administer benefits to your dependent(s) and spouse.

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 our Workforce ("Personal Information"). Personal Information does not include publicly available information, deidentified information, or aggregated information.

Note that you do not have an expectation of privacy regarding:

- (1) Information created, collected, or maintained on any technology assets owned, leased, or operated in whole, or in part, by the company. Xencor's technology assets consist of all electronic devices, software, and means of electronic communication, including but not limited to, computers and workstations, laptop computers, computer hardware, as well as computer software applications, associated files, and data that grant access to services like the Internet, email, phone, voicemail, and instant messages. All information created, collected, or maintained by the company's technology assets are company property and provided to you solely for your use in conducting company business.
- (2) The information Xencor collects when monitoring premises, equipment, devices, computers, network, applications, software, or similar company assets and resources, to protect its worksites, employees, and computer systems.



The following chart details the purposes for which we collect Personal Information, including 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 or use the Personal Information we collected for materially different purposes without first providing you notice.

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, social security number, driver's license number, and other identification numbers on government issued documents;
- Professional and employment information, including employment history, resume information, work attendance, date of hire, and date of resignation;
- Education information, including name of educational institution, degree(s) held, certifications obtained, field of study, dates of attendance, and qualifications;
- Protected classifications, including information on your race, citizenship status, marital status, sex, age, veteran or military status, and disabilities;
- Background check information, including references, credit checks, or criminal history check social security, education information, including non-public education information, and addresses;
- Health insurance information, including policy number(s), dependent, beneficiary or spouse information, and claim information;
- Medical information, including medical treatment, diagnosis, medical provider names, and dates of service;
- Beneficiary information, including name and contact information;
- Electronic media, potentially including photos, video, audio, text, and other such media;
- Financial information, including tax information and bank account information for direct deposit;
- Emergency contact information, including name and contact information;
- Dependent information, including name, date of birth, and social security number;
- Internet or other similar network activity; and
- Sensitive Personal Information, including social security numbers and other government identification numbers, and racial or ethnic origin, and health information, however, this



information is collected and used by Xencor consistent with the permissible uses under the CCPA and not used to “infer” any characteristics about you.

Personal Information Xencor Has Collected	
Purpose of Collection	Categories of Personal Information Collected
Recruiting, Hiring, Onboarding, Termination, Or Resignation	<ul style="list-style-type: none"> • Personal identifiers • Professional or employment-related information • Protected classifications • Education information • Background check information • Financial information • Emergency contact information • Internet or similar network activity • Sensitive personal information
HR Benefits Management	<ul style="list-style-type: none"> • Personal Identifiers • Protected classifications • Health insurance • Medical information • Professional or employment-related information • Dependent information • Sensitive personal information
Wage and Payroll Processing	<ul style="list-style-type: none"> • Personal Identifiers • Protected classifications • Health insurance • Medical information • Financial information • Internet or similar network activity • Sensitive personal information
Evaluating Leave and Accommodation Requests	<ul style="list-style-type: none"> • Personal Identifiers • Protected classifications • Health insurance • Medical information



	<ul style="list-style-type: none">• Sensitive personal information
Training, Performance Reviews, and Goals Monitoring	<ul style="list-style-type: none">• Personal Identifiers• Education History• Professional or employment-related information
Internal Investigations and Auditing	<ul style="list-style-type: none">• Personal Identifiers• Professional or employment-related information• Protected classifications• Education information• Financial information
Business Operations and Management	<ul style="list-style-type: none">• Personal Identifiers• Electronic Media• Professional or employment-related information• Financial information
Government Reporting	<ul style="list-style-type: none">• Personal Identifiers• Health insurance• Medical information• Sensitive Personal Information
Security and Fraud Detection	<ul style="list-style-type: none">• Internet or other similar network activity• Electronic media• Background check 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. For example, during the application or onboarding processes.



- **Indirectly from you:** We collect Personal Information from you by observing your interactions with our computer systems, products or services, or movements throughout our properties.
- **Third parties:** When we collect your Personal Information from third parties, it is because you have provided consent either to us or to the third party. To the extent you interacted with a thirdparty service as part of Xencor’s Workforce — for instance your initial background check upon your hiring —those services 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 or share (for cross-context behavioral or targeted advertising) 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, nor does Xencor use your sensitive Personal Information to “infer” characteristics about you.

Xencor may disclose your Personal Information for business or commercial purposes to businesses and service providers in connection with providing the benefits and services the company offers its employees. For example, 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 employee data	<ul style="list-style-type: none">• Personal identifiers• Professional or employment-related information• Protected classifications• Education information• Background check information• Financial information• Emergency contact information



Third-party administrators that administer employee benefits

- Personal identifiers
- Protected classifications
- Health insurance
- Medical information
- Professional or employment-related information
- Dependent information
- Education information

Workers compensation companies

- Personal identifiers
- Protected classifications
- Health insurance
- Medical information
- Financial information
- Professional or employment-related information

Timekeeping system service providers

- Personal identifiers
- Financial information
- Professional or employment-related information

Payroll processors

- Personal identifiers
- Financial information
- Professional or employment-related 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, 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 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.

Alternatively, you may submit a request in writing by mail to the following address:

Xencor, Inc.
465 North Halstead Street, Suite 200
Pasadena, CA
USA 91107
Attention: HR Department

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	
Categories of Personal Information Collected	Retention Period
A. Personnel records, including compensation records, application forms, job or status change records, leave of absence, performance evaluations, layoff/redundancy/termination records, initial hire background checks, and corporate training	6 years after termination of employment
B. Employment Agreements	7 years after termination of employment
C. Applicant Records, including application forms, interview information, job postings resumes, pre-employment testing	4 years from the date the record is made or the date the personnel decision is made, whichever is later
D. Records relating to discrimination complaints, including investigation files and all correspondence	For internal investigations; 4 years from the date the charge or complaint is resolved. For litigation 3 years.
E. Family and Medical Leave (“FMLA”) records	4 years from end date of leave or date of creation, whichever is later
F. Immigration Records, including Form I-9 and any supporting documentation	3 years from date or receipt or 1 year after termination of employment, whichever is longer
G. Employee medical records	6 years after termination of employment
H. Employee medical records involving occupational exposure, including analysis based on medical or exposure records	30 years from last exposure



I. Workers' compensation records, including reports, claims, correspondence, medical reports ordered, awards, benefit payments; records of work-related injuries and illnesses, including logs and summaries.	5 years from date of injury or last benefit payment, whichever is later
J. Occupational Hazard Training records	6 years after termination of employment
K. Unemployment Insurance records, including claims, contributions, tax records	7 years
L. Training and qualification records	6 years after termination of employment

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 unlawful discrimination by any employee of Xencor, including supervisors and coworkers.

9. How Other Xencor Policies & Disclosures Apply

This Notice is in addition to the policies and disclosures found in the Employee Handbook. If you are unsure whether this Notice applies to you, please contact Human Resources.

10. 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 concerning 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.

11. Changes to this Notice

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

12. 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 Julie Casciani at jcasciani@xencor.com, (626) 737-8083, or Celia Eckert at ceckert@xencor.com, (626) 737-8122.

EFFECTIVE DATE: February 14, 2025