



## Important Reminders about PayPal Information and Assets

As you transition out of PayPal, here are important reminders about requirements that continue beyond your employment with PayPal.\* Full details about these topics are available in documents you received before and during your employment at PayPal. If you have any questions about these continued obligations, please contact [hr\\_india\\_support@paypal.com](mailto:hr_india_support@paypal.com).

### **Proprietary and Confidential Information**

As you know, as a condition of your employment when you joined PayPal, you signed a Proprietary Information and Inventions Agreement (PIIA), which describes restrictions on your use of PayPal confidential and/or proprietary information. Please contact Employee Central at [employeecentralcases@paypal.com](mailto:employeecentralcases@paypal.com) to request a copy of your signed PIIA if you need one. Key points from that agreement follow:

To the extent that you work, or have worked on, and/or have had access to, proprietary or confidential information, you cannot disclose or use this information, per the terms of your PIIA. Proprietary and confidential information includes, but is not limited to: (i) plans and future activities of the Company and its affiliates; (ii) business and financial information; (iii) sales and marketing information and plans; (iv) new product developments; (v) any trade secret; (vi) any confidential information or documentation developed leveraging Company equipment or resources; (vii) compliance or audit information, (viii) employment information; (ix) and/or material nonpublic information.

You also are not allowed to disclose or use proprietary and confidential information, per the PayPal Code of Conduct and Business Ethics. You may not disclose this information to others, or use it in your own business or in the business or employment of others. If you intend to work for a competitor, customer, or business partner of PayPal, please familiarize yourself with your obligations to PayPal and reach out to [paypal-ip-legal@paypal.com](mailto:paypal-ip-legal@paypal.com) if you have questions. PayPal will act vigorously to protect its interests in the event of violations of the PIIA.

Additionally, all records, reports, documents and materials provided to you or developed by you during your employment with PayPal remain the property of the Company and must be returned to the Company promptly, and no later than your last day of active employment. Please also review your PIIA for restrictions, if any, on your ability to solicit PayPal employees or customers, or to compete with PayPal on behalf of your own business or that of a future employer.

### **Company Assets and Compliance with Legal Holds**

Please return all Company assets, including mobile phones and laptop computers, to the Company on your separation date, or earlier if requested by the Company. Instructions will be provided to you. You must follow the procedure indicated in those instructions.

Do not wipe, delete, destroy or override any of the data contained on those assets. That data may be subject to a PayPal record retention obligation. This is especially critical if you received notice from PayPal that you are subject to a legal hold. You also must not wipe, delete, destroy or override any data on your personal devices that is subject to legal hold. Failure to comply may subject both you and PayPal to significant liability.

### **Securities Trading**

You must continue to comply with PayPal's Insider Trading Policy, which prohibits Restricted Activities, including transactions in PayPal stock when a current or former employee is in possession of Material Non-Public Information. If you are aware of Material Nonpublic Information, you may not trade in PayPal stock even after your employment terminates, until the information has become public or is no longer Material. Please consult the Insider Trading Policy if you have any questions. Please email Employee Central at [employeecentralcases@paypal.com](mailto:employeecentralcases@paypal.com) to request a copy of the Insider Trading Policy.

### **Your Company Affiliation**

Consistent with the PayPal Code of Conduct and Business Ethics, please ensure that your professional affiliations on social media, including LinkedIn and Twitter, are current. You should not represent yourself as a PayPal employee beyond your formal separation date.

We are providing you with a summary of this important information, so that you have it in one place. Please contact [hr\\_india\\_support@paypal.com](mailto:hr_india_support@paypal.com) with any questions you may have.

*\* PayPal Holdings, Inc., a global subsidiary, an affiliated company and/or successor.*