

附件二 美利肯中国员工隐私声明

Appendix 2 Privacy Notice for Milliken Associates in China

在美利肯，我们致力于维护您个人信息的准确性、机密性和安全性。本隐私声明描述了美利肯公司及其关联企业（以下统称“美利肯”或者“我们”）向您收集的或关于您的个人信息，以及我们如何处理您的个人信息等内容。本声明根据中国个人信息保护法及其他相关法律要求撰写，适用于在中国工作的美利肯员工。其并非旨在根据其他法律或法规或为了特定系统或应用程序而取代美利肯向员工或其他人提供的其他通知。如果特定系统或应用需要额外或不同的披露，则这些披露将另行提供。

Milliken is committed to maintaining the accuracy, confidentiality and security of your personal information. This Privacy Notice describes the personal information collected from or about you by Milliken and its affiliates (hereinafter collectively referred to as “Milliken” or “we/us/our”), and how we process your personal information. This Privacy Notice is prepared in accordance with the Personal Information Protection Law of China and other relevant legal requirements, and is applicable to Milliken associates working in China. This Privacy Notice is not intended to replace other notices provided by Milliken to associates or others under other laws or regulations or for specific systems or applications. If additional or different disclosures are required for a particular system or application, such disclosures will be provided separately.

在您签署本《隐私声明》前，请您仔细阅读并了解，特别应重点阅读我们以 ***斜体加粗*** 标识的内容，确保您充分理解和同意。

Before signing this Privacy Notice, please carefully read and understand this Privacy Notice, especially the contents marked in ***bold and italics***, to ensure that you fully understand and agree with this Privacy Notice.

收集使用个人信息的目的

Purpose of Collecting and Using Personal Information

美利肯可能会基于合法的商业目的、维护合法权益、履行与您签订的雇佣合同或因负有法律义务而收集、使用和处理您的个人信息。如上所述，美利肯将出于以下通用目的处理您的个人信息。请注意，每一类目的下所列示例并不详尽：

Milliken may collect, use and process your personal information for legitimate business purposes, maintaining legitimate rights and interests, performing the employment contract signed with you, or fulfilling legal obligations. Milliken will, as mentioned above, process your personal information for the following general purposes. Please note that the examples enumerated under each category are inexhaustive:

- (1) 人力资源和人才管理：如系统注册和更新维护、培训和教育、绩效管理、员工调动和继任计划、内部人力资源分析、报告和规划、人才招聘和评估调查、劳动和员工关系管理等。

Human resources and talent management: system registration and update/maintenance, training and education, performance management, associate transfer and succession planning, internal human resources analysis, reporting and planning, talent recruitment and evaluation/survey, employment and associate relationship management, etc.

- (2) 薪酬处理、工资和福利管理：如员工福利和持续发放的薪资、报酬（如津贴、福利、保险、养老金、税款或其他政府征税、绩效等方面的审查）。

Remuneration processing, salary and benefit management: associate benefits and continuously-paid salaries and remunerations (such as the review of allowances, benefits, insurance, pensions, taxes or other government taxes, performance, etc.).

- (3) 健康和计划：如医疗保险服务、健康安全计划、健康检查等。

Health and safety program: medical insurance service, health and safety program, physical examination, etc.

- (4) 员工服务及员工沟通：如履行服务、员工联络、员工援助计划等。

Associate service and communication: service provision, liaison with associate, associate assistance plan, etc.

- (5) 财会管理：如报销费用、审计及内部报告、薪资报酬和报酬发放、分析成本和费用等。

Financial management: expense reimbursement, audit and internal report, salary and remuneration, remuneration payment, cost and expense analysis, etc.

- (6) 信息技术管理：如计算机网络、电子邮件、互联网接入、企业资源管理系统、应用程序等基础设施的支持和服务、测试、备份等。

IT management: computer network, email, Internet access, enterprise resource management system, application and other infrastructure support and services, testing, backup, etc.

- (7) 运营管理：如工作场所管理、资产管理、授权管理、知识产权管理、

组织架构管理、差旅记录、市场分析、业务规划、兼并收购活动、从事研究活动等。

Operation management: workplace management, asset management, authorization, intellectual property management, organizational structure management, traveling records, market analysis, business planning, M&A, research activities, etc.

- (8) 安全和合规管理：如安全培训、紧急事件处理、提供安全的工作环境、内外部合规调查等。

Security and compliance management: training on safety, emergency handling, provision of a safe working environment, internal and external compliance investigation, etc.

- (9) 外部沟通：如商业登记、获得授权委托、参加行业会议、向公司的客户和潜在客户呈递建议等。

External communication: business registration, obtaining authorization, participating in industry meetings, presenting suggestions to the company's (potential) customers, etc.

- (10) 维护合法权益：如在诉讼、仲裁、行政或者监管程序中进行控诉和抗辩，包括证据采集、电子取证、诉讼保全等。

Safeguarding legitimate rights and interests: filing complaints and making defense in litigation, arbitration, administrative or regulatory proceedings, including evidence collection, electronic evidence collection, property preservation, etc.

- (11) 履行法定义务：如协助司法、执法和行政管理活动等。

Fulfilling legal obligations: assistance to the administration of justice, law enforcement and public administration activities, etc.

收集使用个人信息的范围

Scope of Collecting and Using Personal Information

美利肯可能通过您本人或您的前任雇主、就业中介、招聘机构/平台、您的公共档案来源和其他第三方等中间渠道掌握、收集、获得、处理您的个人信息，可能包括：

Milliken may have access to, collect, obtain and process your personal information from you or through such intermediary channels as your former employers, employment agencies, recruitment agencies/platforms, your public file sources and other third parties, and such personal information may include:

- **身份资料:** 如姓名、性别、出生日期、照片、社保信息、签证、身份证、护照和/或其他政府签发的身份证明文件、民族、宗教信仰、政治面貌、有关您的偏好和行为信息。

Identity information: name, gender, date of birth, photo, social security information, visa, ID card, passport and/or other government-issued identity documents, nationality, religious belief, political affiliation, information about your preferences and behavior.

- **健康数据:** 如您提供的与美利肯健康和计划、病假就医、体检、工伤医疗等相关的数据，美利肯从职业卫生服务提供者、健康保险公司、体检机构和参与诸如评估工作能力、抵消职业健康风险等活动的政府机构处获得的数据。

Health data: the data provided by you related to Milliken's health and safety program, sick leave for medical treatment, physical examination, work-related injury medical treatment, etc., and the data obtained by Milliken from occupational health service providers, health insurance companies, physical examination institutions and government agencies involved in such activities as work competency assessment and occupational health risk offsetting.

- **家庭和亲属信息:** 如家庭住址、婚姻状况、父母姓名、子女信息、紧急联系人信息、以及其他评估潜在利益冲突或者为实现税务、保险目的所需的信息。

Family and relative information: home address, marital status, parents' names, children's information, emergency contact's information, and other information needed to assess potential conflicts of interest or for tax and insurance purposes.

- **联系信息:** 如个人电话号码、个人电子邮件地址、微信账号。

Contact information: personal phone number, personal email address, and WeChat account.

- **财务信息:** 如指定银行信息、社保、医保、公积金和税务信息。

Financial information: designated bank information, social security, medical insurance, provident fund and tax information.

- **一般雇佣管理数据:** 如工作经历、教育背景、入离职时间、薪资福利、职位名称、业务部门、上下级组织关系、工作地点、电话号码、电子邮箱、学习/培训记录、车辆信息、差旅信息。

General employment management data: work experience, education background, employment entry and departure time, salary and benefits, title, business department, superiors and subordinates, place of work, phone number, email address, learning/training records, vehicle information, and traveling information.

- **绩效和评估数据:** 评估、考核、处分的记录。

Performance and evaluation data: records of evaluation, assessment and punishment.

- **信息技术数据:** 使用美利肯提供的计算机、手机等电子设备、通信系统、网络系统等过程中的用户 ID、密码、登录信息以及产生的信息和日志等。

IT data: user ID, password, login information, information and logs generated in the process of using the computers, mobile phones and other electronic devices, communication systems, network systems, etc. provided by Milliken.

- **影像资料:** 如在美利肯场所安装的安防/监控系统上录制的录像片段、在美利肯活动期间拍摄的照片，以及通过社交媒体在美利肯内部共享的视频或者照片。

Videos and others: video clips recorded on the security/monitoring system installed at Milliken's premises, photos taken during Milliken's activities, and videos or photos shared within Milliken through social media.

- **其他信息:** 在您申请美利肯职位以及此后的雇佣中其他对于美利肯合理商业目的和合法权益所必要的个人信息。

Other information: other personal information necessary for Milliken's reasonable business purposes and legitimate rights and interests during your application for Milliken's job position and subsequent employment.

需特别注意，根据适用的相关法律法规，您的某些个人信息可能被视为敏感个人信息，如您的身份资料、健康数据、家庭信息以及您的财务信息等。该等信息是美利肯履行与您的雇佣合同或为您提供服务或基于法定义务所必要的个人信息，美利肯将谨慎处理您的敏感个人信息，不会对您的合法权益造成不利影响。您特别同意美利肯在上述目的和范围内处理您的敏感个人信息。

It should be noted that according to applicable laws and regulations, some of your personal information may be considered as sensitive personal information, such as your identity data, health data, family members' information and your financial information, which are necessary personal information for Milliken to perform the employment contract signed with you or provide you with services or fulfill legal obligations. Milliken will carefully process your sensitive personal information and will not adversely affect your legitimate rights and interests. You hereby agree that Milliken may process your sensitive personal information within the foregoing purposes and scope.

美利肯可以在法律允许的范围内安装、使用监控系统，用于控制和防止有人未经授权进入美利肯场所。监控系统记录的影像以安全的方式进行存储，并且仅在有必要查看该等影响的基础上（如为了调查事件）才能进行访问。

Milliken may, to the extent permitted by law, install and use the monitoring system to control and prevent unauthorized access to Milliken's premises. The images recorded by the monitoring system are stored in a secure manner and can only be accessed if it is necessary (e.g., for investigation purpose) to view such images.

除法律要求的特定信息外，您同意将任何个人信息提供给美利肯完全以您自愿为基础。但请您注意，美利肯需要处理您的某些个人信息以管理您的在职情况，如雇佣合同、IT 工具和服务的提供、进入美利肯场所和网络的权限以及薪资和福利的支持。因此，如果您不同意提供您的个人信息或者不同意美利肯处理您的某些个人信息，美利肯可能无法为您提供工作和相应的服务。

Except for specific information required by law, your consent to provide any personal information to Milliken is made entirely on your own free will. However, please note that Milliken needs to process some of your personal information for employment management, such as the management of employment contract, provision of IT tools and services, access to Milliken's premises and networks, and payment of salary and benefits. Therefore, if you do not agree to provide your personal information or Milliken's processing of some of your personal information, Milliken may not be able to provide you with employment opportunities and corresponding services.

个人信息的共享和转移

Sharing and Transfer of Personal Information

美利肯是一家全球性公司，在不同的国家/地区都设有分支机构，以人事管理、计划和与美利肯的劳动关系管理为目的或与之相关的其他目的，您的个人信息可能会在美利肯的全球业务范围内以及境内或境外各个实体之间进行传输、访问、使用和存储；美利肯还可能根据需要向特定类别的第三方提供对您个人信息的访问权限或者传输您的个人信息。

Milliken is a multinational corporation with branches in different countries/regions. For the purpose of personnel management, planning and management of employment relationship with Milliken or other purposes related thereto, your personal information may be transmitted, accessed, used and stored within Milliken's global business networks and among various entities at home or abroad; Milliken may also provide specific third parties with access to your personal information or transfer your personal information to them as required.

您同意美利肯在以下情况下与第三方共享您的个人信息：

You agree that Milliken may share your personal information with a third party under the following circumstances:

- (1) 协助美利肯经营管理劳动关系、提供财务或者其他支持服务的第三方，包括但不限于软件和系统供应商*、工资或其他福利支付管理公司/银行、差旅代理或管理、报销审核、养老金计划公司、体检中心、心理咨询中心、健康保险公司或中介、退休金信托公司、信用卡公司、背景确认提供者、调查机构以及其他与美利肯就服务的提供达成供应商计划协议的合作伙伴。

The third parties assisting Milliken in operating and managing employment relationship, providing financial or other supporting services, including but not limited to software and system providers*, salary or other benefit payment management companies/banks, traveling agencies or managers, reimbursement review agencies, pension plan companies, physical examination centers, psychological counseling centers, health insurance companies or intermediaries, pension trust companies, credit card companies, background information providers, investigators and other partners who have reached supply agreements with Milliken on the provision of services.

- (2) 美利肯聘请的专业顾问，如保险公司、律师、培训机构以及其他与保险理赔、审计和接受咨询服务有关的专业顾问。

Professional consultants engaged by Milliken, such as insurance companies, lawyers, training institutions and other professional consultants related to insurance claims settlement, audit and consulting services.

- (3) 与客户、潜在客户和业务合作伙伴共享您的业务联系信息，以提供经常性业务运行支持。

To share your business contact information with (potential) customers and business partners to provide regular business operation support.

- (4) 在美利肯或美利肯业务部门发生合并、分立、重组、清算或解散或在类似情况下，美利肯可能会与第三方共享或转移您的个人信息。如果发生此类事件，我们将会以邮件或网站公示/通知的方式向您告知接收方的名称和联系方式，并采取适当且合理的措施保护您的个人信息。

In case of consolidation, division, reorganization, liquidation or dissolution of Milliken or Milliken's business department or other similar circumstances, Milliken may share or transfer your personal information with/to a third party. In the event of the said cases, we will inform you of the name and contact

information of the recipient by email or announcement/notification on the website, and take appropriate and reasonable measures to protect your personal information.

- (5) 根据法律法规或政府主管部门要求而共享您的个人信息，包括但不限于履行法定义务、与工会等组织共享数据、相应法院程序或者执法机关或其他政府机关提出的正当法律请求、在特殊情况下为了保护美利肯的权利或财产或您或他人的健康、安全、福利、权利或财产等切身利益而认为有必要时，或者其他类似的情况。

To share your personal information according to laws and regulations or the requirements of government authorities, including but not limited to fulfilling legal obligations, sharing data with labor unions and like organizations, responding to court procedures or legitimate legal requests made by law enforcement agencies or other government agencies, and where it is necessary to protect Milliken's rights or property or your or others' vital interests such as health, safety, welfare, rights or property under special circumstances or other similar circumstances.

- (6) 其他获取您明确同意的情况。

Other circumstances where your explicit consent has been obtained.

特别提请您的注意：上述情况中的某些服务和内容第三方位于中国境外，因此美利肯可能会向中国境外传输您的个人信息（包括您的敏感个人信息）。

Please note that some of the services and contents mentioned above are located outside the territory of China, so Milliken may transmit your personal information (including your sensitive personal information) outside the territory of China.

美利肯根据上述情况向任何第三方披露您的个人信息，都会且必须保护您的个人信息的机密性和安全性，美利肯将通过隐私政策、合同或者其他方式采取适当措施充分保护您的个人信息，并且仅在符合适用的法律法规的前提下使用您的个人信息。美利肯将按照适用的法律要求并仅在为了达成本声明目的所必需的程度上传输您的个人信息。

If Milliken discloses your personal information to any third party under the foregoing circumstances, it will and must protect the confidentiality and security of your personal information. Milliken will take appropriate measures to fully protect your personal information through privacy policies, contracts or other ways, and only use your personal information in compliance with applicable laws and regulations. Milliken will transmit your personal information in accordance with applicable laws and only to the extent necessary for the purposes of this Privacy Notice.

*截至本声明发布日，美利肯在中国提供的软件和系统包括：SAP、Microsoft、Spark、Inspire、Sitecore、Highspot、Concur、Ariba、MDS、Cisco IPT、IT Answers、JPMorgan、EDM、PlanIT、FC catalog maintenance、Carpet Deploy Planning System、SCRM（智趣百川）、Fapiao force、TMF、CDP 等。美利肯可能根据日常经营之需求变化，不时增加或减少软件和系统。如增加的软件或系统需获取您的个人信息以实现本声明范围内的任一目的，您同意美利肯将您的个人信息应用于该等软件或系统。

*As of the date of this Privacy Notice, the software and systems provided by Milliken in China include, among others, SAP, Microsoft, Spark, Inspire, Sitecore, Highspot, Concur, Ariba, MDS, Cisco IPT, IT Answers, JPMorgan, EDM, PlanIT, FC catalog maintenance, Carpet Deploy Planning System, SCRM, Fapiao force, TMF, and CDP. Milliken may, according to changes in daily business needs, add or reduce software and systems from time to time. If the added software or system needs to obtain your personal information to achieve any purpose within the scope of this Privacy Notice, you agree that Milliken may apply your personal information to such software or system.

个人信息的存储和保护

Storage and Protection of Personal Information

您的个人信息将被美利肯以书面和/或电子形式加以储存。

Your personal information will be stored in written and/or electronic form by Milliken.

美利肯在全球范围内使用统一的服务器供应商，故当您在使用美利肯提供的软件、系统、电子设备或者您的私人设备连接美利肯提供的互联网时，您的个人信息可能会被自动存储于服务器供应商的任何一个服务器，服务器自动分配储存您个人信息的地点，存储地点包括中国境内或者境外。

Milliken uses one server provider around the world, so when you use the software, systems, electronic devices provided by Milliken or your personal devices to connect to the Internet provided by Milliken, your personal information may be automatically stored in any server of the said server provider, and the server will automatically assign a location to store your personal information, including those within or outside the territory of China.

美利肯将会采取符合法律法规标准的合理措施来保护您的个人信息的保密性、安全性和完整性，防止数据遭受到未经授权的访问、披露、使用、修改、损坏或丢失。例如，我们会使用加密技术来增强个人信息的安全性；使用受信赖的保护机制防止数据遭到恶意攻击；部署访问控制机制，确保只有授权人员才可访问个人

信息；以及开展安全和隐私保护培训/宣传，提高员工对保护个人信息重要性的认识。

Milliken will take reasonable measures consistent with laws and regulations to protect the confidentiality, security and integrity of your personal information and prevent unauthorized access, disclosure, use, modification, damage or loss of data. For example, we will use encryption technology to enhance the security of personal information, use trusted protection mechanisms to prevent data from malicious attacks, deploy access control mechanism to ensure that only authorized personnel can access personal information, and carry out security and privacy protection training/publicity campaign to improve associates' awareness of personal information protection.

个人信息的保存期限

Retention Period of Personal Information

美利肯保存您的个人信息的期限一般会持续您整个在职期间。当您离职后，美利肯将仅处理其认为必要的个人信息以实现收集个人信息时的目的，并且在该等目的实现后不会再继续处理您的该等信息，或者以后可能会根据需要进行处理，以遵守相关法律、税务、或者福利义务，或在确实发生、即将发生或与预计发生纠纷或索赔的情况下满足任何法律法规的要求。

Generally, Milliken will keep your personal information throughout your employment. Upon termination of your employment relationship with Milliken, Milliken will only process the personal information that it deems necessary to achieve the purpose of personal information collection, and will not continue to process your personal information upon achievement of the said purpose; however, Milliken may process your personal information as needed in the future to comply with relevant laws, tax or welfare obligations, or meet the requirements of any laws and regulations in the case of disputes or claims that arise, are to arise or will arise.

个人信息的更新和删除

Update and Deletion of Personal Information

美利肯尊重您作为个人信息主体应享有的各项权利。您有权使用、查阅和复制您所提供的个人信息以及其他美利肯获得的您的个人信息，有权要求更正、补充这些资料，以确保其保持准确性和完整性。在部分软件和系统中，您对您的部分个

人信息拥有直接访问权限，因此您可以通过直接访问的方式访问、更正、补充、删除或复制您的个人信息。没有直接访问权限的，您可以联系我们。出于法律或其他原因，关于访问、更正、补充、删除或者获取副本的请求，可能会被全部或部分驳回。

Milliken respects your rights as the personal information subject. You have the right to use, view and copy your personal information provided by you and other personal information obtained by Milliken from you, and have the right to request correction of and supplement to such personal information to ensure the accuracy and integrity thereof. You may have direct access to some of your personal information in some software and systems, and therefore, you can access, correct, supplement, delete or copy your personal information through direct access. In respect of the personal information to which you do not have direct access, you may contact us for help. Requests for access to, correction of, supplement to, deletion of or obtainment of copies of personal information may be rejected in whole or in part on legal or other grounds.

在以下情形下，您有权要求美利肯删除您的个人信息：

You may request Milliken to delete your personal information under any of the following circumstances:

- (1) 您的个人信息对于美利肯公司收集、使用该等信息的目的已经实现、无法实现或不再必要；或

Where the purpose of collecting and/or using your personal information by Milliken has been achieved, cannot be achieved or is no longer necessary;

- (2) 美利肯公司非法处理了您的个人信息；或

Where Milliken illegally processes your personal information;

- (3) 您撤回同意美利肯处理您的个人信息；或

Where you withdraw your consent to Milliken processing your personal information;

- (4) 必须删除个人信息以遵守中国法律；或

Where the deletion of personal information is necessary to comply with Chinese laws; or

- (5) 法律、法规规定的其他情形。

Other circumstances stipulated by laws and regulations.

法律、行政法规规定的保存期限未届满，或者删除您的个人信息从技术上难以实现的，美利肯将停止除存储和采取必要的安全保护措施之外的处理。

Where the retention period stipulated by laws and administrative regulations has not expired, or it is technically difficult to delete your personal information, Milliken will stop processing your personal information in addition to non-storing of and taking necessary protection measures for your personal information.

本政策如何更新

How Do We Update this Privacy Notice

本隐私声明可能会更新，美利肯会通过网站公示、邮件通知等方式发布对本声明所做的任何更改，建议您定期查看本隐私声明，以及时了解对其进行的任何更改。对于重大变更，美利肯会提供更为显著的通知，如邮件通知、网站弹窗等方式说明本隐私声明的具体变更内容。

This Privacy Notice may be updated. Milliken will make publicly available any changes made to this Privacy Notice through website, email notification, etc. It is recommended that you check this Privacy Notice on a regular basis and stay informed of any changes made hereto in a timely manner. For major changes, Milliken will provide more significant notices, such as email notifications, and website pop ups to explain the specific changes made to this Privacy Notice.

联系我们

Contact Us

您的个人信息处理者是您的美利肯雇主。如果您对本隐私声明由任何疑问、意见或建议，可以联系人力资源部门或法务部门，我们将在核实您的身份后 30 日内处理。

The processor of your personal information is Milliken, i.e., your employer. If you have any questions, comments or suggestions about this Privacy Notice, you can contact the human resources team or the legal team, and we will approach your questions, comments or suggestions within 30 days upon verification of your identity.

内部文件，请勿转发 *Internal document, Please do not forward.*

本声明于 2023 年 1 月 1 日发布。

This Privacy Notice is promulgated on January 1, 2023.