

CALIFORNIA EMPLOYEE PRIVACY NOTICE

Effective Date: May 20, 2024

This California Privacy Notice (“**Notice**”) describes Albemarle Corporation and our affiliates’ (“**Albemarle**,” “**we**,” “**our**,” or “**us**”) practices regarding the processing of California residents’ Personal Information within the context of your work at Albemarle (“**California Employee**”), including how we collect, use, and disclose Personal Information and the rights you have relating to your Personal Information under the California Consumer Privacy Act (the “**CCPA**”).

As used in this Notice, the term “**Personal Information**” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with you.

Unless otherwise noted, the information below that describes how and why we collect, use, and disclose California Employee Personal Information also describes how we have collected, used, and disclosed California Employee Personal Information in the preceding twelve (12) months.

Personal Information We Collect

We may obtain the following types of Personal Information about our California Employees. Note that the specific pieces of Personal Information we collect about you depends on your interactions with us and may not include all of the examples listed below.

- **Identifiers**, including name, alias, postal address, unique personal identifier, online identifier, IP address, email address, and account name. We may also collect identifiers that are considered “sensitive” under the CCPA, such as Social Security, driver’s license, state identification card, or passport number and account login credentials.
- **Personal Records described in Cal. Civ. Code § 1798.80(e)**, including your signature, physical characteristics or description, telephone number, insurance policy number, education, employment, employment history, bank account number or other financial information, medical information, or health insurance information. We may also collect characteristics that are considered “sensitive” under the CCPA, such as health information. Some Personal Information included in this category may overlap with other categories.
- **Protected classification characteristics under state or federal law**, including age and date of birth, marital status, gender, military or veteran status, medical condition, or disability. We may also collect characteristics that are considered “sensitive” under the CCPA, such as racial or ethnic origin, citizenship or immigration status, religious or philosophical beliefs, union membership, health information, and information about your sexual orientation.
- **Commercial information**, including records of products or services purchased or obtained in the employment context, such as benefits you have signed up for.
- **Internet or other electronic network activity information**, including browsing history, information regarding your interactions with our websites and applications, and any Personal Information you transmit via an Albemarle device or over an Albemarle network.
- **Geolocation data**, including approximate location when you use our systems, interact with us online, or use Albemarle-owned equipment. We may also collect precise geolocation, which is considered “sensitive” under the CCPA.
- **Audio, electronic, visual, or similar information**, including images, photographs, and video of you, such as for ID badges and security purposes; and audio recordings, such as if you answer phone calls on a recorded line.
- **Professional or employment-related information**, including:
 - Your employment status, title, location, and tenure;

- Background information for onboarding and security screenings;
- Recruitment information, such as skills, qualifications, references, recommendations, and other information included in a resume, application form, or cover letter;
- Performance reviews and other talent management and team-based assessments;
- Education, training, and professional certifications;
- Functional experience, leadership experience, honors or awards, evaluations, developmental planning, career interests and development information;
- Compensation, payroll, and benefits information;
- Medical, parental, family, vacation, and other leave and associated records, such as details of the types of and reasons for leave being taken, duration of leave, and leave-related correspondence; and
- Termination of employment documentation, such as resignation letters, dismissal letters, minutes of meetings, settlement agreements and related correspondence.
- **Non-public education information**, including school(s) attended, grades, transcripts, records of attendance, disciplinary records, and other information relating to your secondary and post-secondary education.
- **Inferences from Personal Information identified above that we use to create a profile**, including information about your abilities and preferences that we may use to evaluate your performance and recommend advancement or certain training.

We may combine your Personal Information with data we obtain from our systems and devices, our services, other records, and other parties. Your Personal Information may be converted into deidentified, anonymized, or aggregated data, as permitted by law.

Sources of Personal Information

We collect the categories of Personal Information described above from the following categories of sources:

- **Directly from you**, including during the onboarding process and throughout your employment and other interactions with us.
- **Created by us**, including your Albemarle email address or inferences about you.
- **Automatically**, including when you use our websites, electronic systems, and applications.
- **From service providers that help us run Albemarle**, including human resources and information technology vendors, benefits providers, and other service providers.
- **From other sources**, including educational institutions, professional organizations, and other parties that may provide us with information related to your employment.

Use of Personal Information

We may use or otherwise process the Personal Information described above for the following purposes:

- **Recruitment, onboarding, and advancement**, including maintaining information about your recruitment process; facilitating internal role changes; managing transfers, relocations, and promotions; providing reference information; managing and assessing performance; learning, development, and advancement; and succession planning.
- **Payroll, reimbursements, benefits, timekeeping, and leave**, including providing salary and other compensation, such as bonuses, retirement, and pensions; managing working

time, holiday, and other leave and sickness absences; reimbursing expenses; facilitating travel and expense programs; and managing insurance and other benefit programs.

- **Employee initiatives and communications**, including managing diversity and inclusion activities; providing training programs and education; and promoting team building activities.
- **Employee and performance management**, including managing workplace and workforce planning and administration, recruitment, staffing, resource planning, employment statistics, job or task scheduling or administration; planning, implementing, and managing relationships and contractual rights; enforcing any agreement, contract, policy, or document relating to human resources management; auditing and accounting (including internal and external); analyzing costs and controlling budget; controlling and screening of the spread of communicable diseases; analyzing and reporting on data analysis; and improving our internal operations.
- **Communications**, including communicating directly with you, circulating in-workplace communications, and managing other internal and external communications.
- **Security and integrity**, including managing access; maintaining systems and servers; enhancing information technology; monitoring internet and website usage; preventing data loss; maintaining the security of our operations and systems; protecting our premises, assets, systems, and intellectual property; enforcing company policies; investigating claims against or related to our employees; monitoring communications; managing health and safety and occupational health; and performing investigations related to compliance, security, integrity, and disciplinary actions.
- **Legal and regulatory obligations**, including fulfilling work authorization, identity verification, immigration, audit, health, safety, employment, intellectual property, tax, and other legal requirements; complying with government authority requests for information, liens, garnishments, tax compliance, and performance management; and investigating and obtaining advice for legal claims, compliance, regulatory, investigative and disciplinary purposes, including disclosure of such information in connection with anticipated or actual legal process or litigation.
- **Business reorganization**, such as preparing for or entering into a merger, sale, purchase, joint venture, assignment, transfer, or other disposition of our business, assets, or stock, or rehabilitation, capital venture, or any similar transaction.

Disclosure of Personal Information

We may disclose California Employee Personal Information to the following parties, as described below:

- **Our affiliates** to support our business operations, including for managing employment relationships, recruiting, administering and managing human resources, compensating California Employees, administering learning and development, offering products and services to our California Employees, and other purposes related to employment.
- **Compensation, insurance, and other benefits providers** to administer and provide compensation and other benefits, including medical and dental benefits, supplemental insurance benefits, employee assistance programs, relocation services, payroll administration, and workplace incident management.
- **Business operations service providers and suppliers** to help us manage our business and employment relationships or assist in protecting and securing our systems and

services, including recruiting firms, IT and IT support, consultants, contractors, rewards and recognition programs, law firms, and background check providers.

- **Regulatory agencies, law enforcement agencies, courts, and similar entities** to comply with reporting obligations, such as unemployment benefits, equal opportunity reporting, tax reporting; legal processes, such as court orders or subpoenas; or other legal requirements of any governmental authority, in connection with threatened or actual litigation, to protect our legal rights or property, to protect the legal rights or property or physical security of others, to investigate possible misconduct, or for the prevention or detection of crime.
- **Parties to corporate transactions** as part of a corporate transaction or proceeding such as a merger, financing, acquisition, bankruptcy, dissolution, or a transfer, divestiture, or sale of all or a portion of our business or assets.
- **Other recipients** upon your request.

We do not sell or share for cross-context behavioral advertising the Personal Information of California Employees that we collect in relation to your employment.

Retention of Personal Information

We maintain the categories of Personal Information described above for as long as necessary for the purposes described in this Notice or otherwise authorized or permitted by applicable laws or regulations, including where retention of your Personal Information is reasonably necessary to:

- Manage your relationship with us, carry out our operations, or satisfy another purpose for which we collected the Personal Information;
- Carry out a disclosed purpose that is reasonably compatible with the context in which the Personal Information was collected; or
- Protect or defend our rights or property.

Where Personal Information is used for more than one purpose, we will retain it until the purpose with the latest period expires. More information about our retention policies can be found [here](#).

California Privacy Rights

California Employees have the following rights related to their Personal Information:

- **Right to Know.** You have the right to know what Personal Information we have collected about you, including:
 - The categories of Personal Information we have collected about you, including:
 - The categories of sources from which the Personal Information was collected and the categories of recipients to which we disclose Personal Information;
 - Our business purposes for collecting or disclosing Personal Information; and

- The categories of Personal Information that we disclosed for a business purpose, and for each category identified, the categories of recipients to which we disclosed; and
 - The specific pieces of Personal Information we have collected about you.
- **Right to Delete Your Personal Information.** You have the right to request that we delete Personal Information we collected from you, subject to certain exceptions.
- **Right to Correct Inaccurate Information.** You have the right to request that we correct Personal Information we maintain about you that you believe is inaccurate.
- **Right to Opt Out of Sales and Sharing of Personal Information.** You have the right to opt out of the sale of your Personal Information, and to request that we do not share your Personal Information for cross-context behavioral advertising. However, this right is not applicable because we do not sell or share California Employee Personal Information.
- **Right to Limit Use and Disclosure of Sensitive Personal Information.** You have the right to limit the use and disclosure of your sensitive Personal Information if it is used or disclosed in certain ways. However, this right is not applicable because we do not use or disclose sensitive California Employee Personal Information for purposes that would trigger this right under the CCPA.
- **Rights Related to Automated Decision-Making.** We do not currently engage in automated decision-making to which the right to opt out of automated decision-making applies under the CCPA.

We will not discriminate against you for choosing to exercise any of your California privacy rights.

Exercising Your Privacy Rights

To submit a request related to your privacy rights, please contact us at DataPrivacy@Albemarle.com or call 888-407-4772. Please note that when submitting a request, you may be asked to provide information so we can verify your identity before action is taken. You may designate an authorized agent to make the request on your behalf. An authorized agent must submit proof to us that he or she has been authorized by you to act on your behalf, and you may still need to verify your identity directly with us before we can process the request.

How to Contact Us

If you have any questions about how we handle your Personal Information or if you need to access this Notice in an alternative format or language, please contact us at DataPrivacy@Albemarle.com.