

## **CBS PRIVACY NOTICE FOR UNITED STATES EMPLOYEES AND CONTRACTORS**

This Privacy Notice describes the personal information that the CBS Branded Companies (“CBS”) collect about their employees and contractors, in connection with their employment, as well as how CBS uses that personal information. If you have any questions about this Privacy Notice, please contact your local HR representative. You can review CBS’s privacy policies addressing information CBS collects outside of the employment context (such as information about you as a consumer), by visiting the CBS branded properties.

### **What Personal Information does CBS collect about you and why?**

For purposes of this Privacy Notice, “Personal Information” means any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular employee or household. Personal Information does not include information that does not and cannot reveal an individual’s specific identity, such as information that has been de-identified or aggregated.

### **Employees**

CBS may collect, store, and use the following types of Personal Information about **employees** for the purposes set out below:

- **We collect Contact Information** (such as your name, telephone number, and email address, and the name, telephone, and email address of your designated emergency contact) in order to contact you (with relevant information via mail) or your designated emergency contact in the event of a work-related accident or illness.
- **We collect Payroll and Benefits Information** (such as bank account details, payroll records, tax status information, and pension information) in order to administer aspects of your employment, salary, and compensation; paying and administering your salary, bonus, incentive plans, family leave pay, sick pay, insurance, and other benefits; and reviewing or making decisions about your employment.
- **We collect Identity Verification Information** (such as your name, date of birth, address, and social security number) in order to administer aspects of your employment and to comply with legal obligations or company policies, including preventing corruption and crimes and confirming your legal work status.
- **We collect Protected Classifications** (such as your age, gender, race or ethnicity; religious beliefs; sexual orientation; political opinions; trade union membership; health information, including any medical condition, health and sickness records, or injuries; criminal convictions and offenses in accordance with applicable law; disability status; and pregnancy) in order to comply with legal obligations or company policies, including record-keeping required by law or company policy; and ensuring meaningful equal opportunity monitoring and reporting.
- **Security and Compliance Information** (such as CCTV footage and information about your use of CBS information assets, devices, and communication) in order to administer aspects of your employment or to comply with legal obligations or company policies.
- **Any other information you provide us in the context of your employment** in order to administer aspects of your employment or to comply with legal obligations or company policies including without limitation reviewing and managing your performance.

## **Contractors**

CBS may collect, store, and use the following types of Personal Information about **contractors** for the purposes set out below:

- **We collect Contact Information** (such as your name, telephone number, email address, and physical address) in order to contact you in the event of a work-related accident or illness and to identify where work is performed (for telecommuters).
- **We collect Identity Verification Information** (such as your name, date of birth, and address) in order to administer aspects of your engagement and to comply with legal obligations or company policies, including preventing corruption and crimes and confirming your legal work status.
- **We collect Protected Classifications** (such as your age, gender, race or ethnicity; religious beliefs; sexual orientation; political opinions; trade union membership; health information, including any medical condition, health and sickness records, or injuries; criminal convictions and offenses in accordance with applicable law; disability status; and pregnancy) in order to comply with legal obligations or company policies, including record-keeping required by law or company policy; and ensuring meaningful equal opportunity monitoring and reporting.
- **Any other information you provide us in the context of your engagement** in order to administer aspects of your contract or to comply with legal obligations or company policies.

We may also use the Personal Information that we collect from employees and contractors for legitimate business purposes, such as: assessing or executing mergers, acquisitions, divestitures, or business transfers; managing business tools and information technology systems, including computers, mobile phones provided by the company, mobile phones you register under a Bring Your Own Device policy, Internet and software access, email accounts, etc.; managing disputes and disciplinary proceedings; and contacting you or your household when needed.

## **Changes to this Privacy Notice**

We may update this Privacy Notice from time to time. If we do so, we will make an updated copy available to all employees and contractors.