

MALAYSIA EMPLOYMENT INFORMATION NOTICE & CONSENT

This Notice & Consent explains how Spirit AeroSystems Malaysia Sdn Bhd and the Spirit AeroSystems group (“**Spirit**”) use Personal Information about you in an employment context. We refer to this as “Employment Information”. You also have certain legal rights with respect to Employment Information. This Notice & Consent also summarises what these are.

This Notice & Consent is issued in both the English and Malay Language. In the event of any inconsistency between the English and Malay Language versions, the English Language version shall prevail. Spirit shall have the right to modify, update or amend the terms of this Notice & Consent at any time. Any changes to the Notice & Consent will be effective immediately upon notification to you.

Where you have been accepted for employment with Spirit, provision of your Employment Information to Spirit is mandatory for the purposes of your employment with Spirit, for the processing of your salary and enjoyment of the benefits offered by Spirit to its employees as well as to comply with the law. If you are a prospective employee, provision of your Employment Information to Spirit is voluntary and failure to provide this information will result in Spirit not being able to consider you for employment with Spirit.

Further details may be made available in the future, for example, in the form of a Spirit Data Protection Compliance Procedure.

WHAT EMPLOYMENT INFORMATION DOES SPIRIT COLLECT?

Spirit collects various types of Employment Information about you in connection with your work at Spirit. This includes the following categories:

- Contact details, such as address, telephone number and email address, etc.;
- Financial information, such as salary, bank account details, corporate credit card usage, employment benefits, etc.;
- Recruitment information, such as CVs, application forms, etc.;
- Career information, such as appraisals or performance reviews, disciplinary records, details of skills and experience, absence records, etc.;
- Information about your use of Spirit assets, such as computers and phone, etc (where relevant and permitted to be collected by local law);
- Any information provided during the course of your employment or dealings with Spirit.

- In some circumstances, information about you may be collected indirectly from monitoring devices or by other means for example, building and location access control and monitoring systems, closed circuit television, telephone logs and recordings and email and Internet access logs.

1. WHAT WILL SPIRIT DO WITH YOUR EMPLOYMENT INFORMATION?

Generally, Spirit only uses Employment Information for employment-related purposes, including:

- **Workforce Planning and Recruitment**, such as job advertising, interviewing, selecting and hiring new staff;
- **Management and Administration**, such as employee career development, compensation and benefits and performance management;
- **Performance of Spirit's Business Operations**, such as carrying out Spirit's day to day business activities;
- **Legal and Regulatory Compliance**, such as compliance with health & safety requirements and other legal or fiscal obligations, participating in due diligence activities for the sale or purchase of a business, or in connection with litigation or an internal investigation or audit;
- **Security Management**, such as activities related to ensuring the security of Spirit premises, assets, information, and Individuals;
- For any other purpose that is incidental or in furtherance to the above purposes.

2. SPIRIT DATA PRIVACY PRINCIPLES

Spirit observes the following principles in relation to Employment Information:

- **We process it fairly and lawfully;**
- **We process it for a specific legitimate business purpose and do not process in a manner incompatible with that purpose;**
- **We use Employment Information that is adequate, relevant and not excessive for the purpose for which it is processed;**
- **We keep it accurate and, as necessary, up to date;**
- **We keep it in a form which permits identification for no longer than necessary for the purpose for which it was collected;**
- **We protect it against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, using appropriate technical and organisational measures;**
- **We process it in accordance with an Individual's rights;**

- **We only make it available inside or outside Spirit in appropriate circumstances;**
- **We implement appropriate measures to enable it to be transferred lawfully from one country to another; and**
- **We implement appropriate measures to enable Spirit to demonstrate that the processing of Personal Information is performed in a compliant manner.**

3. WHO IS YOUR EMPLOYMENT INFORMATION DISCLOSED TO?

(a) Within Spirit

Spirit restricts access to Employment Information to people within the company who have a “need to know” that information. As a global company doing business across national borders, there are many situations where this “need to know” requires your information to be transferred to Spirit in another country, including countries that may provide no legal protection for Personal Information. However, Spirit is implementing procedures to achieve a good level of protection for your Employment Information in every country where it does business.

(b) Outside Spirit

Generally, Spirit will only disclose your Employment Information outside Spirit and its Service Providers:

- when required to do so by law;
- in response to a legitimate request for assistance by the police or other law enforcement agency;
- to seek legal advice from Spirit’s external lawyers or in connection with litigation with a third party; or
- in connection with the any corporate restructuring, transfer of the whole or part of business or any sale, purchase or merger of a business;
- to provide a third party (such as a potential supplier or customer) with a means of contacting you in the normal course of business, for example, by providing your contact details, such as your business phone number and email address.

In addition, Spirit shares Employment Information with authorised Third Party Service Providers, such as compensation and benefits providers that have a “need to know” that information, which may involve the transfer of your Employment Information to another country.

4. EXERCISING YOUR RIGHTS

If you would like a copy of any of your Employment Information, or if you would like to access, update or correct it, make inquiries or complaints regarding your Employment Information or limit the processing of your Employment Information, please contact your Local Privacy Representative at:

Telephone No : +603-7841 9010
Email: ruzita.ahmad@spiritaero.com
Fax No: +603-7846 6378

If you have a concern about how Spirit has used your Employment Information, as a first step, you should raise the concern in writing with your manager. If this is not appropriate for any reason, you should raise the concern in writing with your Local Privacy Representative.

If your manager has not been able to resolve your concern within a reasonable period of time, the concern may be escalated to the Local Privacy Representative responsible for the country (or region) where you are located.

If a concern is not resolved by the Local Privacy Representative within a reasonable time, it can be escalated to the **Sr Manager, Human Resource**. After investigating an escalated concern, the **Sr Manager, Human Resource** will respond to you in writing within a reasonable time setting out its conclusions together with details of any remedial action that it proposes to take. Spirit will respond within the minimum time period prescribed by applicable laws.

Acknowledgement and Consent

You have read this Notice & Consent and by signing and returning a copy of this Notice & Consent, you expressly agree and consent to the use of your Employment Information and transfer of your Employment Information out of Malaysia by Spirit as described in this Notice & Consent.

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Employee Name

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Employee NRIC

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Employee Signature

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Employee ID

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Date