

Calix, Inc. Job Candidate Privacy Notice

Last updated July 17, 2024

1. THE PURPOSE OF THIS DOCUMENT

This privacy notice (“**Notice**”) describes how Calix, Inc. (“**Calix**,” “**we**,” or “**us**”), as the data controller, will collect, process, and use your personal data when you apply for a position with us or one of our affiliates (whether as an employee, worker, or contractor) or when we obtain your personal data from a referral, job board, networking site, or prior connection with you.

2. DATA WE COLLECT ABOUT YOU

In connection with your application for work with us or our interest in connecting with you about working with us, to the extent required or permitted under applicable law, we will collect, store, and use the following categories of personal data about you:

- Identification data, such as your name, date of birth, telephone number, email address, physical address, and government identification numbers (e.g., driver’s license number, passport number).
- Experience data, such as work experience, gaps in employment and all other information volunteered in relation to previous work experience, contact details of your former or current employer, professional qualifications and certifications, professional interests, specializations, and other relevant experience.
- Education data, such as completed degrees at schools, institutions, colleges, and universities attended; and diplomas, certificates, or special licenses awarded.
- Any information you submit to us, such as information you provide in your application form, curriculum vitae (CV), resume, cover letter, and public profile you share with us.
- Any information you provide to us during the interview process, such as notes taken from your interview.
- Recruitment data, such as recruitment date, recruitment method, and recruitment source.
- Reference check data, such as contacts provided as references and information obtained through reference checks, subject to any permission or notification required by applicable law.
- Background check data, including expenditures, rents, loans, mortgages, and other forms of credit, to the extent required and permitted to assess your suitability for the specific job.
- Any information required to initiate employment, such as proof of eligibility to work in the jurisdiction (e.g., passport or Visa), required or negotiated base compensation, tax information, bank account information, and any other information you provide for the purposes of starting employment or performing an employment contract with us.

- Data regarding your access to your Calix candidate profile, such as your username, IP address, emails, and other electronic communications, documents, files, and log files on Calix computer systems.
- Data about any disability for which you would need reasonable accommodation during the recruitment process or during employment.
- Ethnicity data.
- Convictions and sentences data.
- Financial data.
- Government identification data.
- Any information you volunteer to us on our post-recruiting process survey.
- Any data on behavioral assessment, following any pre-employment quiz taken by you during the job application process.

3. WHAT INFORMATION SHOULD YOU SUBMIT?

Resumes/CVs should include information relevant to your employment history and education (e.g., degrees obtained, places worked, positions held, relevant awards). If you provide information about others (e.g., reference contact details), please first ensure you have informed them that you will be providing their information and that they have given you permission to provide their information to us.

Generally, we recommend that you limit disclosure of sensitive personal characteristics (e.g., gender, religion, philosophical or political beliefs, financial data, and age) in your resume/CV or any materials you submit to us as much as possible. However, in some cases, we may request that you self-identify certain characteristics, such as gender, race/ethnicity, or veteran status. You may choose not to disclose such characteristics and choosing not to disclose will **not** subject you to any adverse treatment. If you do disclose such characteristics, this information will be kept confidential and used for reporting and statistical purposes in compliance with applicable laws.

Any misleading, false, or willful omission of relevant information may be sufficient reason for refusal of employment, or suspension or dismissal from employment. Please submit only accurate information.

4. HOW WE COLLECT YOUR PERSONAL DATA

We collect personal data about candidates from the following sources:

- You, the candidate.
- Your named references, from whom we collect the following categories of data: relationship to the reference; confirmation of work experience (job title, dates of employment, and work duties); work performance; strengths; working style; and eligibility for rehire.

- Where permitted, and subject to your consent if required and only to the extent allowed by applicable law, via a third-party background check provider, from which we collect the following categories of data: data relating to your identity; address history; professional standing; work history; educational history; qualifications; driving record; military record; and credit history and/or criminal record history.
- The information you have made publicly available on a publicly accessible job board or networking site.

5. HOW WE WILL USE PERSONAL DATA ABOUT YOU

Subject to applicable law, we will use the personal data we collect about you for the following purposes:

- Administer and process your application.
- Assess your skills, qualifications, suitability for the work or role for which you applied or for similar roles in the Calix Group, and eligibility to work in the jurisdiction.
- If your application progresses, carry out reference and/or background checks where applicable.
- Communicate with you about the recruitment process and to the extent permitted by applicable law future roles and opportunities.
- Keep records related to our hiring processes.
- Conduct internal audits and workplace investigations, as well as investigate and enforce compliance with any potential breaches of Calix policies and procedures.
- Solicit feedback from you on your experience with our recruiting process.
- If you are offered and accept a position with us, complete the on-boarding or new hire process.
- Comply with diversity monitoring and reporting requirements.
- Comply with applicable legal or regulatory requirements, such as employment-related requirements, statutory reporting requirements, and export control restrictions.
- Support any claim or defense that the Calix Group may face before any jurisdictional and/or administrative authority, arbitration, or mediation panel, as well as cooperate with or inform law enforcement or regulatory authorities to the extent required by law.
- We will use your ethnicity data for diversity monitoring and reporting purposes.
- We will use data about your infirmity and disability that you volunteer to consider whether we need to provide appropriate adjustments or accommodations during the recruitment process or employment, such as adjustments or accommodations for accessibility.
- We will use data about your convictions, sentences, and financial data to determine your suitability for the role you have applied for and eligibility for employment to the extent legally permissible.

- We will use your government identification information to confirm your identity and work authorization status where legally required or permitted.
- If you are hired by Calix or a Calix affiliate, we will process your personal data collected during the application and onboarding process to the extent required or permitted under applicable law to manage your employment relationship, perform workforce analytics, market to existing or future customers of the Calix Group, manage insurance policies and coverage, and engage in corporate transactions requiring review of employee records such as for evaluating potential mergers and acquisitions of Calix.

6. IF YOU FAIL TO PROVIDE PERSONAL DATA

If you fail to provide information when requested that is necessary for us to consider your application (such as evidence of your qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

7. DISCLOSURE OF YOUR PERSONAL DATA

- **Other Calix Group companies.** The specific entity you are applying to work for is part of a wide group of companies (“**Calix Group**”) with headquarters at Calix, Inc. in the United States and offices in various jurisdictions. Calix Group companies share human resources and management decisions, so we may transfer your personal data to the hiring entity to make the hiring decision and to other entities within the group to monitor and assure compliance with applicable policies and procedures and applicable laws. Only authorized Calix Group personnel (e.g., talent acquisition, human resources, legal, IT, security, and appropriate managers) will have access to your personal data for the business purposes described in this Notice.
- **Third-party service providers.** Except for personal data on behavioral assessment discussed below, we will only share your personal data with third parties that are necessary for the purposes of processing your application. Where required, they will be subject to contractual obligations to implement appropriate technical and organizational measures to safeguard personal data and to process it only as instructed. The categories of these third parties include but are not limited to the following:
 - Background check vendors
 - Criminal background check vendors
 - Outside counsel for immigration and other legal matters
 - Service providers for IT hosting services or similar functions, recruitment administration, workforce administration, and the administration of any behavioral assessment pre-employment quiz taken by you.

We may also disclose your personal data to third parties potentially located worldwide in the following circumstances:

- In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets.

- If Calix or its affiliates, or substantially all of the assets of any of the foregoing, is acquired by a third party, in which case personal data held by it about its candidates and employees will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property, or safety of Calix or its affiliates, our customers, or others.

8. DATA SECURITY

We have put in place technical and organizational security measures including security awareness and training, access controls, security incident procedures, contingency planning, audit controls, data integrity, storage and transmission security, secure disposal, assigned security responsibility, testing, monitoring, and change and configuration management, to prevent your personal data from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed.

9. INTERNATIONAL DATA TRANSFERS

Calix, Inc. is located in the United States and is governed by United States law. Your personal data will be transferred to, stored, and processed in the United States when you are applying for work with Calix, Inc. or one of our affiliates (whether as an employee, worker, or contractor) or if we have obtained your personal data from a referral, job board, networking site, or prior connection with you.

Your personal data will be processed and stored on systems used by us in the United States and located in our headquarters in San Jose, California, USA and in other locations, as may be required from time to time. Such locations (Calix Networks UK Ltd [London, UK]; Calix Network Tech. Dev't (Nanjing) Co. Ltd. [Nanjing, China], CIDC Private Limited [Bangalore, India]) may be in countries that do not provide a level of data protection comparable to the level in your home country.

10. MANAGING YOUR PERSONAL DATA

You may have a right to correct, update, delete, or request access to the personal data that you have provided to us. You may submit the following [Request Form](#) (clicking the link will take you to TrustArc, whom we have engaged to assist with personal data requests). These rights are limited and may not be available to you depending on where you are located.

For your protection, we will only implement requests with respect to personal data about you (not anyone else), and we may need to verify your identity before implementing your request. We may need to retain certain data for recordkeeping purposes, as required under applicable legal obligations. And even if you have a right to deletion, some of your data may remain within our systems and other records or archives, in compliance with applicable law.

11. DATA PROTECTION OFFICER

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal data, please contact the DPO via email at DPO@Calix.com. If you are in the United Kingdom, you have the right to make a complaint at any time to the United Kingdom Information Commissioner's Office (ICO) [here](#) or if you are in the

European Economic Area to the Data Protection Authority for your country listed [here](#) with respect to data protection issues.

12. SUPPLEMENTAL NOTICE FOR CALIFORNIA RESIDENTS

California residents, see our supplemental California Job Candidate Privacy Notice, under our California Consumer Privacy Act Privacy policy [here](#).

13. SUPPLEMENTAL NOTICE FOR EEA+ RESIDENTS

Persons in the EEA+, see our supplemental EEA+ Job Candidate Privacy Notice [here](#).

14. CONTACT US

Questions, comments, or requests regarding this notice and any other supplemental documents are welcomed and should be addressed to:

Calix, Inc.
Attn: Legal Department
2777 Orchard Parkway
San Jose, CA 95134, USA

Email: DPO@calix.com

Similarly, if you have any complaints about our privacy management practices, you can contact us at the same details. You may also have a right to raise your complaint with the relevant privacy regulator in your jurisdiction.

This notice is not intended to create any rights for anyone except Calix or qualify any other notices and/or consents, in any way.