

Employee Privacy Notice

Employee Privacy Notice Effective as of 01 May 2020

This Employee Privacy Notice ("**Employee Privacy Notice**") tells you how Thai Yazaki Corporation, Ltd., Thai Arrow Products Co., Ltd., Thai-Yazaki Electric Wire Co., Ltd., and Thai-Yazaki Network Service Co., Ltd., Thai Metal Processing Co., Ltd., YIC Asia Pacific Co., Ltd. (individually, "**the Company**", and collectively, "**Thai Yazaki Group**", "**we**", or "**our**") collects, uses, and discloses your Personal Data. For the purpose of this Employee Privacy Notice, "**Personal Data**" means any data about you which can directly or indirectly identify you.

This Employee Privacy Notice applies to our applicants, employees, and, where applicable, to our contractors who are individual and engaged to provide services to us ("**you**" or "**your**"). We process your Personal Data in order to recruit you and enter into our contract of employment or service with you and continue to perform crucial aspects of your contract of employment or service with us.

If we are not able to carry out the processing activities we describe in this Employee Privacy Notice, we may not be able to pursue recruitment processes or comply with your contract of employment or service, and in certain very exceptional cases, may not be able to continue your application, employment, or service. In certain limited circumstances, we may need to ask for your specific consent to process your Personal Data in a particular way.

1. What Personal Data we collect?

As part of your employment or service with us, we will collect your Personal Data during our recruitment and interview processes, the start of your employment or service, and in the course of your employment or service from you. On occasion, we receive your Personal Data from third party sources, such as if we receive details of a certification or training you obtained, or where we receive feedback concerning your performance from our affiliate. In addition, we collect details of sanctions with professional bodies, financial checks, or criminal convictions where you have consented to background checks. We may also collect your Personal Data from authorized third parties (e.g., your reference person) and other sources (e.g., recruitment agency and outsource company).

As applicable to you depending on your roles, responsibilities, and status with us, we will collect, process, and use the following categories and types of Personal Data about you:

- 1) **Personal details**, such as nick name, name, surname, gender, photo, date of birth, place of birth, age, weight, height, nationality, marital status, military service, skills, information on government-issued cards (e.g., national identification card details, passport details, work permit, driving license), car license plate, household registration details, tax-related data including tax payer ID, membership information, signatures, and other identifiers;
- 2) **Contact details**, such as your phone number, email address, mailing address, registered address, map, GPS location from vehicle, and emergency contacts;
- 3) **Information about your salary and benefits**, such as your salary, benefit details, total remuneration, payroll details and insurance benefits (including information about you and your dependents, next of kin that we provide to the insurer), your bank account details, expense record, accommodation information, and information on deduction of your salary due to legal execution;
- 4) **Employment information**, such as position, department, employee code/number, period of employment, work experience, resume, education background, starting and probation dates;
- 5) **Performance and disciplinary information**, such as performance reviews, evaluations, disciplinary action, and promotions;
- 6) **Absence information**, such as dates of leave of absence/vacation maternity/paternity/military/monkhood/ shared parental leave, confirmation of a birth of a child,

training/educational leave, family care leave, personal leave, sterilization leave, medical leave, sick leave, and information or documents given to support reasons of leave/absence;

- 7) **Other Information**, such as other Personal Data which you voluntarily provided to us or was given to us by third parties during the course of your enrollment, employment or service with us, which also includes the application process/period; and
- 8) **Sensitive Personal Data**, such as racial or ethnic origin, religious belief, disability, medical information and health data (e.g., nutrition preference or restricted food, medical certificates, results from health checks), labor/trade union, biometric data (e.g., finger scan), and criminal records.

We will only collect, use, or disclose sensitive Personal Data on the basis of your explicit consent or where permitted by law.

We do not knowingly collect information from individuals under legal age without their parental consent when it is required, or from quasi-incompetent persons and incompetent persons without their legal guardian's consent. In the event we learn that we have unintentionally collected personal information from anyone under the age of 20 without parental consent when it is required, or from quasi-incompetent persons and incompetent persons without their legal guardians, we will delete it immediately or collect, use, disclose and/or transfer only if we can rely on other legal bases apart from consent.

2. Why we collect, use or disclose your Personal Data

We collect and use your Personal Data for a variety of reasons linked to your employment or service. We collect, use, or disclose your Personal Data on the legal basis of legitimate interests; entering into or performance of contract; legal compliance; consent; vital interest, for preventing or suppressing a danger to a person's life, body or health or any other basis as permitted by applicable laws, as the case may be, for the following purposes:

- 1) **Recruitment management:** To review and process your application, references, and submitted materials, analyzing your qualifications, verifying your identity and your eligibility for employment during the hiring or recruitment process, this includes assessing your skills and interest in career opportunities with us and communicating with you about your application to respond to your inquiries and schedule interviews; and issue an employment contract or service contract;
- 2) **Administering and providing compensation:** For the administration of payroll/salary and associated documentation and reports, taxes, social security, bonuses, professional fee, medical checks, race and dependent status for visas, employee self-services, absences, compensation, and expense management (e.g., reimbursement, travel and expense claims and related administrative steps required to process the claims, processing payments, telephone reimbursement); to use the information to review these administrative purposes;
- 3) **Administering and providing applicable benefits and other work-related allowances:** To provide services or benefits to you which require an annual medical checkup, such as group insurance; to allow you to access medical insurance, retirement plans, accommodations, pensions, memberships, scholarship benefits, and trainee compensation, where provided. Some benefits may require you to provide Personal Data concerning family members, partners or next of kin, in which case you must inform them the relevant purposes and processing by us before providing it to us;
- 4) **Administering our workforce and managing the employment relationship:** To manage and develop our personnel - for example, performance, position, salary and bonus evaluations and assessment, training and leadership development; to manage your business travels; financial aid, award or scholarship recognition, to create company handbooks, policies, and standards; to contact and communicate with you; for our company activities and meetings arrangement;
- 5) **Employment related records:** To manage and maintain our employee records, such as employee cards, organization charts, surveys, time records (e.g., working hours, overtime, sick

leave, pregnancy, resignation, leave, and transfer of employee), disciplinary actions, misconduct, promotions, forms and reports used in the business and other work data;

- 6) **IT systems and support:** To provide IT related support for programs, software, accounts, and other data management systems, including for data and system maintenance, and record keeping;
- 7) **Protecting data, secrets, and assets:** To maintain the security and integrity of our facilities, equipment, and electronic platforms. This includes administering access rights, monitoring compliance with company protocols, and where permitted by local law and in accordance with relevant policies, for investigations, provide or review evidence, and disciplinary actions;
- 8) **Protection of our interests:** To protect the security and integrity of our business; to exercise our rights or protect our interest where it is necessary and lawfully to do so; for example, detect, prevent, and respond to legal claims, compliance, regulatory, auditing, investigative, and disciplinary purposes (including disclosure of such information in connection with legal process or litigation) and other ethics and compliance reporting requirements including complaints;
- 9) **Complying with applicable laws and employment-related requirements:** To comply with legal obligations, legal proceedings; to make deductions from payroll for tax and social security purposes and provide information to tax and social security authorities, as required by law; to comply with labor and other work laws, such as confirming an employee is over 18 years old to access the labor deployment system; manage statutory sick pay and maternity pay; and
- 10) **Corporate transaction:** In the event of sale, transfer, merger, reorganization, or similar event we may transfer your information to one or more third parties as part of that transaction.

In addition to the collection, use, or disclosure of your personal as listed in "What Personal Data we collect?" section above, we also collect, use, or disclose the following special categories of Personal Data about you which we describe as "Sensitive Personal Data":

- **Health and medical data**, such as the number of sick days, food preferences, and the information contained in a doctor's certificate/medical certificate for purposes of recruitment, medical disbursement, annual checkups, insurance, workforce and company planning (e.g., food preparation, workforce monitoring), blood donations, emergency purpose, and compliance with legal obligations;
- **Criminal records**, for necessary company procedures in selecting and considering your application;
- **Disability**, to verify your qualification for specific position and use as supporting evidence for benefits as required by law and for submission to the relevant government agency;
- **Religion**, to provide accommodation and selection of employee to participate company activity, dietary requirements for religious reasons and for religious holiday;
- **Race**, for necessary company procedures in selecting and considering your application;
- **labor/trade union data**, to determine employee position and department; and
- **Biometric data**, for employment and business support (e.g., authentication, work records, time entering/leaving office).

3. To whom we may disclose or transfer your Personal Data

We may have to share your Personal Data with other parties for all the reasons described above, such as, our affiliates within Yazaki Group, companies providing services (e.g. training providers, assessment services, and travel agencies), third party benefits providers (e.g., hospitals, insurance companies, provident fund services, and payroll functions), and professional service providers (e.g. auditors, accountants, consultants, and lawyers).

In some cases, we may need to share your Personal Data to any government authority, law enforcement agency, court, regulator, or other third party where we believe this is necessary to comply with a legal or regulatory obligation, or otherwise to protect our rights, the rights of any third party or

individual's personal safety, or to detect, prevent, or otherwise address fraud, security or safety issues. We may assign, transfer, or novate our rights or obligations to a third party, to the extent permitted under an agreement between you and us. We also may disclose or transfer your Personal Data to investors, shareholders, assignees, prospective assignees, transferees, or prospective transferees in the event of any reorganization, restructuring, merger, acquisition, sale, purchase, joint venture, assignment, dissolution or any similar event involving the transfer or other disposal of all or any portion of our business, assets, or shares.

Additionally, your data may be shared with business partners or suppliers, for reasons such as executing contracts, payments, records of delivery, reporting issues, etc.

4. International transfers of your Personal Data

We may transfer your Personal Data outside of Thailand, such as when we transfer you to our affiliates or for business travel purpose. Some recipients of your Personal Data are located in another country for which the Personal Data Protection Committee under the Thai Personal Data Protection Act B.E. 2562 has not ruled that this country has adequate data protection standard.

5. How long do we keep your Personal Data?

We retain your Personal Data for as long as it is reasonably necessary to fulfil the purposes for which we obtained it for and to comply with our legal and regulatory obligations.

We may need to retain your Personal Data for a longer duration, as required and/or permitted by applicable law.

6. Your rights as a data subject

The rights listed in this section are your legal rights, where you may request to exercise these rights under the conditions prescribed by law and our right management procedures. These rights are as follows:

- To request access, obtain a copy of your Personal Data, or for the disclosure of the acquisition of your Personal Data that is obtained without your consent;
- To have your Personal Data corrected, if it is inaccurate or not up to date;
- To have your Personal Data erased, destroyed, or anonymized;
- To request us to provide your Personal Data in a structured, commonly used and machine-readable format, and transmit it to another organization;
- To object to how we process your Personal Data in certain activities;
- To restrict us from using your Personal Data if you believe such data to be inaccurate, that our processing is unlawful, or that we no longer need to process this data for a particular purpose;
- To withdraw consent for collection, use, or disclosure of your Personal Data that is based on your consent at any time.

To exercise any of these rights in this section, you may contact us at the address in "Our Contact Details" section below.

Your request for exercising any of the above rights may be limited by the applicable laws. There may be certain cases where we can reasonably and lawfully decline your request; for example, due to our legal obligation or a court order. If we decline your request, we will notify you of our reason.

If you believe our collection, use or, disclosure of your Personal Data is in violation of the applicable data protection law, you have the right to lodge a complaint to the competent data protection authority, where applicable. We would, however, appreciate the chance to deal with your concerns before you approach the authority, so please contact us in the first instance.

7. Information about your reference person

If you provide us with Personal Data about a referenced person, members of your family, next of kin and/or other dependents ("**Dependents**") for the purposes set forth in the Employee Privacy Notice, it is your responsibility to inform them of their rights with respect to the contents of this Employee Privacy Notice as applicable to them. You are also responsible for obtaining any required consent of these Dependents, and ensuring that you have the right and can rely on appropriate legal basis to provide their Personal Data to us.

8. Changes to this Employee Privacy Notice

We may amend or update this Employee Privacy Notice from time to time as our data protection practices change due to various reasons, such as technological changes, changes in law, etc. The amendments or updates to this Employee Privacy Notice will be available on [<http://www.thaiyazaki.com/en/privacy-notice/Employee Privacy Notice>]. We will notify you or obtain your consent if there are material changes to this Employee Privacy Notice, or if we are required to do so by law.

9. Our Contact Details

If you have any questions about our practices or activities relating to your Personal Data, you can contact us per the details below. We will be happy to help with requests for information, suggestions, or complaints:

- 1) Thai Yazaki Corporation, Ltd.
- 2) 26th floor, Two Pacific Place Building 142 Sukhumvit Rd, Klongtoey Subdistrict, Klongtoey District, Bangkok, 10110
- 3) 02-653-2550 ext. 270