

EMPLOYEE PRIVACY NOTICE CONCERNING PERSONAL DATA PROCESSING

Last Updated: August 2, 2021

1. Introduction

We are committed to the protection and promotion of your privacy. In connection with your employment with us at Innovative Product Achievement, LLC, it is necessary for us to collect, store and use Personal Data about you to administer the employment relationship. We are the “controller” of the Personal Data you provide us and will process any such Personal Data in accordance with applicable law and the statements contained in this privacy notice.

2. Scope

In order to ensure the coordinated and secure processing of employee data for purposes of administering the employment relationship, we rely on one or more services and/or centralized human resource information systems that may be operated or administered either by us, by our parent Innovative Product Achievement, LLC, Roper Technologies, or by one of its affiliates (collectively, the “Roper Group”). This notice (“**Notice**”) provides relevant information about the Personal Data that is processed using that system.

3. Categories of Personal Data We Collect

We collect Personal Data to manage and administer our relationship with you beginning when you apply for a role with us, during your employment, and through your departure from the Innovative Product Achievement, LLC. For a partial list of Personal Data we collect about you, see Annex 1.

4. Purposes for Processing Personal Data

We process Personal Data relating to you for the following purposes:

- recruitment and onboarding;
- The administration of the employment relationship, including for the purposes of operating payroll, administering employment benefits, evaluating your performance, determining staffing levels, and maintaining a global employee directory;
- to provide and track equipment, training, and support so that you can perform your role;
- To comply with our legal obligations as your employer including, where necessary to share information with law enforcement or regulatory authorities;
- to maintain a global and local compliance program, including annual training; and
- other legitimate purposes which are consistent with the management of the employment relationship and the Innovative Product Achievement, LLC’s obligations to you as our employee, or as may be relevant, such obligations which are the responsibility of the Roper Group.

We have not sold and do not sell any Personal Data you provide to us as part of your employment.

5. Sensitive Personal Data That We Process

We collect and use certain types of sensitive information (e.g., health, race, or religion) in limited circumstances where it is necessary for us to protect your interests (e.g., to provide healthcare), where

we need to do so to comply with specific legal obligations (e.g., equal opportunity or anti-discrimination legislation or employment law), or where we have your explicit consent to use it.

The purposes for which Sensitive Personal Data may be used include the following:

- to provide occupational health assessments and determine in limited cases if you are unable to work;
- to manage sickness absences and family/parental leave (where applicable) to meet obligations under applicable laws;
- compliance with equal opportunity or anti-discrimination legislation or regulations (where applicable);
- in connection with the administration of your benefits;
- background checks for employment (where permitted by applicable laws); and
- in the course of legal proceedings (including prospective legal proceedings), complying with laws and regulations, obtaining legal advice, establishing or defending legal claims, or otherwise where strictly necessary for the administration of justice in accordance with applicable laws.

6. Recipients of Personal Data

INNOVATIVE PRODUCT ACHIEVEMENT, LLC shares Personal Data with the Roper Group and certain third parties, such as suppliers, customers, and advisers in furtherance of your employment or your employment responsibilities with INNOVATIVE PRODUCT ACHIEVEMENT, LLC, or as required by law. This includes sharing your Personal Data with these third parties when sharing is necessary for them to perform services for INNOVATIVE PRODUCT ACHIEVEMENT, LLC or for INNOVATIVE PRODUCT ACHIEVEMENT, LLC to provide its services to them. We will only share your Personal Data with these third parties in accordance with this policy, when otherwise required by applicable law, or with your consent. We will obtain assurances from each third party with whom we share your Personal Data that it will safeguard your Personal Data in a manner consistent with this policy. If we have knowledge that a third party is using or disclosing Personal Data in a manner contrary to this Policy, we will take reasonable steps to prevent or stop the use or disclosure.

Your Personal Data may be also disclosed or transferred to a third party in the event of any proposed or actual reorganization, sale, merger, or any other type of corporate action involving of any portion of our Innovative Product Achievement, LLC or assets (including insolvency). Should such an event take place, we will direct the transferee to use Personal Data in a manner that is consistent with this Privacy Policy.

7. Transfers to Third Countries

INNOVATIVE PRODUCT ACHIEVEMENT, LLC is an affiliate of the Roper Group, with offices located throughout the world. As a result, your Personal Data may be transferred to other Roper Group offices for the purposes identified above. Any such transfer shall take place only in accordance with and as permitted by the law of your jurisdiction, but please be aware that the laws and practices relating to the protection of Personal Data are likely to be different and, in some cases, may be weaker than those within your home jurisdiction.

INNOVATIVE PRODUCT ACHIEVEMENT, LLC and the Roper Group have executed Standard Contractual Clauses, as approved by the European Commission and/or by the United Kingdom's Information Commissioners' Office. These clauses permit us (or the Roper Group) to transfer data from the EU and the

UK to third countries, including the United States. Regardless, in all events, we shall apply the provisions of this Policy to your Personal Data wherever it is located.

8. Protection of Personal Data

We are committed to protecting your Personal Data. We use a variety of security measures and technologies to protect your Personal Data from unauthorized access. This includes storing the Personal Data you provide in secure areas or on secure servers and using encryption when electronically transmitting or storing highly-confidential or sensitive information.

9. Retention of Personal Data

We will keep and process your Personal Data only for as long as is necessary for the purposes for which it was collected, unless there is a legal right or obligation to retain the data for a longer period. Generally, this means that your Personal Data will be retained as documented in our corporate data retention schedule.

10. Contact Information

If you have any questions, please contact Nick Shishkov at nshiskov@thinkipa.com or your HR Department at hr@thinkipa.com.

11. Updates

We reserve the right to update this Employee Privacy Notice from time to time. When we do, we will revise the "last updated" date at the top of this Notice. If there are material changes to this Notice or in how INNOVATIVE PRODUCT ACHIEVEMENT, LLC will use your personal data, we will use reasonable efforts to notify you either by prominently posting a notice of such changes before they take effect or by directly sending you a notification.

12. Acknowledgement

To acknowledge that you have received this Notice, please sign below:

Signature: _____

Name: _____

Date: _____

Annex 1: Categories of Personal Data and Grounds for Processing

The Innovative Product Achievement, LLC will process the following categories of data based on legitimate grounds for processing.

Some examples of data and the legal bases for processing are set out below:

1. Personal Data necessary for the performance of your employment agreement with the Innovative Product Achievement, LLC. Examples include:

- a) Contact Details

- name
- work and home contact details (work e-mail, phone numbers, physical address).

- b) Compensation and Payroll

- date of birth
- employee identification number
- base salary and bonus
- compensation type and benefits
- pay grade
- currency
- pay frequency
- effective date of current compensation,
- salary reviews
- banking details
- working time records (including vacation and other absence records, leave status, hours worked, and department standard hours), and
- pay data.

- c) Position

- description of current position
- job title
- corporate status
- management category
- job code, job function(s) and subfunction(s)
- branch/unit/department
- location
- employment status and type
- terms of employment
- employment contract
- work history
- hire/re-hire and termination date(s) and reason
- length of service
- retirement eligibility
- promotions and disciplinary records
- date of transfers
- reporting manager(s) information

2. Personal Details necessary to comply with Innovative Product Achievement, LLC's legal obligations.

Some examples of the legal obligations include:

- income tax and national insurance deductions,
- record-keeping and reporting obligations,
- physical access policies,
- conducting audits, compliance with government inspections and other requests from government or other public authorities,
- responding to legal processes, pursuing legal rights and remedies, defending litigation and managing any internal complaints or claims, conducting investigations, and
- complying with internal policies and procedures.

The categories of Personal Data collected include:

- National insurance number
- citizenship
- driver's license
- passport data
- health data
- details of residency or work permit
- ID card data
- disability status.

3. Personal Details processed where necessary for the purposes of pursuing the legitimate interests of the Innovative Product Achievement, LLC in its operations and the security and safety of its property, customers, employees and third parties.

The Innovative Product Achievement, LLC will collect system and application access data as required to access Innovative Product Achievement, LLC systems and applications such as:

- photograph (if you provide it)
- system passwords
- system ID
- branch, state
- LAN ID
- country code
- work e-mail account
- emergency contact information
- work instant messaging account
- electronic content produced by you using Innovative Product Achievement, LLC systems and Innovative Product Achievement, LLC-owned devices.
- mainframe ID