

This Notice describes our practices with respect to the collection, use, storage, disclosure or erasure (“**Processing**”) of your personal information in connection with the employment of, or candidacy for employment of, any United States resident by Trimble Inc. or any of its affiliates (“**we**”, “**our**”, “**us**”, or “**Trimble**”). Employees and candidates should note that data protection and data privacy laws may differ from state to state where Trimble has employees or business operations. This Notice supplements but does not supersede nor replace any other consent you may have previously provided to us regarding your personal information.

This notice constitutes the Notice at Collection for purposes of the California Consumer Privacy Act (“**CCPA**”) with respect to personal information provided by employees and candidates, and supersedes any other Notice at Collection published by Trimble.

This Notice does not impose any limits on the collection, use or disclosure of business contact information or certain publicly available information, or to the extent that such collection, use or disclosure is otherwise permitted by law.

### I. Categories of Personal Information

To the extent required and/or permitted to do so under applicable law, we process both (1) non-sensitive personally identifiable information (“**Employee Data**”) and (2) certain categories of personal information deemed “sensitive” under applicable state law (“**Sensitive Employee Data**”). For example, the California Privacy Rights Act defines sensitive personal information to include social security number; driver’s license number, state ID card number, or passport number; a bank account, credit or debit card number in combination with any security code, access code or password; information on racial or ethnic origin, religious or philosophical beliefs, or union membership; medical information (personally identifiable information connected to medical history, treatment or diagnosis); and health insurance information (policy number, ID number or other identifier used by health insurer related to claims history or appeals records). Collectively, Employee Data and Sensitive Employee Data is your “**Personal Information**.”

Sources of Personal Information collected include you; third parties such as references; our service providers such as benefits administrators and background screening providers; organizations, employers, and institutions with whom you have told us or have publicly stated that you had a prior relationship; your use of Trimble computing resources and facilities; employees, contractors, and alumni of us and our subsidiaries and affiliates; our clients and customers with which you interact; government entities and databases; and information you have made available on LinkedIn and other social media platforms; and publicly available sources.

We may collect and/or process the following categories of Employee Data about employment candidates.

- Your name, home address, work address, personal telephone numbers, personal email addresses and similar personal contact information about you;
- Your application for employment, cover letter, CV/resume, education and employment history, reference contact information;
- references and reference letters;
- interview notes;
- reference checks;
- prior employment and volunteer history;
- academic history (including school name, transcripts, type and date of degree, etc.); and
- background screening information if relevant (in accordance with applicable laws).

If we decide to hire you, we may collect and/or process further Personal Information following your acceptance of our offer letter, both during the onboarding process and once you are an employee. This additional information includes:

- Your home address, private email address, citizenship (which may require passport data, nationality), birth date, country of birth, and immigration status;
- Your emergency contact details, family members, and family status (for benefits purposes);
- If relevant, your driver’s license information, driver record information, license plate/vehicle information (for issuance and administration of company parking and vehicles);

- If relevant, and to the extent required or permitted by applicable law, information about medical conditions or disabilities that require special equipment or other accommodation;
- To the extent required or permitted by law, information concerning your health, including self-certification forms, fit notes and medical and occupational health reports;
- information on work-related accidents;
- Your digital signature (e.g., on PX documents);
- Job title and code, work location, division, department, position level, employment contract (and amendments of such), working time, timesheets, vacation time, sick time, medical, parental, or other leaves of absence, assigned tasks and projects, manager's name, business travel data, ethics and compliance training data, information related to talent management, start and end date, and reason for leaving and similar data about you;
- Your basic salary, bonus and commission entitlements, bank account information (for automatic deposits), insurance benefits (including information about you and your dependents we provide to the insurer or benefits vendor), tax code, accrued salary information, authorized deductions (e.g., 401k), and information relating to your any retirement related account, any Trimble loan, Trimble credit cards, (if applicable) attachments of salary, capital-forming benefits and similar data about you;
- Benefits information, including any health insurance or benefits policy number and group ID number, benefits enrollment forms identifying spouse and dependents, insurance coverage and claims (including medical, dental, vision and disability claims) and beneficiary information;
- Identification and security information such as access card issuance and use, User ID, Personal ID etc.;
- Units of stock or directorships held, details of all restricted stock units or any other entitlement to shares of any Trimble stock awarded, canceled, exercised, vested, unvested or outstanding in your favor and similar data about you;
- To the extent required or permitted by applicable law, computer usage information related to your use of Trimble equipment, systems, and other resources, including IP addresses and similar data about you;
- Email content, business letter content, business documents, social media, and chat content and similar data about you;
- Information relating to your compliance with our policies and to other security and internal control matters (e.g., monitoring of IT systems and devices);
- Information concerning disciplinary allegations, investigations and processes and relating to grievances or complaints in which you are or may be directly or indirectly involved;
- Performance reviews, evaluations and ratings, disciplinary allegations, disciplinary process and disciplinary warnings, details of grievances, and any outcome and similar data about you;
- Other data you choose to share with us such as hobbies, social preferences, and similar data about you; and
- Other information reasonably required to establish, manage or terminate your employment relationship with us.

In addition, we process the following Sensitive Employee Data, in addition to any Sensitive Employee Data you may voluntarily provide to us: social security number; bank account(s); health insurance policy number and group ID number; number of sick days; information on work-related accidents; information on your health and disability; and information on parental leave.

Your provision of data to us is mandatory where we are required under applicable law, rule or regulation (e.g., employment, Social Security, etc.) to collect such information; if you do not provide mandatory information to us, we may be unable to enter into an employment relationship/engagement with you, or may revoke or terminate your employment, employment offer, or engagement.

## II. Processing purposes

We process your Personal Information to establish, manage or terminate your employment relationship with us, and for other purposes to the extent permitted and/or required under applicable law. For example, we may process your Personal Information for the following purposes:

- Making decisions regarding your application and candidacy for employment or engagement by us, assessing your suitability for the role desired, confirming you are legally entitled to work in the applicable jurisdiction of employment, verifying application and candidacy details you have provided, and conducting pre-employment or pre-engagement checks in accordance with applicable laws, and if applicable determining the terms of an offer of employment;
- Administering and providing compensation, including payroll as well as any bonus and other incentives which may apply to you, and to meet related regulatory and legal requirements (e.g., state workers' compensation reporting);
- Facilitating and maintaining communications with employees and their next of kin;
- Processing expense claims and verifying your signature on expense reports and other corporate documents;
- Administering and providing applicable medical, dental, insurance, retirement, and other benefits and other work-related allowances, including reporting of benefit entitlements and use, reviewing and processing time off and leave requests, and processing employee work-related claims such as workers' compensation, requests for accommodation, insurance claims, and the like;
- Managing, monitoring and administering the employment relationship and the workforce, including managing work activities, determining job and performance requirements, reviewing work performance, producing and maintaining corporate organization charts and internal directories such as employee directories, matrix management, entity and intra-Trimble staffing and team management, managing business travel, carrying out workforce analysis, improving our recruitment and hiring process and activities, conducting talent management and career development, managing and enforcing disciplinary actions and terminations, and providing references;
- Monitoring, documenting, assessing and addressing employee attendance (including vacation leaves, sick days, parental leaves, and other leaves or absences from work) and performance, including letters of recommendation or complaints;
- Ensuring compliance with applicable Trimble policies and procedures, including the whistleblowing hotline, physical/IT/network security, confidentiality, compliance, regulatory, auditing, legal claims, and internal investigations;
- Communicating with you, other employees, within Trimble affiliates, and/or third parties such as existing or potential business partners, suppliers, customers, end-customers or government officials, and your designated contacts in case of emergency;
- Establishing, administering and communicating with you about educational, training and development requirements and opportunities, and certificates and accreditations relevant to your work;
- Managing and protecting our equipment and assets, including computer systems, company vehicles, etc.;
- Providing information regarding your background and training or changes in your position or status within Trimble and to Trimble customers;
- Protecting our legitimate business interests (including from theft, fraud, and similar activities and risks), investigating, managing, and addressing legal matters (including unlawful behavior, fraud, civil claims, and insurance matters), and exercising or defending legal rights, including supporting any claim or defense before any jurisdictional, and/or administrative authority, arbitration or mediation panel, and responding to, cooperating with, and complying with requests and demands from regulators, law enforcement, or other governmental, regulatory or legal authorities;
- Complying with applicable laws, including employment requirements such as tax, employment insurance deductions (e.g. FICA), employment and immigration laws;
- Detection and prevention of physical and electronic security issues and fraud such as misuse of IT systems, physical and electronic monitoring of our offices, systems and networks for lawful purposes, monitoring and recording of activities involving employee Personal Information where permitted by applicable law, and conducting related internal investigations;
- Corporate financial responsibilities and compliance, including internal/external audits and cost/budgeting analysis and control;
- Generating de-identified and/or anonymized information about you which will not be considered Personal Information and may be used by us, our affiliates, and others without restriction;

- Responding to a request by you related to your rights under applicable data privacy laws upon verification of a valid request;
- Providing information to third parties in connection with transactions that we contemplate or carry out;
- Fulfilling the purpose(s) for which you have provided Personal Information; and
- Other lawful or legitimate purposes reasonably required for Trimble's day-to-day operations and to generally establish and manage Trimble's employee-employer relationships.

Additionally, we use Personal Information for automated decision-making purposes, such as but not limited to suggesting career opportunities within Trimble that may be of interest to you.

### III. Sharing of Personal Information

Trimble may transfer and disclose Personal Information to third parties for storage and processing for the purposes described above in relation to establishing, managing or terminating your employee relationship.

Subject to our compliance with applicable law and our standard of requiring confidentiality obligations and/or appropriate security safeguards, we and our affiliates may share your Personal Information with the following categories of recipients:

**Other employees:** We and our affiliates may share Employee Data with other employees of Trimble and its affiliates in connection with our day-to-day business activities as described in this Notice.

**Corporate affiliates:** We and our affiliates may share your Personal Information with our corporate affiliates and subsidiaries, and their successors and assigns, to pursue legitimate interests in connection with the following purposes: to facilitate internal communication and task management with our affiliates; enterprise-wide HR planning and administration (including staffing, succession planning, forecasting and budgeting, investment decisions, training and performance management, in connection with Trimble's corporate structure etc.); and to be able to fulfill the employment relationship within our global structure (i.e., to facilitate global cooperation and employee transfers within Trimble affiliates). Certain of our affiliates may act as a data controller for some of these purposes (typically this would include any Trimble affiliate that makes its own decisions concerning some of the purposes above (e.g., employee transfers)).

**Potential purchasers:** We and our affiliates may share your Personal Information with a potential buyer and its agents in connection with a proposed merger, acquisition, sale of all or a portion of our assets, or other business combination, or upon effectuation of the same.

**Third parties under contract with us (within and outside of our corporate family):** As part of normal operations, we and our affiliates contract with third party service providers (i.e., business partners, legal counsel, customers, payroll administrators, talent management providers, benefit and equity administrators, Human Resources Information System (HRIS) providers, IT systems and support providers), or contract with other affiliates, to carry out certain global HR management activities (i.e., global directory, global benefits, global recruitment and cross-charging for salary and other compensation expenses among Trimble affiliates benefiting from contributions by Trimble employees) or IT related tasks (i.e., for maintenance of secure global systems and networks).

**Other third parties:** We and our affiliates may share your Personal Information with government agencies and regulators (e.g., tax authorities), social insurance carriers, courts, and government authorities, all in accordance with applicable law and to external advisors acting as controllers (e.g., lawyers, accountants, auditors etc.).

**Other parties with your consent:** We and our affiliates may share your Personal Information with others where you consent to such sharing as required by applicable law.

**Other parties without your consent:** We may disclose your Personal Information without your consent if authorized or required by law.

### IV. Data retention and data deletion/destruction

If you are hired or engaged by us, your Personal Information will be stored only to the extent necessary during your employment, during a transition period (e.g., for the provision of ongoing pensions and other benefits, or for compliance with data retention obligations under applicable law), or for purposes of documenting proper termination

of employment (e.g., vis-à-vis tax authorities, etc.) and thereafter for as long as required or permitted by applicable law in accordance with applicable Trimble rules and our data retention policies and practices. Afterwards, we will remove your Personal Information from our systems and records and/or take steps to properly anonymize it (i.e. de-identify) so that you can no longer be identified from it, or delete it altogether. Notwithstanding the foregoing, if a judicial or disciplinary action is initiated, the Personal Information may be stored until the end of such action, including any potential periods for appeal, and will then be deleted or archived as required or permitted by applicable law and in accordance with our data retention policies and practices.

If you are not hired or engaged by us, your Personal Information will be stored for up to 3 years. During this period, we may contact you regarding other potential employment or engagement opportunities for which we believe you may be a good fit. You may have the right to request deletion of such Personal Information as set forth below.

Trimble does not sell or share your Personal Information (as such terms are defined in the CCPA) and has no actual knowledge that it sells or shares the personal information of consumers under 16 years old.

Trimble does not use or disclose your sensitive personal information other than as necessary to establish, manage or terminate our employment relationship with you or to generate de-identified and/or anonymized information.

### V. Your rights

In accordance with and to the extent required by data privacy laws, rules and regulations applicable to you (which may include the California Consumer Rights Act or CCPA), you may have the following rights. You may exercise these rights through the Trimble Privacy Center located at <http://www.trimble.com/privacy>, or by contacting the People eXperience Help Desk at [AskPX@px.trimble.com](mailto:AskPX@px.trimble.com).

- 1. Right to know:** With certain exceptions per applicable law, you may have the right to know and obtain from us confirmation as what Personal Information we have about you, and, where that is the case, to request access to and/or a copy of such Personal Information. Generally, the access information we may provide in accordance with applicable law may include – the purposes of the processing, the categories of Personal Information concerned, and the recipients or categories of recipients to whom the Personal Information have been or will be disclosed. Subject to applicable law, we may charge a reasonable fee for copies, based on administrative costs.
- 2. Right to correct:** You may have the right to request that we correct any incorrect material Personal Information. Depending on the purposes of the processing, you may have the right to request that we complete any incomplete Personal Information, including by means of providing a supplementary statement. Please note that this does not extend to correction of other data, such as subjective opinions expressed in an evaluation. You may have certain rights of correction through your user account in our HR information systems.
- 3. Right to delete:** This right generally does not apply to employees under applicable laws, but if required by applicable law, you may have the right to ask us to delete your Personal Information. Please note that generally employment related data is exempt from this request as we are required to retain it for our business and legal purposes.
- 4. Right to restrict sharing:** You may have the right to request that we restrict certain types of use of your Personal Information such as no marketing of third party goods and services.
- 5. Right to request a transfer:** You may have the right to receive your Personal Information which you have provided to us in a structured, commonly used and machine-readable format or to request that we transmit such Personal Information to the person you indicate.
- 6. Right to object:** You may have the right to object, on grounds relating to your particular situation, at any time to the processing of your Personal Information. If you have such a right to object and you exercise this right, we will no longer process your Personal Information for such purposes. Exercising this right will not incur any cost. Such a right to object may not exist, in particular, if the processing of your Personal Information is necessary to take steps before entering into a contract or to perform a contract already concluded.
- 7.** You also have the right to not be discriminated against for exercising any of these data rights.

Please note that these rights might be limited under applicable data protection laws, including our obligation to ensure that your request is valid and that it is from you or your authorized agent. If we receive your request from an

authorized agent, we may ask for evidence that you've provided this agent with a power of attorney, or that the agent otherwise has valid written authority to submit requests to exercise rights on your behalf. If you're an authorized agent seeking to make a request, please contact us as set out below. As your employer, Trimble is your point of contact for exercising these rights.

Depending on applicable laws, you also have the right to file a complaint with a governmental authority.

### **VI. How to Contact Us**

Please refer any questions regarding this notice to your People eXperience Business Partner, or to the People eXperience Help Desk at [AskPX@px.trimble.com](mailto:AskPX@px.trimble.com).

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