

**MUNKASZERZŐDÉS**

amely létrejött egyrérszről

**ExxonMobil Üzletsegítő Központ Magyarország Kft.** (székhely: 1139 Budapest, Váci út 81-85., céggazdaszáma: 01-09-721052, mint munkáltató (továbbiakban: „Munkáltató”)

másrészről

**Mavroyiannis Diomides** (születési helye és ideje: **Paris, 1990.3.26.**, anyja neve: **Efthyvoulou Caliopi**, lakcíme: **1064 Budapest Izabella utca 75. III/2.**) mint munkavállaló (továbbiakban: „Munkavállaló”),

(Munkavállaló és Munkáltató együttesen, mint „Szerződő Fél” vagy „Szerződő Felek”) között az alábbi feltételekkel:

**1 Munkakör**

1.1 A Munkáltató és a Munkavállaló megállapodnak abban, hogy Munkáltató a Munkavállalót **Controllers Analyst** munkakörben foglalkoztatja.

1.2 A Munkavállaló munkakörébe tartozó feladatok részletes leírását a munkaköri leírás tartalmazza. A Munkavállaló jelen munkaszerződés aláírásával elismeri, hogy a munkaköri leírás számára átadásra került.

**2 A munkaviszony tartama**

2.1 A Munkáltató a Munkavállalót határozatlan időtartamú jogviszony keretében foglalkoztatja.

2.2 A munkaviszony kezdete a Munkavállaló munkába állásának napja, amelynek időpontja **2021.9.13.**

**3 Próbaidő**

3.1 A Szerződő Felek megállapodnak abban, hogy a Munkavállaló munkaviszonyának kezdetétől számított 3 hónap próbaidőnek minősül.

**EMPLOYMENT CONTRACT**

which has been made by and entered into between

**ExxonMobil Business Support Center Hungary Ltd.** (registered seat: 1139 Budapest, Váci út 81-85., registration number: 01-09-721052, represented as employer (hereinafter referred to as "Employer")

and

**Diomides Mavroyiannis** (place and date of birth: **Paris, 3.26.1990.**, mother's name: **Caliopi Efthyvoulou**, address: **1064 Budapest Izabella utca 75. III/2.**) as employee (hereinafter the "Employee");

(Employee and Employer hereinafter collectively the "Contracting Party" or the "Contracting Parties") on the following terms and conditions:

**1. Position**

1.1. The Employer and the Employee agree that the Employee shall be employed as **Controllers Analyst**.

1.2. The detailed description of the Employee's duties is included in the job description. The Employee acknowledges upon signing this employment contract that the job description has been handed over to him/her.

**2. Term of employment**

2.1. The Employee shall be employed for an indefinite period of time.

2.2. The employment commences on the Employee's first day at work which shall be **9.13.2021.**

**3. Probation period**

3.1. The Contracting Parties agree that the Employee's first 3 months of employment shall be a probation period.

DM

- 3.2 A próbaidő időtartama alatt minden a Munkáltató, minden a Munkavállaló azonnali hatállyal egyoldalúan, indokolás nélkül, írásban jogosult a munkaviszony megszüntetésére.
- 4 **Munkabér és egyéb juttatások**
- 4.1 A Munkavállaló havi bruttó alapbérre **590000** forint (azaz **ötszázzer** forint).
- 5 **Munkavégzés helye**
- 5.1 A Munkavállaló munkavégzésének helye: Budapest. Munkavállaló munkaköréből eredően, képzési és üzleti célokat szolgáló bel- és külföldi utazás, valamint székhelyen kívüli munkavégzés rendszeresen felmerülhet, amelyek teljesítését Munkavállaló jelen szerződés aláírásával vállalja.
- 6 **Munkaidő**
- 6.1 A munkarendet, a munkaidő beosztásának szabályait a Munkáltató állapítja meg. A Munkavállaló teljes munkaidőben kerül foglalkoztatásra.
- 6.2 A Felek megállapodnak, hogy a munkaközi szünet (ebédidő) időtartama 30 perc és ez az idő nem számít bele a munkaidőbe.
- 6.3 Szerződő Felek megállapodnak, hogy Munkáltató, amennyiben azt az Mt. egyébként megengedi, bérpótlék helyett szabadidőt biztosíthat Munkavállalónak rendkívüli munkavégzés esetén, amely szabadidőt az elrendelt rendkívüli munkaidőben történő munkavégzést követő hónapban, de legkésőbb a következő év december 31-ig kell kiadni.
- 7 **A munkaviszony megszüntetése**
- 7.1 Mind a Munkáltató, minden a Munkavállaló jogosult a másik Szerződő Félhez címzett
- 3.2 Both the Employer and the Employee shall be entitled to terminate the employment unilaterally, with immediate effect, without justification, in writing during the probation period.
- 4. Remuneration and other benefits**
- 4.1 The Employee shall be entitled to a monthly gross basic salary of HUF **590000** (in words: **five hundred ninety- thousand** Hungarian Forints).
- 5. Place of work**
- 5.1 The place of work shall be Budapest. Based on the character of the position of the Employee, training and business trips both in Hungary and abroad, furthermore, work performance outside the registered seat can regularly become necessary, which is herewith accepted by the Employee.
- 6. Working time**
- 6.1 The Employer shall determine the schedule of work and the regulations of the working hours. The Employee will be employed in full time.
- 6.2 The Parties agree that the daily break (lunch time) is 30 minutes and this time is not included in the working time.
- 6.3 The Contracting Parties agree that the Employer is entitled to provide time off in lieu instead of overtime payment, in case the LC provides this possibility for overtime work. The time off in lieu shall be provided to the Employee by the end of the month following the month when the overtime work was performed, but by Dec 31 of the following year at the latest.
- 7. Termination of employment**
- 7.1 Both the Employer and the Employee may terminate the

egyoldalú nyilatkozattal a munkaviszonyt felmondással írásban megszüntetni. A felmondási idő 60 nap. A 60 napos felmondási idő nem növekszik a munkában eltöltött évek alapján, de a felmondási idő mértéke nem lehet kevesebb, mint az Mt. rendelkezéseinek megfelelően a Munkáltatónál munkaviszonyban töltött idő alapján számított minimális felmondási idő, amely számítására az Mt. 69. §-ban foglalt rendelkezései irányadók.

**7.2** Mind a Munkáltató, mind a Munkavállaló jogosult a munkaviszony azonnali hatályú felmondással történő megszüntetésére, ha a másik Szerződő Fél szándékosan vagy súlyos gondatlansággal, jelentős mértékben megsértette valamely munkaviszonyból eredő lényeges kötelezettségét, vagy olyan magatartást tanúsított, amely miatt a munkaviszony fenntartása lehetetlenné vált.

**7.3** A Szerződő Felek megállapodnak abban, hogy a munkaviszony időtartama alatt különösen – de nem kizárálagosan – az alábbi magatartások tanúsítása ad okot Munkáltató részéről az azonnali hatályú felmondás jogának gyakorlására:

- ittasság, kábítószer-fogyasztás; igazolatlan távollét;
- betegszabadság orvosi igazolás nélkül történő igénybevétele;
- bűncselekmény elkövetése Munkáltató, vagy más Munkavállaló sérelmére;
- munkáltató jogos gazdasági érdekeinek veszélyeztetése;
- utasítás végrehajtásának alapos ok nélküli megtagadása.

## 8 Egyéb kötelezettségek

**8.1** Munkavállaló köteles a munkaidő alatt teljes idejét, figyelmét és képességeit a Munkáltatónak végzett feladatok ellátására fordítani. A Munkavállaló munkaidőben nem végezhet sem

employment at any time by giving a unilateral declaration to the other Contracting Party in writing. The length of the notice period shall be 60 days. The 60 days do not increase based on the service years at the Employer, however, by no means the notice period can be shorter than the minimum term thereof calculated based on the service years and provisions of Section 69 of the LC.

**7.2** Both the Employer and the Employee are entitled to terminate the employment with immediate effect if the other Contracting Party will fully or through serious negligence gravely violated an essential duty of the employment relationship, or behaved in such a way as to make the further existence of the employment impossible.

**7.3** The Contracting Parties agree that during the employment particularly but not exclusively the following behaviour shall give ground for termination with immediate effect by the Employer:

- drunkenness, drug use;
- unjustified absence;
- sick leave without proper approval of a doctor;
- committing a crime against the Employer or other employees;
- jeopardizing the reasonable business interests of the Employer;
- refusal of carrying out an instruction without serious grounds for the refusal.

## 8. Other obligations

**8.1** The Employee must devote the whole of his/her time, attention and abilities during the hours of work to his/her duties for the Employer. The

D.M

- közvetlenül, sem közvetve a Munkáltató tevékenységehez nem kapcsolódó tevékenységet.
- 8.2 A Munkavállaló kijelenti, hogy jelenleg nem áll olyan jogviszonyban, amely a Munkáltató jogos gazdasági érdekeit veszélyezteti, továbbá kötelezettséget vállal arra, hogy jelen munkaviszonyának fennállása alatt nem köt további munkaszerződést, vagy nem létesít egyéb munkavégzésre irányuló jogviszonyt a Munkáltató előzetes írásbeli beleegyezése nélkül. A Munkáltató a hozzájárulást csak a jogos gazdasági érdekeinek veszélyeztetése esetén tagadhatja meg.
- 9 Titoktartás**
- 9.1 Munkavállaló köteles a Munkáltató részére végzett tevékenység során tudomására jutott üzleti titkot, egyéb bizalmas kereskedelmi vagy technikai információt, különösen az ügyfelekre, vevőkre és beszállítókra vonatkozó adatokat a munkaviszony fennállása alatt, valamint azt követően üzleti titokként megőrizni. Ezen kötelezettség a munkaviszony megszűnése után is fennmarad időbeli korlátozás nélkül, kivéve azon adatok titkosságát, amelyek időközben – a Munkavállaló jogosulatlan eljárásával nyilvánosságra hozott adatok kivételével – köztudomásúvá váltak.
- 9.2 Munkavállaló nem készíthet a Munkáltató tevékenységével vagy ügyeivel kapcsolatosan semmilyen feljegyzést és emlékezetetőt a Munkáltató érdekében történt tevékenysége során készült feljegyzések és emlékezetetők kivételével, és Munkavállaló jelen munkaviszony fennállása alatt, illetve ennek megszűnését követően sem használhatja fel az ilyen feljegyzéseket és emlékezetetőket. A Munkavállaló által készített Employee may not under any circumstances, either directly or indirectly, undertake any duties not related to the Employer's business during his/her hours of work.
- 8.2. The Employee declares, that currently he/she is in no such legal relationship, which jeopardizes the rightful economic interest of the Employer, furthermore he/she commits himself/herself not to enter into further employment contracts and not to establish any other employment-related legal relationship during this employment, if not otherwise permitted in writing by the Employer. The Employer may deny its consent only in case of jeopardizing its rightful economic interest.
- 9. Confidentiality**
- 9.1. During the employment and after its termination the Employee shall keep confidential all trade secrets or other confidential technical or commercial information, which the Employee may obtain during the fulfilment of his/her duties to the Employer including, in particular, names of its clients, customers and suppliers. This restriction shall continue to apply after the termination of the employment without time limit but shall cease to apply to any such information, which may come into the public domain by any means other than through unauthorized disclosure by the Employee.
- 9.2. The Employee may not make, other than for the benefit of the Employer, any notes or memoranda relating to any matter within the scope of the business of the Employer concerning any of its dealings or affairs nor shall the Employee during the continuance of the employment or at any time after the termination of the employment use or be permitted to use any such notes or memoranda. Any

- minden dokumentum a Munkáltató tulajdonát képezi, és a munkaviszony megszünésekor Munkavállaló köteles azokat a Munkáltatónak haladéktalanul átadni.
- 9.3 A Munkavállaló tudomásul veszi, hogy a fenti kötelezettség bármilyen megszegése üzleti titok jogosulatlan felhasználásának minősül.
- 10 Vegyes rendelkezések**
- 10.1 Jelen szerződés rendelkezései valamennyi a Munkáltató és a Munkavállaló között korábban létrejött megállapodás helyébe lépnek.
- 10.2 A Munkáltató tájékoztatja a Munkavállalót arról, hogy a Munkáltatónál a munkanyelv az angol nyelv. A Munkavállaló kijelenti, hogy az angol nyelvet magas szinten beszéli, az angol nyelvet mint fő kommunikációs nyelvet elfogadja és tudomásul veszi, hogy a Munkáltató jogosult utasításait, valamint a munkaviszonyal kapcsolatos nyilatkozatait kizárolag angol nyelven megtenni.
- 10.3 Jelen szerződésben nem vagy nem kellően szabályozott kérdésekben az Mt. és egyéb vonatkozó jogszabályok rendelkezései az irányadók. A Szerződő Felek ezen szerződést elolvasták, megértették és mint akaratukkal mindenben megegyezőt jóváhagyólag aláírták.
- 10.4 Munkavállaló elfogadja, hogy a Munkáltatónál a helyben szokásos és általában ismert módja a munkaviszonyal kapcsolatos értesítéseknek az email és az intranet.
- 10.5 A Szerződő Felek kijelentik, hogy a munkaviszonyal összefüggő szellemi alkotások tekintetében a külön angol nyelvű okiratba foglalt Intellectual Property Agreement című dokumentumot írják alá, a
- documents made by the Employee shall be the property of the Employer and shall be handed over to the Employer immediately upon the termination of the employment.
- 9.3. The Employee acknowledges that any violation of the above obligation shall be deemed to be an illegal disclosure of business secrets.
- 10. Miscellaneous**
- 10.1. The contractual terms in this contract shall be in substitution for all or any existing contracts between the Employer and the Employee.
- 10.2. The Employer informs the Employee that the Employer's working language is English. The Employee declares that he speaks English at a high level, and accepts English as the main communication language, furthermore acknowledges that the Employer is entitled to declare its instructions and any statements related to the employment relationship in English only.
- 10.3. All issues not regulated in this contract shall be governed by the LC and other relevant legal regulations of Hungary. The Contracting Parties have signed this contract, as it is identical to their will, after reading and fully understanding it.
- 10.4. Employee accepts and acknowledges that the email and intranet communication is the usual and generally known form of communicating employment relevant issues at the Employer.
- 10.5. The Contracting Parties declare hereby that, in respect of intellectual property related work, a separate Intellectual Property

D M

jelen szerződés aláírásával  
egyidejűleg.

- 10.6 A Munkáltató tájékoztatja a Munkavállalót, hogy a jelen szerződéssel, valamint az az alapján létesített munkaviszonnyal kapcsolatos adatkezelés leírását a jelen szerződés mellékletét képező Általános Adatvédelmi Tájékoztató, a mindenkor hatállyos változatban, tartalmazza.
- 10.7 Jelen szerződés magyar és angol nyelven készült. Vita esetén a magyar nyelvű változat az irányadó.

Kelt/Dated: **2021.9.13.**



Munkáltató/Employer

Agreement shall be signed in English language simultaneously with the signature of the present contract.

- 10.6. The Employer informs the Employee that the data processing in connection with this contract and the established employment is described in the General Data Privacy Notice, which constitutes an annex to this contract, in its up-to-date version.
- 10.7. This contract has been prepared in Hungarian and English. Should a dispute arise, the Hungarian version shall prevail.

Kelt/Dated: **9.13.2021.**



Munkavállaló/Employee

**TÁJÉKOZTATÓ**

A munka törvénykönyvről szóló 2012. évi I. törvény (Mt.) 46. §-a alapján az alábbiakról tájékoztatom.

**Munkáltatói jogkör gyakorlása**

A munkaviszonyból származó munkáltatói jogokat és kötelezettségeket Önnel szemben a Munkáltatónál mindenkor irányadó belső szabályzat szerinti személy gyakorlja. A szabályzat itt érhető el: [http://intrattd.ea.xom.com/emhr/intlhr/country/hungary/docs/Rules\\_Rights.pdf](http://intrattd.ea.xom.com/emhr/intlhr/country/hungary/docs/Rules_Rights.pdf)

**Munkaidő, munkarend**

A napi munkaideje 8 óra (teljes munkaidő). A munkaidőt a munkáltató jogosult beosztani az Mt. szabályaira figyelemmel. A munkaidőszabályzat itt érhető el: [http://intrattd.ea.xom.com/emhr/intlhr/country/hungary/?path\\_info=/emhr/intlhr/country/hungary/worktime](http://intrattd.ea.xom.com/emhr/intlhr/country/hungary/?path_info=/emhr/intlhr/country/hungary/worktime)

**Alapbérén túli munkabér, egyéb juttatások**

Alapbérén kívül az Mt. 139-144. §-a szerint válthat jogosulttá bérpótlékre.

**Bér elszámolása, bérfizetés napja**

A munkabér havonta egyszer, havonta utólag kerül elszámolásra. A bérfizetés napja legkésőbb a tárgyhónapot követő hónap 10. napja. A tárgyhónap a naptári hónappal egyezik meg.

**Szabadság**

A szabadság mértékét, számítási módját, kiadását az Mt. 115-125. §-a határozza meg.

**Felmondási idő**

A felmondási idő mértékéről és kiadásának szabályairól az Mt. 68-70. §-a rendelkezik.

**Kollektív szerződés**

A Munkáltató nem tartozik kollektív szerződés hatálya alá.

**Munkaköri feladatak**

Részletes munkaköri feladatait a munkaköri leírása tartalmazza.

Jelen Tájékoztatót a Munkáltató bármikor, egyoldalúan jogosult módosítani.

Kelt/Dated:



Munkáltató/Employer

**INFORMATION SHEET**

According to the section 46 of Act I of 2012 (hereinafter referred to: 'LC') on Labour Code I inform you about the following:

**The employer's rights exercised by:**

The employers' rights and obligations arising from the employment relationship are exercised against you according to the Employer's all-time applicable internal policy. Please refer to the policy under the following link:

[http://intrattd.ea.xom.com/emhr/intlhr/country/hungary/docs/Rules\\_Rights.pdf](http://intrattd.ea.xom.com/emhr/intlhr/country/hungary/docs/Rules_Rights.pdf)

**Working hours, working time schedule**

The daily working hours are 8 hours (full working time). The Employer is entitled to schedule the working time in compliance with the Labour Code. Please refer to the work time guidelines under the following link: [http://intrattd.ea.xom.com/emhr/intlhr/country/hungary/?path\\_info=/emhr/intlhr/country/hungary/worktime](http://intrattd.ea.xom.com/emhr/intlhr/country/hungary/?path_info=/emhr/intlhr/country/hungary/worktime)

**Wages beyond the base wage; other benefits**

The Employee may have right to wage supplement according to the Section 139-144 of LC, besides base wage.

**Payroll, the date of paying the wages**

The wages are paid subsequently, once in a month, on monthly basis. The day of payment of the wages is the 10<sup>th</sup> day of the month following the month in subject, at the latest. The month in subject corresponds with the calendar month.

**Vacation**

The amount of vacation, the method of calculation and allocation are defined by section 115-125 of Labour Code.

**Notice Period**

The prevailing notice period and the allocation rules are set out in sections 68-70 of LC.

**Collective Bargaining Agreement**

The Employer is not covered by any collective bargaining agreement.

**Scope of activities**

The detailed scope of activities is included in the job description.

The present information sheet can be unilaterally changed by the Employer at any time.

Átvettettem / Delivered on:



Munkavállaló/Employee



## Job details

---

|                            |   |
|----------------------------|---|
| Job Title or Campus Folder | Controllers analyst   |
| Job description            | <p>ExxonMobil is looking for the best and brightest people with exceptional talent and incredible drive. In exchange for commitment, integrity, innovation and leadership, ExxonMobil provides a challenging and rewarding long term career with numerous opportunities. ExxonMobil established the European Business Support Center in Budapest in 2004, employing currently more than 500 people in the Corporate Financial Services department. It has become an indispensable service provider for ExxonMobil affiliates in Europe, Africa and the Middle East. The Corporate Financial Services department is looking energized and intelligent candidates who enjoy a dynamic work environment with many challenges, and who want to position themselves for a long term career with a well-established international company.</p> <p>An analyst will be responsible for operational, general or financial accounting activities including end-to-end processing, issue resolution and process improvements. Individuals may be responsible for the activities of specific countries and hence knowledge of a second European language is desirable. Demonstrated performance will lead to opportunities for increasing responsibilities and more job complexities across the financial organization.</p> <p>Specific responsibilities could include:</p> <ul style="list-style-type: none"><li>◦ Partnering with the business operations to ensure the completeness of volumetric and commercial accounting records;</li><li>◦ Completing financial accounting and reporting activities for several countries;</li><li>◦ Reconciliations and investigation of items for prompt resolution;</li><li>◦ Preparation and analysis of monthly and quarterly key performance indicators.</li></ul> |
| Requirements of Candidate  | <ul style="list-style-type: none"><li>– Bachelor/Master degree (or pending degree with only the final exam outstanding) in Business Economics, Accounting or equivalent</li><li>– 0-2 years relevant work experience (accounting or other relevant experience)</li><li>– Accounting background with minimum of 2 semesters</li><li>– Fluent level of English and second European language, besides Hungarian, is encouraged</li><li>– Demonstrated analytical and problem solving skills</li><li>– Ability to influence others and work in a team environment</li><li>– Strong communication and interpersonal skills</li><li>– Proven record of initiative, leadership and academic achievement</li><li>– Attention to accuracy and detail and ability to meet priorities and deadlines</li><li>– Willingness to take self-initiative and seek challenges</li><li>– Ability to work full-time (40 hrs/week)</li></ul>  |
| Country                    | Hungary   |
| Office Location            | Budapest  |
| Affiliate Name             | ExxonMobil Business Support Center Hungary Ltd.   |

DM





This General Data Privacy Notice is effective from 8<sup>th</sup> December 2020.

## GENERAL DATA PRIVACY NOTICE FOR HUNGARY

This General Data Privacy Notice, as well as the Annex included herein, describes the processing of personal data pertaining to ExxonMobil employees, former employees, applicants and contractors by ExxonMobil affiliates ("ExxonMobil") established in the member states of the European Economic Area (EEA) or in Switzerland.

### Individuals to whom this notice is addressed

This notice is addressed to (i) ExxonMobil current employees, including all current interns and/or temporary employees, (ii) ExxonMobil job applicants, (iii) ExxonMobil former employees and (iv) ExxonMobil contractors (which term includes consultants, secondees, independent contractors and short-term service contract employees) whose personal data is collected by the data controller(s) listed in Section 2 below.

By "processed" or "processing" we mean any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

The term "personal data" means any information relating to an identified or identifiable natural person ("data subject" or "individual"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. The categories of personal data processed by ExxonMobil are listed in the Annex, which also includes relevant information on the purpose of the processing, the legal basis which justifies each processing operation and the particular categories of personal information that are being processed.

### Purpose of this notice

The purpose of this notice is to inform individuals from whom personal data is being collected about:

---

<sup>1</sup> ExxonMobil and/or ExxonMobil affiliates mean (a) Exxon Mobil Corporation or any parent of Exxon Mobil Corporation, (b) any company or partnership in which Exxon Mobil Corporation or any parent of Exxon Mobil Corporation now or hereafter, directly or indirectly (1) owns or (2) controls, more than fifty per cent (50%) of the ownership interest having the right to vote or appoint its directors or functional equivalents ("Affiliated Company") and (c) any joint venture in which Exxon Mobil Corporations, any parent of Exxon Mobil Corporation or an Affiliated Company has day to day operational control.

DN

- (1) the identity of the ExxonMobil affiliate collecting the personal data, as data controller
- (2) ExxonMobil's compliance with data protection laws
- (3) Categories of personal data and purposes for data collection (4) the types of parties to whom ExxonMobil discloses personal data
- (5) international transfers of personal data
- (6) data accuracy
- (7) security and confidentiality applied by ExxonMobil to the personal data
- (8) the employee's, former employee's, applicant's and contractor's rights to access, rectification, and erasure of personal data, to data portability, to the restriction of and objection to the processing of personal data
- (9) processing of sensitive personal data
- (10) monitoring of use of company assets
- (11) automated decision making
- (12) records retention
- (13) data protection related questions and complaints

#### Appendix 1 – Verification of Appropriate Use of Company Assets

ExxonMobil will provide more information about particular processing activities, where needed. This will be done through specific processing notices, as explained in Section 3. The specific processing notices, when applicable, are complementary to this General Data Privacy Notice.

##### **1. Data Controller**

Personal data is collected by the ExxonMobil affiliate in the EEA or Switzerland with which the respective applicant/employee/former employee is expected to have/had his or her employment contract/relationship, or in the event of a contractor, the ExxonMobil affiliate in the EEA or Switzerland to whom the contractor provides its services. These ExxonMobil affiliates determine the purpose of, and the means for the processing of the personal data and, as such, act in a capacity as so-called "data controller" of the personal data.

The data controllers in respect of personal data in Hungary are:

**ExxonMobil Business Support Center Hungary Ltd.**

Address: 1139 Budapest, Váci út 81-85.

Telephone: 1/344-3400

Data Privacy contact: [Hungary.Data.Privacy.Officer@exxonmobil.com](mailto:Hungary.Data.Privacy.Officer@exxonmobil.com)

These ExxonMobil affiliate(s) in the EEA or Switzerland may transfer the personal data to ExxonMobil affiliates located outside of the EEA or Switzerland, in countries that may not be regarded as providing an adequate level of protection to the personal data. The transfers of personal data to such affiliates will take place in accordance with Section 5. The ExxonMobil affiliates which receive the personal data from the data controller identified above, may in turn process the personal data they have received either as (i.) subsequent data controllers, or (ii.) they may only act upon instruction of the affiliates in the EEA or Switzerland (in the role of data processors), as the case may be.

**2. ExxonMobil's compliance with data protection laws**

ExxonMobil is committed to processing personal data in a lawful manner.

ExxonMobil will ensure that, when it processes personal data of employees, applicants, former employees and contractors, the processing is allowed under applicable data protection law. In EEA and Switzerland, this means amongst others that ExxonMobil shall assess whether and which justification (*legal basis*) it has for the processing of personal data, as stipulated in the EU General Data Protection Regulation and applicable law. Depending on the situation, ExxonMobil can justify the processing of personal data of employees, applicants, former employees and/or contractors on various legal bases, which include:

- ExxonMobil's legitimate business interest to processing the personal data of employees, applicants, former employees and contractors, unless such interests are overridden by the interests or fundamental rights and freedoms of the data subject, and/or
- The processing is necessary for the performance of a contract to which the employee or contractor is a party, in particular the employment contract between the employee and the relevant ExxonMobil affiliate, and/or
- The processing is necessary for compliance with a legal obligation to which the data controller is subject, and/or
- The employee, applicant, former employee or contractor has given consent to the processing of his or her personal data for one or more specific purposes. When ExxonMobil obtains consent from the data subject to the processing of personal data, the consent can be withdrawn at any time for the future.

For more information on the particular data processing activities, the purposes sought and a description of the specific categories of personal data concerned, please make sure to review [the Annex](#) to this notice.

f  
Pm

ExxonMobil offers the opportunity for the data subject to object to the processing of his/her personal data and will consider such objections carefully where required by law. For more information about your rights in respect of how ExxonMobil processes your personal data, please refer to Section 8 and/or contact the ExxonMobil Data Privacy Office via [data.privacy.office@exxonmobil.com](mailto:privacy.office@exxonmobil.com).

### **3. Categories of personal data and purposes for data collection**

You can find a detailed overview of the personal data processed by ExxonMobil and the core purposes for which they are used, in [the Annex](#).

**Personal data of employees.** Generally, ExxonMobil collects and uses personal data about employees for employment-related purposes which are necessary for compliance with applicable labor and social security laws and for the performance of the employment relationship (or similar relationship covering temporary employees or interns), for example, to hire, evaluate, develop, remunerate and terminate employees. ExxonMobil also collects and uses personal data about employees for business-related purposes which are necessary for the safe, effective and efficient operation of ExxonMobil business interests worldwide.

**Personal data of applicants.** ExxonMobil collects and uses personal data about applicants for recruitment purposes.

**Personal data of former employees.** ExxonMobil collects and uses personal data concerning former employees for instance for purposes of pension administration.

**Personal data of contractors.** ExxonMobil collects and uses certain personal data about contractors (independent or seconded) who work for ExxonMobil affiliates in order to administer the contractor, for the contractor's safety, health and security and for business-related purposes which are necessary for the safe, effective and efficient operation of ExxonMobil business interests worldwide.

More specifically, ExxonMobil has identified various core purposes for which it collects and uses personal data about employees, applicants, former employees and contractors, where permitted by law. These include the main purposes listed in [the Annex](#).

For each of these purposes, there are categories of personal data which ExxonMobil will ordinarily process in the normal course of business. These categories of personal data are mentioned in [the Annex](#). ExxonMobil has determined that the processing of these categories of personal data for the stated purpose are justified on the basis of one or more of the legal bases enumerated in Section 2. The relevant legal basis for each purpose is stated in [the Annex](#).

In particular, ExxonMobil has determined that the processing of the categories of personal data for the stated purpose as indicated in [the Annex](#) is in the legitimate business interest pursued by ExxonMobil and does not disproportionately and adversely affect the employee's, applicant's, former employee's or contractor's fundamental rights and freedoms, especially in light of the nature of the personal data, the legitimate purpose of the processing, and the security measures applied.

Under certain circumstances ExxonMobil will be able to determine that for a given purpose it is appropriate that additional categories of personal data are processed, or that it is appropriate to process personal data for a purpose not listed in the Annex, in which case ExxonMobil will ensure that adequate measures are implemented in order to duly legitimize the processing, such as providing specific processing notices, obtaining consent, or applying specific controls measures, if needed.

For each stated purpose, the categories of personal data listed in the Annex are deemed to be necessary in order to achieve the associated purpose. Failure to provide the specific data can lead to the inability for ExxonMobil or the individual to obtain the full benefits of the stated goal.

#### **4. Disclosure of and access to personal data**

“Disclosure” and “disclosing” personal data means giving access to, or sharing the personal data or certain elements of it with people or organizations other than the organization that originally collected the personal data.

Disclosures to internal and external recipients will be performed if the disclosure is: (1) for the performance of the employment contract; (2) with the consent or authorization of the individual; (3) pursuant to a collective labor agreement; (4) further to the legitimate interests of ExxonMobil where this does not adversely affect the privacy interests of the individuals (5) pursuant to business necessity; (6) as permitted or required by law or legal process; (7) as part of the investigation of possible criminal behavior; or (8) in an “emergency situation,” such as when the life or vital interests of the individual are at stake. Within the ExxonMobil Group, personal data is generally disclosed only on a need to know basis to internal recipients such as ExxonMobil employees or contractors within the business lines and within the human resources (HR), information technology (EMIT), medical, security, finance/accounting and legal departments (including disclosures between ExxonMobil affiliates located in the same country, disclosures between ExxonMobil affiliates located in different EEA Member States or Switzerland and disclosures to ExxonMobil affiliates located outside the EEA or Switzerland).

If personal data is shared with an ExxonMobil affiliate outside the EEA or Switzerland, the conditions regarding data transfers (see Section 5 below) apply in addition to the requirements of this section.

External recipients of personal data include entities and persons which intervene as agents, contractors, and other third party data processors processing personal data on behalf of ExxonMobil such as payroll providers, IT service providers (e.g. IT managed service providers, software providers, website hosting,...), consultants and experts and other service providers. Before any personal data is provided to or accessed by agents, contractors and other third party data processors processing personal data on behalf of ExxonMobil, we enter into a written agreement with the third party which requires the third party: (1) not to make any unauthorized further disclosures of the personal data; (2) to use the personal data only for the specified purposes, and only as directed by ExxonMobil; (3) to retain the personal data only as long as necessary to carry out these purposes or to protect company interests (e.g. until the end of statute of limitations periods); and (4) to have in place adequate and appropriate security measures.

In some circumstances, third parties will collect personal data from employees, former employees, applicants and contractors, (e.g. a newsletter or data subscription service), in which instance these third parties must protect the personal data in their capacity as a data controller in accordance

Do  
6

with applicable law. In other circumstances, for instance if required by law or legal process or in order to defend its rights, ExxonMobil will have to disclose personal data to other third parties, including competent authorities.

If personal data is shared with a third party outside the EEA or Switzerland, the conditions regarding data transfers (see Section 5 below) apply in addition to the requirements of this section.

ExxonMobil does not sell or lease the personal data of employees, applicants, former employees and contractors, for commercial or direct marketing purposes of third parties.

## 5. International Data Transfers

**Transfers between affiliates** - The ExxonMobil affiliate in the EEA or Switzerland will transfer personal data to ExxonMobil servers located worldwide and will make the personal data accessible to other ExxonMobil affiliates, some of which are located in third countries that may not be regarded as providing an adequate level of protection of the personal data, a list of which together with the relevant country is available [here](#), in accordance with applicable law. The transfer of personal data outside the EEA or Switzerland is subject to restrictions. ExxonMobil has taken steps so that personal data receives an adequate level of data protection at all ExxonMobil locations. These steps include (1.) ExxonMobil affiliates entering into Inter Affiliate Agreements containing the EU “Standard Contractual Clauses” and (2.) Binding Corporate Rules (BCR) adopted by ExxonMobil affiliates worldwide (see [ExxonMobil BCR website](#)).

The EU Standard Contractual Clauses have been approved by the European Commission and relevant European authorities as offering adequate protection for transfers of personal data outside the EEA or Switzerland. The BCR are ExxonMobil’s data privacy code of conduct whereby ExxonMobil affiliates worldwide commit to protect personal data to the level described in the BCR.

**Transfers to third parties** - For transfers to third parties established outside the EEA or Switzerland in countries which are not deemed by the European Commission to provide adequate data protection (non-adequate third countries), ExxonMobil relies on transfer mechanisms in accordance with applicable laws, which include (1.) the EU “Standard Contractual Clauses”, (2.) similar contractual safeguards imposed on the third party in the event the third party is contracted by ExxonMobil affiliates outside of EEA or Switzerland (so-called *onward transfers* by the ExxonMobil affiliates outside of EEA or Switzerland). When the third party is established in a country that is deemed by the EU Commission to provide adequate data protection, we rely on the protections available under local law.

For more information about, or to obtain a copy of, specific transfer mechanisms used for transfers between affiliates and transfers to third parties, including information on any of the existing safeguards implemented by ExxonMobil in order to ensure that personal data is processed within an adequate framework across all ExxonMobil locations, please contact [data\\_privacy.office@exxonmobil.com](mailto:data_privacy.office@exxonmobil.com).

## 6. Accuracy of personal data

ExxonMobil endeavors to keep personal data that it processes accurate, complete and current taking into account the purposes for which it was collected and is being used. Employees, former employees, applicants and contractors have the responsibility to assist in maintaining the accuracy and completeness of their personal data and are required to notify us when their personal details change.

## 7. Security and Confidentiality

All employees, applicants, former employees and contractors should respect the confidentiality of personal data.

ExxonMobil maintains appropriate administrative, technical and physical safeguards designed to protect personal data against accidental or unlawful destruction, accidental loss, alteration, unauthorized disclosure or access, use, and all other unlawful forms of processing of personal data in our possession.

ExxonMobil uses a variety of security measures designed to help secure personal data, ranging from measures that are *administrative* (such as policies on access to and use of personal records and records retention, including the Management and Protection of Information Guidelines and the Records Management Guidelines, authorization protocols, internal self-assessments and internal audits); *technical* (such as using passwords to protect systems and documents, workstation and network login protection using Smartcards/PINs or IDs/Passwords, encryption of connection with third party service providers in some instances, data backup of external service providers); and *physical* (such as locking personal files in cupboards and cabinets, locking archives, limiting access to server rooms).

As described in Section 4, third party data processors may process personal data only if they agree by contract to binding security and confidentiality safeguards.

## 8. Rights to access, rectification and erasure of personal data, to data portability, to the restriction of and objection to the processing of personal data

Employees, applicants, former employees and contractors in the EEA and Switzerland have the right to know for which purposes ExxonMobil is processing their personal data, and to access their personal data held by ExxonMobil, as permitted by applicable law.

They also have the right to have inaccurate or incomplete personal data rectified; to restrict the processing of their personal data, under certain circumstances; to object to the processing operations, having regard to the given circumstances and for reasons related to their particular situation; or to have personal data erased when such data is no longer necessary for the initial purposes for which it has been initially collected, in accordance with applicable law.

In some circumstances, they also have a right to request the portability of their personal data, which will allow them to obtain and reuse their personal data for their own purposes across different services without hindrance to usability.

QWY



For more information about the specific mechanism available in order to exercise the aforementioned rights, contact the ExxonMobil Data Privacy Office via [data.privacy.office@exxonmobil.com](mailto:data.privacy.office@exxonmobil.com) or the data privacy contact/data privacy officer of the relevant data controller as indicated under Section 1.

## **9. Processing of sensitive personal data**

Certain categories of personal data are considered sensitive under data privacy laws and, as such, are subject to a higher level of protection and security. Data privacy law considers as sensitive the following categories of personal data: (1) race or ethnic origin; (2) political opinions; (3) religious or philosophical beliefs; (4) trade union membership; (5) sex life or sexual orientation; (6) physical or mental health or conditions; and (7) genetic data and biometric data.

ExxonMobil only collects and processes sensitive personal data in very limited circumstances, for example, when it needs such data to exercise its HR employment related functions, to ensure safety at work and to comply with legal obligations and only when permitted by local law. For instance, personal data about trade union membership, religion or disability may be processed to comply with social security, tax or labor law requirements.

## **10. Automated Decision-Making**

ExxonMobil does not use automated decision-making unless this is (i.) necessary for entering into, or performance of, a contract between the individual and ExxonMobil, (ii.) permitted or required by law, or (iii.) based on the individual's explicit consent.

Automated decision-making means a decision that produces legal effects concerning an individual or significantly affects the individual and which is based solely on automated processing (ie. no human intervention in the process of decision-making) of personal data intended to evaluate certain personal aspects relating to the individual, such as performance of work, reliability, conduct, etc. ExxonMobil shall implement suitable measures to safeguard the individual's rights and freedoms and legitimate interests, in accordance with applicable law.

## **11. Monitoring usage of company assets**

ExxonMobil applies technologies to monitor usage of company assets, including company devices and IT systems and networks. Monitoring takes place in particular for purposes of Information & System Integrity, Asset Management, Company Policy Compliance Verification, and Security & Identity Verification. The personal data which may be subject to monitoring includes traffic data and other metadata related to the use of IT devices, systems and networks of ExxonMobil, such as desktops and mobile devices, and electronic systems such as email, internet, intranet, messaging, Apps, software packages and other online or offline IT tools.

Where necessary, and to the extent permitted by law, ExxonMobil enables the monitoring of and access to the content of communications sent through electronic systems, including email communications, websites visited and Apps used, in accordance with the [Key IT User](#)

Responsibilities, and other applicable company guidelines as well as any applicable labor law requirements. For more information, please refer to Appendix 1.

## **12. Records Retention**

ExxonMobil retains personal data to meet the purposes for which the data was collected or in order to ensure compliance with applicable law or to protect legitimate company interests (e.g. statute of limitations periods). In particular, the applicable retention periods are those defined in the ExxonMobil Records Management Guidelines, or other periods if required under applicable national law.

## **13. Questions and Complaints**

ExxonMobil is committed to protecting your personal data as described in this General Data Privacy Notice and as required by applicable national laws. If you have any questions about this notice or about ExxonMobil's handling of your personal data, or if you would like to request additional information on the personal data ExxonMobil holds about you or learn about and exercise your rights with respect to your personal data, you can contact:

- Your Supervisor;
- the Data Privacy Office  
c/o ExxonMobil Business Support Center Hungary Ltd.  
Vaci út 81-85  
Budapest  
H-1139  
Hungary
- your Data Protection Officer : [Hungary.Data.Privacy.Officer@exxonmobil.com](mailto:Hungary.Data.Privacy.Officer@exxonmobil.com)

You also have a right to lodge a complaint to the data protection supervisory authority in your country.

Any updates to this General Data Privacy Notice will be published on the [Data Privacy Office Sharepoint site](#).

DN

6

## **Appendix 1 – Verification of Appropriate Use of Company Assets**

### **1. Controller and Contact Information**

Please refer to section 1 of the GDPN explaining how ExxonMobil (and affiliates) are data controllers, as well as section 13 which provides contact details if you have any questions, concerns, or complaints.

### **2. Purpose of the Processing**

ExxonMobil processes personal data related to the appropriate use of company assets in order to:

- ensure network and information security;
- ensure compliance with Company policies, standards and guidelines (for example, Corporate Assets Policy, Standards of Business Conduct, Management and Protection of Information Guidelines, and Key IT User Responsibilities); and
- prevent accidental events or unlawful or malicious actions that compromise the availability, integrity or confidentiality of data stored in ExxonMobil IT systems.

### **3. Legal Basis**

Processing is necessary for the purposes of the legitimate interests pursued by ExxonMobil, which are to: (1) detect malware, compromised credentials, or other types of network intrusion or exfiltration activities; (2) verify compliance with Company IT policies; and (3) prevent the unauthorized transmission of Company information.

We have assessed the data processing according to requirements and obligations of the applicable laws, and verified that the processing does not disproportionately and negatively impact your fundamental rights and freedoms.

### **4. Data Elements**

The following table describes the Personal data we process, and for each of the Personal data elements we set out the reason (purpose) why we process the data, and a description of the legal basis which justifies the processing by ExxonMobil:

DM 07

| Purpose   | Legal basis   | Personal data   |
|---|---|---|
| To ensure network and information security by verifying system integrity for Cyber Security Threat Management | Legitimate interest – to detect malware, compromised credentials, and exfiltration, as well as to ensure endpoint security and cloud security | <ul style="list-style-type: none"> <li>- Contact information and organisational details;</li> <li>- System access and authentication information;</li> <li>- User information related to network traffic and IT systems usage;</li> <li>- Metadata related to the use of IT devices, systems, networks, such as electronic systems as e-mail and internet usage; and</li> <li>- Asset information.</li> </ul> |
| To ensure Global Security Monitoring and verify proper use of privileged accounts                             | Legitimate interest – to verify compliance with Company policies (e.g., Key IT User Responsibilities) by privileged account users             | <ul style="list-style-type: none"> <li>- Contact information and organisational details;</li> <li>- System access and authentication information;</li> <li>- Privileged Account IDs;</li> <li>- Network traffic and system event logs; and</li> <li>- Asset information</li> </ul>  |
| To identify potential risk indicators and protect Company information   | Legitimate interest – to prevent unauthorized transmission of Company information   | <ul style="list-style-type: none"> <li>- Contact information and organisational details;</li> <li>- System access and authentication information;</li> <li>- User information related to network traffic, and IT systems usage (such as computers, intranet, and printers);</li> <li>- Metadata of externally shared documents and data uploads</li> <li>- Asset information;</li> </ul>                      |

## 5. Data Sharing and Data Transfer

Please see sections 4 and 5 of the GDPN generally on data sharing and data transfers. In addition, for purpose of verifying the appropriate use of Company assets, personal data may be shared internally on a strict need-to-know basis and subject to procedures with strict rules on confidentiality, to representatives of internal departments which are involved in this process, such as:

- ExxonMobil Information Technology;
- Global Security;
- Law;
- Audit;

- HR; and
- Business Management.

For the above purposes, the transfer mechanism with Vendors is protected by and based on Standard Contractual Clauses.

We also share certain information with third-party vendors who help provide the tool, but only as necessary and on a need-to-know basis (e.g., for systems maintenance or updates). For more information about the specific transfer mechanisms used for transfers between affiliates and transfers to third parties, please refer to the section in the GDPN on international transfers.

#### **6. Duration of data processing**

ExxonMobil processes personal data only as long as necessary to achieve the purposes stated above, and in line with its Records Management Guidelines and in order to ensure compliance with applicable law. The personal information related to activities that do not indicate improper use of Company assets will be retained for 1 year; alerts based on the predefined policies of improper use may be retained for up to 3 years. See section 12 of the GDPN for additional information.

#### **7. Rights of data subjects and Remedies**

If you have any questions about this Notice or about ExxonMobil's handling of your Personal data, please refer to the section 8 of the GDPN which describes your rights in detail together with information on how to exercise your rights.

| Purpose   | Legal justification for processing the personal data under data protection laws in EEA and Switzerland | Description of the legitimate interest pursued by ExxonMobil   | Basic categories of personal data (for all purposes)  | Additional categories of personal data  |
|---|--|--|---|---|
| <b>Information and System Integrity (employees and contractors)</b>   | Legitimate interest  | Personal data is used to ensure information / system integrity through automated verification, control or recording of actions performed by an individual during their work. This includes event logging, e-mail filtering, WWW logging. | <ul style="list-style-type: none"> <li><input type="radio"/> Name</li> <li><input type="radio"/> business contact details</li> <li><input type="radio"/> position/ function</li> <li><input type="radio"/> business organization details</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> logon ID/system ID</li> <li><input type="radio"/> access permission</li> <li><input type="radio"/> IP address</li> <li><input type="radio"/> system activity log</li> <li><input type="radio"/> Employee number (for employees)</li> <li><input type="radio"/> Day/ month of birth</li> <li><input type="radio"/> Authentication credentials (e.g. Password, or your response to preset questions)</li> <li><input type="radio"/> signature</li> </ul> |
| <b>Security and Identity Verification (employees and contractors)</b> | Legitimate interest  | Personal data is used to validate the identity and access permissions of an individual, e.g. a caller or a requestor of a service, access to computer systems and applications, authentication for banking purposes.                     |   |   |
| <b>Work Organisation, Planning and Stewardship (employees)</b>        | Legitimate interest/ Contract Performance  | Personal data is used to organize, plan and steward the work of individuals, in terms of both time and costs and also as part of project development   |   | <ul style="list-style-type: none"> <li><input type="radio"/> tasks performed or assigned</li> <li><input type="radio"/> time and date associated with performance of tasks</li> <li><input type="radio"/> Skills and proficiency</li> <li><input type="radio"/> and any other information in connection with the individual's execution of daily business activities</li> </ul>   |



|   |   |   |   |
|---|---|---|---|
|   |   |   | <ul style="list-style-type: none"> <li>o Survey feedback provided by individual</li> <li>o Training duration</li> <li>o Training needs</li> <li>o Training history</li> <li>o Training results</li> <li>o Training test attempts</li> </ul>   |
| <b>Training Administration<br/>(employees and contractors)</b>    | <b>Legitimate interest/<br/>Contract Performance</b>  | Personal data is used to administrate the training of employees, contractors and other third parties for educational and job certification purposes.                                      | <ul style="list-style-type: none"> <li>o Nationality</li> <li>o Evidence of eligibility to work</li> <li>o Employment history</li> <li>o Education data</li> <li>o Skills and proficiency</li> <li>o Training history</li> <li>o Job qualification</li> <li>o Employee number</li> <li>o Curriculum vitae</li> <li>o Appraisal data</li> <li>o Career development details</li> <li>o Availability dates</li> <li>o Salary data</li> <li>o Employment status (full-time, part-time, retired,...)</li> <li>o Employment type (MPT, OTS,...)</li> <li>o Date of hire</li> <li>o Years of service/experience</li> <li>o Area of expertise</li> <li>o Cost center</li> </ul> |
| <b>Training Administration<br/>(employees and contractors)</b>    | <b>Legal Compliance</b>                               | Training of employees and contractors in order to meet legal requirements.  |   |
| <b>Career Development and Resource management<br/>(employees)</b> | <b>Legitimate interest/<br/>Contract Performance/</b> | Personal data is used to support career development processes and manage resources by administering an individual's professional skills, development opportunities, job preferences, etc. |   |

DM 6

|  |  |  |
|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>o work goal plan</li> <li>o development plan (e.g. skill development)</li> <li>o career interests</li> <li>o personal considerations</li> </ul>   |
|  |  | <ul style="list-style-type: none"> <li>o Asset type data (e.g. company telephone, vehicle, PC,...)</li> <li>o Asset usage data</li> <li>o Employee number (for employees)</li> <li>o Logon/system ID</li> <li>o Contract expiration date (for employees with temporary contract; and contractors)</li> <li>o Cost center</li> <li>o Space assigned</li> <li>o Business IP address</li> </ul> |
|  |  | <ul style="list-style-type: none"> <li>o Requests and queries by an individual, and solution offered</li> <li>o Asset type data</li> <li>o Asset usage data</li> <li>o logon ID/system ID</li> <li>o cost center</li> </ul>  |
|  |  | <ul style="list-style-type: none"> <li>o Date of birth</li> <li>o Gender</li> <li>o Country</li> <li>o Non-business contact information</li> <li>o Evidence of eligibility to work</li> <li>o Individual's beneficiaries and dependents</li> <li>o Education data</li> </ul>   |
|  |  | <ul style="list-style-type: none"> <li>o Personal data is used to respond to requests for IT, GREF and other services (e.g. receiving, handling, resolving, billing). This includes requests submitted through the IT help desk.</li> </ul>  |
|  |  | <ul style="list-style-type: none"> <li>o Personal data is used to enable business and organizational processes related to employees where the activity is directly connected with an employment contract.</li> </ul>   |
|  |  | <ul style="list-style-type: none"> <li>o Personal data is used to enable business and organizational processes related to employees where the activity is directly connected with an employment contract.</li> </ul>   |

|                                      |   |  |
|--------------------------------------|---|--|
|                                      | <ul style="list-style-type: none"> <li>o Job qualification data</li> <li>o Skills &amp; proficiency</li> <li>o Bank data (e.g. account information)</li> <li>o Employee number</li> <li>o Vehicle type and license plate (e.g. lease car)</li> <li>o Work hours per week</li> <li>o Activity time details (time keeping)</li> <li>o Absence Data</li> <li>o Vacation Entitlement</li> <li>o Salary Related Information</li> <li>o Benefit program membership and details</li> <li>o Employment status (full-time, part-time, retired,...)</li> <li>o Employment type (MPT, OTS,...)</li> <li>o Shift Rotation Pattern</li> <li>o Date of hire</li> <li>o Years of service/experience</li> <li>o Cost center</li> <li>o Cost rate</li> <li>o Expatriate home affiliate</li> <li>o Space assigned</li> <li>o System access (in)activation date</li> <li>o Company credit card usage data</li> <li>o Expense reimbursement data</li> <li>o Appraisal data</li> </ul> | <ul style="list-style-type: none"> <li>o Nationality</li> <li>o Date of birth</li> <li>o Gender</li> <li>o Country</li> <li>o Non-business contact information</li> <li>o Evidence of eligibility to work</li> <li>o Marital status</li> </ul> |
| Personnel Administration (employees) | Legal Compliance  | <p>Personal data is used to enable business and organizational processes related to employees where the purpose is associated with a legal obligation on ExxonMobil such as paying tax.</p>  |

|                           |  |  |
|---------------------------|--|--|
|                           | <ul style="list-style-type: none"> <li>o Individual's beneficiaries and dependents</li> <li>o Government issued identification document information</li> <li>o Tax information</li> <li>o Job qualification data</li> <li>o Bank data (e.g. account information)</li> <li>o Work hours per week</li> <li>o Activity time details (time keeping)</li> <li>o Absence Data</li> <li>o Vacation Entitlement</li> <li>o Salary Related Information</li> <li>o Benefit program membership and details</li> <li>o Employment status (full-time, part-time, retired,...)</li> <li>o Date of Hire</li> <li>o Expatriate home affiliate</li> </ul> | <ul style="list-style-type: none"> <li>o Date of birth</li> <li>o Age</li> <li>o Nationality</li> <li>o Gender</li> <li>o Country</li> <li>o Non-business contact information</li> <li>o Evidence of eligibility to work</li> <li>o Curriculum Vitae</li> <li>o Education data</li> <li>o Job qualification data</li> <li>o Skills &amp; proficiency</li> <li>o Bank data (e.g. account information)</li> <li>o Work hours per week</li> <li>o Activity time details (time keeping)</li> <li>o Absence data</li> </ul> |
| Contractor Administration | <p>Legitimate interest/<br/>Contract Performance/<br/>Necessity to enter into a contract</p> <p>This includes processing of personal data for contractor selection, time keeping, work organization and stewardship, and to allow ExxonMobil to pay compensation for the services provided under the contract with the contractor.</p>   |  |

DM ↗

|   |  |   |
|---|--|---|
|   |  | <ul style="list-style-type: none"><li>o Compensation related information<ul style="list-style-type: none"><li>o Shift Rotation Pattern</li><li>o Date of Hire</li><li>o Cost center</li><li>o Cost rate</li><li>o Space assigned</li><li>o System access (in)activation date</li><li>o Company credit card usage data</li><li>o Expense reimbursement data</li><li>o tasks performed or assigned</li><li>o time and date associated with performance of tasks</li><li>o Skills and proficiency</li><li>o and other information in connection with the contractor's execution of its tasks</li></ul></li></ul> |
| <b>Business Travel Management (employees and contractors)</b> | <b>Legitimate interest/ Contract Performance</b> | <ul style="list-style-type: none"><li>o Date of birth</li><li>o Age</li><li>o Gender</li><li>o Nationality</li><li>o Non-business contact details</li><li>o Government issued identification document information</li><li>o Company credit card usage data</li><li>o Expense reimbursement data</li><li>o Travel purpose</li><li>o Business Travel Information</li><li>o Travel related requests and queries made by the individual</li><li>o Bank data (e.g. account information)</li></ul>  |

|   |  |   |
|---|--|---|
| <b>Business Continuity Planning (employees and contractors)</b>           | Legitimate interest/ Contract Performance (in the case of contractors) to create, maintain, test and execute plans to ensure business continuity during incidents and emergencies. | <ul style="list-style-type: none"> <li>○ Space assigned</li> <li>○ Non-business contact details</li> <li>○ Worker type (for contractors)</li> </ul>   |
| <b>Company Policy Compliance Verification (employees and contractors)</b> | Legitimate interest (in the case of contractors)/ Contract performance (in the case of employees)  | <p>Personal data is used to verify individuals' (employees and contractors) activities for compliance with ExxonMobil policies e.g. assets usage, phone usage, Internet usage, etc.</p> <p>With regards to the Company Policy Compliance Verification with employees and contractors, said verification can be done through physical or remote audits. If it is done remotely, the verification will either be livestreamed or recorded and stored until the audit report is issued.</p> <ul style="list-style-type: none"> <li>○ Image of employee/contractor (in the case of remote audits)</li> <li>○ Voice of employee/contractor (in the case of remote audits)</li> <li>○ Outside directorships</li> <li>○ Non-business/voluntary organization memberships</li> <li>○ Trade association membership</li> <li>○ Company asset information</li> <li>○ Company system activity log</li> <li>○ Documented opinion made by an individual in relation to compliance with company policy (e.g. through the company hotline)</li> <li>○ Assignment data</li> <li>○ Performance assessment data</li> <li>○ Financial information</li> <li>○ Business travel information, including Company expenses; data</li> <li>○ Content of computer files associated with an individual</li> <li>○ Transaction data</li> <li>○ News articles</li> <li>○ Media and publicly sourced or available information, information in connection with the individual's execution of daily business activities</li> <li>○ Content of e-mails</li> <li>○ Connection information</li> <li>○ Salary related information</li> </ul> |

DM C



|   |                     |  |
|---|---------------------|--|
|   |                     | <ul style="list-style-type: none"> <li>○ Social security number</li> <li>○ Government issued identification document information</li> <li>○ Geolocation information</li> <li>○ Security and identity verification information</li> </ul> <p>Company asset information, company asset resource usage data and company system activity log includes "company containers" in Personal Devices used for Company business (BYOD).</p> |
| Event Management<br>(employees and contractors)                         | Legitimate interest | <p>Personal data is used to prepare and run events including conferences, meetings etc.</p>  |
| Informal Networking<br>(employees, former employees and contractors)    | Legitimate interest | <p>Personal data is used to facilitate information sharing and networking between colleagues. This includes social clubs, recent graduates meeting, social networking, employee awards,..</p>  |
| Meeting legal and regulatory obligations<br>(employees and contractors) | Legal Compliance    | <p>Personal data is used to record compliance with legal and regulatory obligations of ExxonMobil e.g. recording communications associated with specific legal or regulatory obligations</p>   |

|  |  |  |
|--|--|--|
| <b>Legal compliance verification (employees and contractors)</b>           | <b>Legitimate interest/ Legal Compliance</b><br>Personal data is used to verify legal compliance programs such as those related to antitrust and competition law, export controls, anti-corruption laws, accounting, financial crime. Such programs include a trade association register, company hotline, ... | <ul style="list-style-type: none"> <li>o Membership in trade association</li> <li>o Training attended</li> <li>o Documented opinion made by an individual in relation to legal compliance</li> <li>o Information in connection with the individual's execution of daily business activities</li> </ul>   |
| <b>Occupational Health (employees)</b>                                     | <b>Legal Compliance with employment, social security and social protection law/</b><br>Processing is necessary for the purposes of prevention or occupational medicine, for the assessment of the working capacity of the employee   | <ul style="list-style-type: none"> <li>o Administration of health information of an individual for Occupational Health purposes and where ExxonMobil is legally obliged to process Personal data - such as recording exposure to Noise, Chemicals or Radiation.</li> </ul>   |
| <b>Physical Security and access management (employees and contractors)</b> | <b>Legitimate interest/ Legal Compliance</b><br>ExxonMobil uses Personal data to control who has, and record who had, physical access to buildings and premises.   | <ul style="list-style-type: none"> <li>o Employee Number (for employees)</li> <li>o Access Badge information</li> <li>o Access Permissions</li> <li>o Authentication information</li> <li>o Vehicle type and license plate</li> <li>o Visit Purpose</li> <li>o Worker Type (for contractors)</li> <li>o System access (in)activation date</li> <li>o Contract expiry date (for employees with temporary contract; for contractors)</li> <li>o Space assigned</li> <li>o CCTV footage</li> <li>o Training attended</li> </ul> |

04/27

|  |  |  |   |
|--|--|--|---|
|  |  |  | <ul style="list-style-type: none"> <li>o Documented opinion about individual's involvement in safety related activity (e.g. incident, observation, ergonomics assessment...)</li> <li>o Documented opinion by individual</li> <li>o Injury or damage description</li> <li>o Business travel information</li> <li>o Non-business contact details</li> </ul>                                      |
| <b>Safety and Incident Management (employees, former employees and contractors)</b>                              | <b>Legitimate interest/ Legal Compliance with employment, social security and social protection law/ protection law/</b> | Personal data is used in the recording and administration of incidents and safety programs (e.g. personal injury and property damage) for safety programs. | <ul style="list-style-type: none"> <li>o Documented opinion about the person involved in litigation or an external investigation</li> <li>o Documented opinion by the person subject to litigation or external investigation</li> <li>o Name of individual subject to, and scope of litigation hold</li> </ul>  |
| <b>Stewardship of litigation cases and external investigations (employees, former employees and contractors)</b> | <b>Legitimate interest/ Legal Compliance</b>   | Personal Data is used in the management and stewardship of company litigation cases and external investigations.   | <ul style="list-style-type: none"> <li>o Date of Birth</li> <li>o Age</li> <li>o Gender</li> <li>o Nationality</li> <li>o Employment history</li> <li>o Non-Business contact information</li> <li>o Education data</li> <li>o Qualification</li> <li>o Skills &amp; Proficiency</li> <li>o Curriculum vitae</li> <li>o Information gathered from and about the individual during the</li> </ul> |
| <b>Recruitment (applicants – prospective employees)</b>  | <b>Necessity to enter into a contract/ Legal Compliance</b>  | Personal data is used for assessing the suitability of candidates  |   |

|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>○ recruitment process (e.g. interview notes, work-related and public social media profile)</li> <li>○ Availability date</li> <li>○ Salary related information (for prospective employees)</li> <li>○ Area of expertise</li> </ul>  |
| <b>Service improvement<br/>(employees and contractors)</b>         | <b>Legitimate interest</b>   | <ul style="list-style-type: none"> <li>○ Documented opinion by the individual (e.g. survey feedback)</li> <li>○ Requests and queries by the Individual</li> <li>○ Assets usage data</li> </ul>  |
| <b>Pension administration<br/>(employees and former employees)</b> | <b>Legitimate interest/<br/>Contract performance/<br/>Legal compliance</b> | <ul style="list-style-type: none"> <li>○ Nationality</li> <li>○ Date of birth</li> <li>○ Gender</li> <li>○ Country</li> <li>○ Non-business contact information</li> <li>○ Marital status</li> <li>○ Individual's beneficiaries and dependents</li> <li>○ Government issued identification document information</li> <li>○ Tax information</li> <li>○ Bank data (e.g. account information)</li> <li>○ Salary Related Information</li> <li>○ Benefit program membership and details</li> <li>○ Employment status</li> </ul> |
| <b>Risk Management,<br/>Insurance, Claims<br/>Management</b>       | <b>Legitimate interest/<br/>Contract performance/<br/>Legal compliance</b> | <ul style="list-style-type: none"> <li>○ Bank Account information</li> <li>○ Bank Routing number</li> <li>○ Date of birth</li> <li>○ Social security number</li> </ul>  |

5  
D.M



|                              |                     |  |  |
|------------------------------|---------------------|--|--|
|                              |                     | <p>ExxonMobil's legitimate interest to collect and process your personal data for the business purpose of risk management, insurance and claims management.</p>  | <ul style="list-style-type: none"> <li>o Automobile insurance information</li> <li>o Medical information</li> <li>o Incidents and/or injuries related to the claim</li> </ul> <ul style="list-style-type: none"> <li>o Photos</li> <li>o Voice recording</li> <li>o Video recording</li> <li>o Activity time details</li> </ul> <p>*Participants must be notified in advance that the training will be recorded and why.</p> <p>*Anyone who does not wish his/her voice to be recorded should be advised not to ask questions or raise them in writing.</p> <p>* If the presentation includes a Question &amp; Answers, participants/audience should be provided with the option to submit questions on anonymous basis.</p> <p>Data automatically synchronized from ExxonMobil's active directory and displayed on a user's profile page includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>o Activity time details</li> <li>o Status (Available, Busy, Do Not Disturb, Be Right Back, Off Work, Appear-Away)</li> <li>o Company code</li> <li>o Cost center</li> <li>o Functional supervisor</li> <li>o Logon/system ID</li> <li>o System activity log</li> </ul> |
| Recording of Online Training | Legitimate interest | <p>Personal data is used to enable ExxonMobil to provide and record online training delivered via video conference or web conference provider to permit viewing of the recording later to participants who wish to not be recorded or who are unable to attend the training at the scheduled time.</p> | <p>Personal data is used to enable ExxonMobil employees and contractors to collaborate video conference or web conference provider.</p>  |
| Collaboration Tools          | Legitimate Interest |  |  |

|  |                     |   |
|--|---------------------|---|
|  |                     | <p>*Information such as photographs or the use of video during conferencing is optional. Provision of this information is entirely voluntary and a separate consent must be obtained.</p> <ul style="list-style-type: none"><li><input type="radio"/> Documented opinion about the person involved in the litigation or external investigation</li><li><input type="radio"/> Documented opinion by the person subject to litigation or external investigation and name of individual subject to, and scope of litigation hold</li></ul> |
| Stewardship of litigation cases and external investigations                        | Legitimate interest | Personal data is used to enable ExxonMobil to manage the stewardship of company litigation cases and investigations   |
| Analytics and statistics (employees, former employees, applicants and contractors) | Legitimate interest | Personal data which is collected for any of the above purposes can be further processed, after appropriate anonymization or pseudonymization, in order to gain insights into company asset usage, collaboration dynamics, business processes or other legitimate purposes which can improve the efficient organization of ExxonMobil.   |

DR

