



CoorsTek Group companies (collectively, “CoorsTek”, “we”, “us”, or “our”) respect your privacy and are committed to processing your personal information in a fair and transparent manner and in accordance with all applicable data protection regulations and other applicable privacy laws. This Staff Privacy Notice describes how CoorsTek collects, uses, shares, and processes personal information about you during and after your employment.

CoorsTek, Inc. and the CoorsTek Group company with which you have entered into an employment, service or other contract are the data controllers of your personal information. These are the organizations that determine how and why your personal information is processed.

A list of CoorsTek Group companies operating in each country, including the contact information for the company and its Data Protection Officer, if applicable, is attached to this Staff Privacy Notice.

Whose personal information does CoorsTek collect and use?

In the course of our human resource activities, CoorsTek collects, uses, processes, shares, transfers, and stores personal information of the following people:

- Current and former CoorsTek employees;
- Current and former independent contractors, interns, trainees, and other contingent workers of the CoorsTek; and
- Dependents, beneficiaries, and emergency contacts of current and former employees, independent contractors, interns, trainees, and other contingent workers of the CoorsTek.

Where you have provided personal information of dependents, beneficiaries, emergency contacts, or any other third-party individual, you should inform that individual that their personal information has been shared with us and how it will be used as described in this Staff Privacy Notice.

What personal information does CoorsTek collect and use?

In the course of our human resources activities, we may collect, use, process, share, transfer, and store the following categories of personal information about you:

- Personal contact information, such as full legal and preferred names, home and work address, home, work and mobile phone numbers, personal and work email addresses, and emergency contact information;
- Personal demographics, such as date of birth, age, gender, and marital status;
- Identifying documents, such as a passport, driving license, birth certificate, family or household register, and photograph;
- Identifying numbers, such as national insurance numbers, social security numbers, tax identifiers, and other personally identifying government issued numbers;
- Job related information, such as start date, date of continuous employment, years of service, probation dates, managers and supervisors, job position and title, work location, hours, and shift, employment type, employee identification number, work record, and leave date and reason for leaving;
- Previous employment related information, such as employment history, labor or employment records, and employment separation certificates;
- Compensation related information, such as salary, wage, bonus, expense and allowance plans, annual leave, holidays and vacation, pension, benefits, and compensation history;
- Educational and training related information, such as awards, certificates and licenses, vocational and educational records, languages, professional affiliations or memberships, and in-house training attendance;



- Recruitment related information, such as resumes, CVs, cover letters, applications, qualifications, evaluations (including opinions and comments of interviewers), references, results of background checks and assessment tests, and right to work documentation;
- Performance related information, such as objectives, goals, ratings, reviews, feedback results, internal and external career history, career and succession planning, and skills, behaviors and competencies;
- Disciplinary, grievance and termination related information, such as performance improvement plans, disciplinary actions, and termination reasons;
- Payroll related information, such as bank account details, payroll records, tax status, and garnishment or other withholding orders;
- Benefits related information, such as benefit election details, dependents, next of kin, and beneficiaries;
- CCTV footage and other information obtained through electronic means, such as swipe card records;
- Information about your use of our information and communication systems; and
- Employment documents, such as written interview evaluations, offer letters, employment, service or other contracts, new hire documents, consents and waivers, performance requirements, and severance or termination agreements.

Why does CoorsTek collect and use your personal information?

CoorsTek will collect, use, process, share, transfer, and store your personal information only in a manner permitted or required by law.

Most commonly, we will use your personal information in the following circumstances:

- Where necessary to enter into or perform under the employment, service or other contract we have with you, such as paying your compensation, providing your benefits, or liaising with your pension provider;
- Where necessary to comply with a legal obligation that applies to us as your employer, such as:
 - Ensuring the health and safety of our workers;
 - Paying or deducting amounts under national tax systems;
 - Checking if you are legally entitled to work in the country of your employment;
 - Processing employee work-related claims, such as insurance or worker's compensation claims;
 - Maintaining employee records for legally required time periods;
 - Responding to government orders or requests for information; and
- Where necessary to pursue our or a third party's legitimate interests and your fundamental rights do not override those interests, such as:
 - Deciding your recruitment or appointment and related employment terms;
 - Engaging in business and workforce management and planning, including budgeting, accounting, and auditing of staffing levels and recruiting needs;
 - Conducting data analytics and studies to review and better understand employee retention and attrition rates;
 - Reporting internally on headcount, staffing changes, and compensation modeling;
 - Providing a global employee directory to enhance communication;
 - Managing performance, including conducting performance reviews and determining performance requirements;



- Deciding salary reviews and compensation on an individual and group basis;
- Assessing qualifications for a particular job or task, including decisions about promotions;
- Providing education, training, and development opportunities or requirements;
- Planning for advancement and succession;
- Enforcing or investigating the need for disciplinary action or termination;
- Gathering evidence for possible grievance or disciplinary hearings;
- Deciding whether to continue employment or engagement;
- Making arrangements for the termination of our working relationship;
- Dealing with legal disputes involving you or other employees, workers, or contractors, including accidents at work;
- Preventing fraud;
- Monitoring your use of our information and communications systems is in compliance with our IT and other company policies; and
- Ensuring network and information security, including preventing unauthorized access to our computer and electronic communications systems and preventing malicious software distribution.

We need all the categories of your personal information listed above to accomplish these purposes. Some of the above grounds for processing will overlap, and there may be several grounds which justify our use of your personal information.

If you fail to provide personal information when requested, then we may not be able to perform the contract we have entered into with you (such as paying you) or we may be prevented from complying with our legal obligations (such as deducting your tax contributions).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another purpose and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, then we will notify you and will explain the legal basis which allows us to do so.

We do not envision that any employment decisions will be taken about you using automated means, however we will notify you in writing if this position changes. Regardless, you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

Does CoorsTek collect and use sensitive personal information?

The following categories of personal information may be considered sensitive under the laws of your location and may receive special protection:

- Race or ethnicity, country, region or city of birth, and primary or additional nationalities or citizenships;
- Political opinions or affiliations;
- Religious, moral, or philosophical beliefs;
- Trade union membership;
- Social welfare, sexual life, or sexual orientation;
- Criminal or alleged criminal behavior, convictions or offences;



- Personal credit or financial data;
- Genetic and biometric data; and
- Physical or mental health or condition, such as medical, parental, or other leave of absence records, medical exam or fit for duty tests, and sickness, injury or disability information.

Mainly, we will not collect, use, process, share, transfer, and store your sensitive personal information unless it is necessary for us to carry out our legal obligations in connection with your employment. For example, in certain locations we may be required under applicable law to collect and use:

- Trade union membership information to pay trade union premiums, to register the status of a protected employee, to fulfill our contractual obligations under applicable collective agreements or other contracts with labor unions, or to comply with labor law obligations;
- Physical or mental health or disability status to ensure employee safety in the workplace, to assess the working capacity of the employee, to provide appropriate workplace accommodations, to monitor and manage leaves of absence, to administer benefits for pensions, health insurance, and statutory sick pay or parental leave, or to comply with any health or disability reporting obligations required under local law;
- Religious denomination for church tax deductions to comply with applicable tax law; or
- Race or ethnic origin to confirm an employee's right to work or to ensure meaningful equal opportunity monitoring and reporting.

In addition, in locations where we are legally permitted to do so, we may need to collect and use information about unlawful or objectionable conduct, criminal charges or convictions, credit references, physical or mental health or condition, disability status, and other sensitive information resulting from a background check if such information is necessary, relevant and appropriate to evaluate fitness for a particular position and where we have received your express, prior written consent, if required by law.

If you have any questions about whether any of your sensitive personal information is collected and used in your location and the purposes for which that sensitive personal information is collected and used, you may contact a member of your local Human Resources department or your local Data Protection Officer, if applicable.

In limited circumstances, where we have a legitimate need to process your sensitive personal information for purposes not identified above and we have all appropriate safeguards in place to protect that sensitive personal information, we may request your express written consent to allow us to process that sensitive personal information. We will only request your consent after we have provided you with full details of the sensitive personal information that we would like to collect and the reason we need it, so that you can carefully consider whether you wish to consent. Providing your consent is entirely voluntary, and a decision to not provide your consent will not be viewed negatively by anyone at CoorsTek. There will be no disadvantage whatsoever from either your denial of such consent.

How and when does CoorsTek collect your personal information?

Generally, we collect personal information directly from you, such as through the recruiting and onboarding processes or when voluntarily provided by you.

We may also collect your personal information from third-parties, such as:

- Recruiting or staffing agencies;
- Pre-employment screening providers, such as background check providers or credit reference agencies where permitted by local law;
- Former employers;



- Independent medical examiners or physicians that provide health, drug or alcohol testing where permitted by local law;
- Publicly available sources, such as national authorities and public profiles on work-related social media platforms (for example, LinkedIn).

Your personal information may also be collected during routine processing functions (for example, payroll processing and benefits administration), during employment management functions (for example, performance and compensation reviews), and on an occasional basis (for example, when an employee is being considered for a new position).

Who will have access to your personal information?

Access to your personal information is on a “need to know” basis. We will provide access to your personal information to only those persons who are required to use your personal information to achieve the purposes set out in this Staff Privacy Notice, to perform our employment, service or other contract with you, or to accomplish a legal obligation.

These persons may include persons at other CoorsTek Group companies or locations and at third-party service providers who assist us with administering our employment relationship with you, such as:

- Payroll providers;
- Pension and benefit administrators;
- Life insurance or medical/health insurance providers;
- Employee training and development service providers and organizations that provide funding for employee training and development;
- Relocation and travel management service providers; and
- Information Technology/Information Systems (IT/IS) service or platform providers, such as software solutions for human resources management, travel and expense management, training and development, and workplace health and safety management.

Third-party service providers will only have access to the personal information they need to carry out the tasks assigned to them. All third-party service providers are prohibited from using your personal information for their own purposes, for any purpose unrelated to their primary service function, or for any purpose not in accordance with our instructions. We require also all our third-party service providers, by written contract, to implement appropriate technical and organizational security measures to protect your personal information consistent with our policies and all data security obligations or requirements under applicable law. You may contact a member of your local Human Resources department for an up-to-date list of such third-party service providers.

As permitted by applicable law, we also may share your personal information on a confidential basis with purchasers and third parties in connection with a potential business transaction related to CoorsTek, such as a merger, sale, or reorganization.

Finally, we may be required to disclose your personal information to regulatory authorities, including the government of the United States or its agencies, to comply with applicable law or valid legal processes, such as search warrants, subpoenas, or court orders. When we disclose your personal information to comply with an applicable law or legal process, we will take reasonable steps to ensure that we only disclose the minimum personal information necessary for the specific purpose and circumstances.

Where is your personal information transferred to and stored?

Your personal information may be transferred outside of the country where you work when necessary to perform our employment, service or other contract with you, to accomplish the purposes set out in this Staff Privacy



Notice, or to comply with a legal obligation. This may include the transfer of your personal information to other CoorsTek Group companies and/or third-party service providers located outside of the country in which you live or work. For example, your personal information that is stored in Workday, the centralized global human resources information system used by CoorsTek, is transferred to the United States, stored by Workday on its servers located in the United States, and accessed by other CoorsTek Group companies worldwide.

CoorsTek is committed to protecting the privacy and confidentiality of your personal information when it is transferred outside of the country you are based in.

With respect to international transfers of your personal information from locations in the European Economic Area (EEA) to jurisdictions that are not considered to provide an adequate level of data protection under EU law, we have implemented standard contractual clauses approved by the European Commission as appropriate safeguards to secure the transfer of your personal information to the United States and other such jurisdictions.

With respect to international transfers of your personal information from locations outside of the EEA, we have implemented data transfer agreements or obtained your informed consent where necessary to secure the transfer of your personal information to the United States and other jurisdictions.

You may obtain a copy of these documents by contacting the CoorsTek Legal Department at legal@coorstek.com.

How will your personal information be secured?

CoorsTek maintains appropriate organizational and technical safeguards to protect your personal information from unauthorized or unlawful processing and from accidental loss, destruction, or damage, such as:

- Establishment and enforcement of internal control plans;
- Regular training on personal information protection; and
- Installation of technical systems for access control and encryption.

In addition, we limit access to your personal information to those employees, agents, contractors, and other third-parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have also put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

For further information regarding the security of your personal information on CoorsTek's and third-party networks, please contact your local Data Protection Officer, if applicable, or the IT Department at ITHelpDesk@CoorsTek.com.

How long will CoorsTek retain your personal information?

Your personal information will be retained by CoorsTek only as long as necessary to achieve the purpose for which it was processed, usually for the duration of any employment or contractual relationship and for a reasonable period of time after cessation of that relationship, except for personal information that we are required under local law to retain for a longer or shorter period of time.

For further information regarding specific retention periods applicable to your personal information in your location, please contact a member of your local Human Resources department or your local Data Protection Officer, if applicable.

What rights do you have with respect to your personal information?

If you reside in the European Union or a jurisdiction with similar data protection regulations or privacy laws, you



enjoy the following rights in respect of your personal information we hold:

- Right to access the personal information that we process about you. Please note that your access may be restricted or limited if providing such access would be a violation of applicable law or regulation or if providing such access could be unreasonable, such as compromising the privacy of another person or exposing sensitive company information. If we cannot provide you with access to your personal information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.
- Right to rectify your personal information without undue delay where that personal information is inaccurate, out-of-date, or incomplete. Please keep us informed if your personal information changes during your employment, so that we may promptly revise it and inform any third-party service providers who have received your personal information to revise it. We reserve the right not to revise any personal information that we consider accurate, current, or complete.
- Right to erase your personal information without undue delay under the following circumstances:
 - When your personal information is no longer needed for the purposes for which it was collected;
 - If you have revoked your consent and there is no other legal basis for processing your personal information;
 - If you object to the processing of your personal information and there is no overriding legitimate reason for its processing;
 - If your personal information is processed unlawfully; or
 - If your personal information must be erased in order to comply with a legal obligation.

Please note that before erasing your personal information we must check whether there is a legitimate reason for continued processing your personal information.

- Right to restrict the processing of your personal information in certain circumstances, such as for a period enabling us to verify the accuracy of your personal information if its accuracy is contested by you.
- Right to object to the processing of your personal information on grounds relating to your particular situation or for direct marketing purposes.
- Right to data portability. You have the right to receive your personal information that you have given us for processing in a transferable and machine-readable format.
- Right to make a complaint with the relevant data protection authority, where applicable, in your country.
- Right to withdraw your consent. In limited circumstances or where required by applicable law, CoorsTek may be collecting, using, processing, sharing, transferring, or storing your personal information based on your consent to do so. Where you have provided such consent, you may have the legal right to withdraw your consent under certain circumstances. To withdraw your consent, if applicable, please contact a member of your local Human Resources department, your local Data Protection Officer, if applicable, or the CoorsTek Legal Department at legal@coorstek.com.

If you want to exercise any of these rights in relation to your personal information, please contact your local Data Protection Officer, if applicable, a member of your local Human Resources department, or the CoorsTek Legal Department at legal@coorstek.com. Any such communication must be in writing, and we may request specific information from you, so we can confirm your identity, your right to access the information requested, and your entitlement to exercise your rights.

We try to process your requests and claims as quickly as possible in order to protect your rights appropriately. Depending on the frequency of enquiries, however, it may take up to 30 days before we can provide you with further information about your request. If it should take longer, we will inform you promptly of the reasons for the delay and discuss the further process with you.



STAFF PRIVACY NOTICE

Effective: 1 January 2019

Who may you contact with further questions regarding your personal information?

If you have any questions about this Staff Privacy Notice or if you believe that your personal information is not handled in accordance with applicable law or this Staff Privacy Notice, you may contact your supervisor or manager, your local Data Protection Officer, if applicable, a member of your local Human Resources department, or the CoorsTek Legal Department at legal@coorstek.com.

We reserve the right to update this Staff Privacy Notice at any time, and we will provide you with a new Staff Privacy Notice when we make any substantial updates.



COORSTEK GROUP COMPANIES

Country	CoorsTek Group Company
USA Canada - Edmonton	CoorsTek, Inc. located at 14143 Denver West Parkway, Suite 400, Golden, Colorado 80401
Canada - Hamilton	CoorsTek Advanced Materials Hamilton located at 45 Curtis Avenue N, Paris, Ontario N3L 3W1 Canada
Czech Republic	CoorsTek Advanced Materials Turnov located at Za Viaduktem 2150, 51101 Turnov, Czech Republic
Germany	CoorsTek GmbH located at Am Winkelsteig 1, D-91207 Lauf a.d. Peg., Germany <u>Data Protection Officer:</u> 2B Advice GmbH E-Mail: CoorsTek@2b-advice.com Adresse: Joseph Schumpeter Allee 25 53227 Bonn Germany Fon: +49 (228) 926165 120 Fax: +49 (228) 926165 109
United Kingdom – Scotland & New Mills	CoorsTek, Ltd. located at Watford Bridge, New Mills, High Peak SK22 4HJ, United Kingdom; 35-37 Cavendish Way, 37 Cavendish Way, Southfield Industrial Estate, Glenrothes, Fife KY6 2SB, Scotland, UK; and 64-66 Cavendish Way, Southfield Industrial Estate, Glenrothes, Fife KY6 2SB, Scotland, UK
United Kingdom – Crewe	CoorsTek Advanced Materials Crewe, Ltd. located at Crewe Hall Enterprise Park, Weston Road, Crewe, Cw1 6UA, England, United Kingdom
The Netherlands	CoorsTek Netherlands B.V. located at Frontstraat 4, 5405 AK, Uden, Netherlands
Sweden	CoorsTek Sweden AB located at Fabriksvägen, S-91532 Roberfors, Sweden
Korea	CoorsTek Korea, Ltd. located at 23-28, 4 Gongdan-ro, 7 Gil, Gumi-si, Gyeongsanbuk-do, Korea, 39422 and 703, Star Tower, 37, Sagimakgol-ro 62 beon-gil, Jungwon-gu, Seongnam-si, Gyeonggi-do, Korea, 13211
Taiwan	CoorsTek Taiwan Corporation located at 16F-4, No. 295, Sec. 2, Kuang-Fu Road, Hsin-Chu 30017, Taiwan
China	CoorsTek Trading (Shanghai) Co. Ltd. located at Room 907, World Trade Tower, No. 500 Guangdong Rd., Huang Pu District, Shanghai, China 200001
Singapore	CoorsTek Singapore Pte. Ltd. , located at 137 Cecil Street, #07-10, Hengda Building, Singapore 069537
Japan	<ul style="list-style-type: none"> • CoorsTek KK located at Osaki Wiz Tower, 11-1, Osaki 2-chome, Shinagawa-ku, Tokyo, 141-0032, Japan • CoorsTek Sales KK located at Osaki Wiz Tower, 11-1, Osaki 2-chome, Shinagawa-ku, Tokyo, 141-0032, Japan • CoorsTek Nagasaki Corporation located at 296, Kawatana-cho Momozugo, Higashisonogi-gun, Nagasaki Prefecture 859-3605, Japan • CoorsTek Tokuyama Corporation located at 2-1-32, Eguchi, Shunan City, Yamaguchi Prefecture 745-0862, Japan • CoorsTek Machinery Corporation located at 378, Oguni-machi Oaza, Oguni-machi, Nishiokitamagun, Yamagata Prefecture 999-1531, Japan