

AXIS Capital Canadian Applicant Privacy Notice

This Applicant Privacy Notice (“Applicant Notice”) informs Canadian job applicants of AXIS Capital Holdings Limited and any of its affiliates (the “Company” or “we” or “us”) of the categories of personal information we collect and the purposes for which we use such personal information (“Applicant Personal Information”) through our career page (the “Site”), including directly through a recruiter and to facilitate the processing of job applications. This Applicant Notice should be read in association with all other terms that govern the Site and shall supplant other applicable company privacy notices.

I. COLLECTION AND USE OF PERSONAL INFORMATION

The Company may collect, use, and disclose Applicant Personal Information for business purposes consistent with applicable laws. Where the Company discloses Applicant Personal Information to authorized employees, administrators, affiliates, vendors, service providers or other third parties, it does so for the same business purposes as described below and, where appropriate, requires that such parties maintain both its confidentiality and the appropriate systems and processes to ensure your information’s security and protection.

We may collect and use the following categories of Applicant Personal Information about you to manage your application:

Types of information we may collect

Personal identifiers include: your name, age, home address, postal code, telephone/cellphone numbers, email address, and social insurance number (“SIN”), passport number, driver’s license insurance policy number, education, employment and employment history, and information necessary for the administration of payroll.

Internet or other electronic network activity information such as personal information you transmit or that is automatically generated by your use of a connected device.

Geolocation data such as geographic location inferred from your device IP address.

Professional or employment-related information such as education history, awards, qualifications, certificates, licenses, and any other information you choose to provide in your resumes and/or applications.

Non-public education information such as school(s) attended, grades, transcripts, records of attendance, disciplinary records, and other information relating to your education.

Why we collect and use it

We regularly collect, use, disclose and retain employee personal information about job applicants in order to provide them with employment opportunities. In order that all

individuals are fully informed, we are outlining the purposes for which the Company may collect, use, disclose and retain employee personal information.

The purposes for which the Company may collect, use, disclose and retain personal information about individuals may include:

1. Recruitment and placement such as searching for and assessing the suitability of individuals for a particular job, task or contractual arrangement;
2. Negotiating and making offers of employment to selected individuals as applicable;
3. Verifying an individual's identity, their references, their background and their employment history;
4. Verifying and understanding an individual's skills, qualifications, and preferences;
5. Establishing an individual's training requirements;
6. In connection with the administration of the Company's employee benefit plans, including but not limited, to medical plans (such as to insurers and benefits consultants), pension plans and payments;
7. In connection with medical or health matters related to an employee's job requirements as well as illness(es) or injury(ies) of an employee that affects their work, including workers compensation claims, disability and benefits claims and occupational health and safety complaints;
8. Workforce and risk management and workplace management, including supervising, managing and providing remuneration, compensation, incentives, benefits and awards to employees and payments to contractors for invoices rendered, including through the services of a third party in accordance with the Company's policies and practices;
9. Recording significant events during the application process, the employment relationship or contracting relationship;
10. Monitoring use of the Company's property and equipment in a reasonable manner, including telephone, facsimile, internet and e-mail use and access;
11. Maintaining a safe workplace and administering workplace policies;
12. Complying with the law, regulatory requirements, and court orders;
13. Complying with tax requirements;
14. For due diligence review purposes; and
15. Assessing and developing the Company's business and operations to better service its employees, contractors and clients.

The collection of employee personal information will be limited to that which is necessary for the purposes identified by the Company. Information shall be collected by fair and lawful means.

What kind of personal information is collected and from where?

The employee Personal Information collected by the Company about you as an individual, as applicable, may include, but is not limited to:

- Your home address, home telephone number, email address, other contact information, education, skills, training, work experience, employment history and references;
- Your length of service, promotions, transfers, salary, and salary expectations, benefits, perquisites, and other related information;
- Information needed to establish and maintain an employment relationship with you, such as work history and assignment details, performance information, work and residency permits, time and expense reporting information, and bank account and other information needed for personnel management, including your job objectives and preferences, if applicable;
- Information necessary for the administration of payroll, payment of invoices rendered, group insurance plans and benefit plans such as your social insurance number and GST/HST number, if applicable;
- Your employment or contractor records, including performance evaluations;
- Any medical information which relates to your ability to perform the bona fide duties of your position and/or which relates to any accommodations sought; and
- Information required for security purposes, any information required by law, or any information required to satisfy contractual obligations.

The Company may gather employee personal information about you from a number of sources including:

- From you, including from resumes, educational records, references, applications or other forms completed by you for employment, interviews, face-to-face discussions, job posting boards, assessments, career counseling, courses or training, telephone communications, e-mail, the internet, social networking sites, the Company website, and any other means of communications, whether verbal, written or otherwise;
- From third parties through inquiries we make to verify details provided to us in an application, such as references, credit or background checks, and certifications; and
- Where applicable, from your agents, brokers, lawyers, intermediaries

Consenting to the Collection, Use and Disclosure of Personal Information

The knowledge and consent of an individual is required for the collection, use, or disclosure of employee personal information, except where otherwise not required under applicable privacy legislation. When you applied for or accepted an employment or contracting arrangement, you were understood to have provided the Company with your implied consent to the Company's collection, use, disclosure and retention of your employee personal information for the purposes identified to you under this Policy.

You may withdraw your consent at any time upon providing reasonable notice, subject to any statutory or contractual exceptions or restrictions. You should contact the Company for more information.

In the normal course of providing employment, the Company will collect, use and/or disclose employee personal information where the collection, use and/or disclosure is reasonable for the purposes of establishing, managing, or terminating the employment relationship between The Company and the employee.

While the Company will maintain strict security safeguards, you understand that some of your employee personal information may be located in other provinces of Canada and in other countries in the normal course of our business and is therefore subject to the laws of those jurisdictions. It is possible that your employee personal information could be disclosed to other government entities under a lawful order made in those jurisdictions.

II. DATA RETENTION

The Company may retain or remove Applicant Personal Information consistent with the Company's data retention obligations and policies, and any applicable legal or regulatory obligations or for the period of time permitted by applicable provincial and/or federal laws. The Applicant Personal Information you provide may be retained and used to consider whether your skills are suitable for other opportunities with the Company.

Your Access to and Control Over Information

Except as required by law, we will cease the use or disclosure of your Applicant Personal Information in accordance with your instructions as soon as practicable. You can do the following at any time by contacting our Privacy Officer (details below):

1. See what data we have about you, if any.
2. Change/correct any data we have about you.
3. Have us delete any data we have about you.

4. Express any concern you have about our use of your data.

In each of the foregoing cases, we will make all reasonable efforts to promptly honour your request.

We may request specific information from you to help us confirm your identity and your right to access, and to provide you with the Personal Information that we hold about you or make your requested changes. Applicable law may allow or require us to refuse to provide you with access to some or all of the Personal Information that we hold about you, or we may have destroyed, erased, or made your Personal Information anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your Personal Information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

III. CHANGE IN STATEMENT

We reserve the right to amend this Applicant Notice at any time without advance notice in order to address future developments of Company, the Site or changes in industry or legal trends. We will post the revised Notice on the Site. Any changes will become effective upon the posting of the revised Applicant Notice on the Site. By continuing to use the Site following such changes, you will be deemed to have agreed to such changes. If you do not agree with the terms of this Notice, in whole or part, you can choose to not continue to use the Site.

How to Contact Us

Please address all inquiries, requests, and other communications regarding your personal information or this Privacy Notice to:

Contact: Data Protection Officer

Email: dpo@axiscapital.com

Address: 70 York Street, Toronto, ON M5J 1S9

Phone: +1 416-361-7200

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