

Privacy Policy and Notice for Employees on Long Term Assignment in the European Union, European Economic Area, and Switzerland

OVERVIEW

Purpose	<p>This Privacy Policy and Notice (“Policy”) aims to provide guidance to employees of Bath Iron Works Corporation on the standards that govern Bath Iron Works Corporation’s privacy policies to include the nature of the personal data held by Bath Iron Works Corporation regarding its employees and the way Bath Iron Works Corporation uses and otherwise processes its employees’ personal data.</p> <p>The guidance is designed to comply with all applicable national, state and local laws and regulations, including primarily the European Union’s General Data Protection Regulation (“GDPR”). This Policy also aims at providing Bath Iron Works Corporation employees with transparent information regarding the processing of their personal data.</p>
Scope	<p>This Policy applies to Bath Iron Works Corporation.</p> <p>This Policy covers all personal data related to Bath Iron Works Corporation employees that are placed on assignment in the European Union, European Economic Area, and Switzerland.</p>
Intended Audience	<p>All Bath Iron Works Corporation employees that are placed on assignment in the European Union, European Economic Area, and Switzerland.</p>
Definitions	<p>Listed below are the definitions that pertain to this Policy. Where a term is not specifically defined in this section, the definitions of article 4 of the GDPR shall apply.</p> <p><u>“Bath Iron Works Corporation” or “We” or “Us” or the “Company”</u> – Bath Iron Works Corporation or the Bath Iron Works Corporation’s subsidiary or affiliate that is the data controller.</p> <p><u>“Personal Data”</u> – any information relating to an identified or identifiable natural person (“data subject”). An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to his /her physical, physiological, mental, economic, cultural or social identity. Data is considered personal when it enables anyone to link information to a specific person, even if the person or entity holding that data cannot make that link.</p> <p><u>“Processed” or “Processing” Personal Data</u> – this term is broadly defined and includes any manual or automatic operation (or set of operations) on Personal Data, including its collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, use, transmission, dissemination or publication, alignment or combination, and even restriction, erasure, or destruction</p>

“Personnel” or “You” or “Your” – all employees of Bath Iron Works Corporation that are placed on assignment in the European Union, European Economic Area, and Switzerland.

“Data Controller” – a person or entity who, either alone or jointly or together with other persons or entities, determines the purposes for which and the manner in which any Personal Data are, or are to be, Processed. For purposes of this Policy, the Data Controller is Bath Iron Works Corporation and General Dynamics Shared Resources, LLC, which processes payroll for employees on long term assignment; General Dynamics Corporation when employee data for employees on long term assignment is sent to Corporate headquarters).

For questions, contact Allyson B. Coombs, Director of Human Resources Services at lteprivacy@gdbiw.com

“Sensitive Personal Data” – Personal Data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.

POLICY AND NOTICE

1. General Rule

Personal Data shall be collected and processed in compliance with the requirements of the GDPR and/or other applicable local data privacy laws (“Privacy Laws”).

Bath Iron Works Corporation collects and processes Personal Data relating to its Personnel primarily for job-related purposes. You can find a list of the purposes for which We process Your Personal Data in Section 4 of this Policy. We do not collect and process more or other types of Personal Data than are necessary to fulfill the respective purposes. We will only use Personal Data as set forth in this Policy, unless You have specifically provided Your consent to another use of Your Personal Data or such use is otherwise permissible under applicable Privacy Laws. You shall be informed about the categories of Personal Data collected and how the Personal Data will be processed. If we intend to use Your Personal Data for purposes other than those for which the Personal Data was originally collected, we will inform You in advance. Where the processing is subject to Your consent, we will use Your Personal Data for a different purpose only with Your permission. Access to the Personal Data shall be role-based and consistent with the job duty responsibilities of Bath Iron Works Corporation employees who are given access.

2. Personal Data Collected and Held

Unless limited by local legislation, only the following Personal Data will typically be collected, processed, and stored as part of the personnel record Bath Iron Works Corporation holds on You:

- Your identity: last name, first name, maiden name; gender; date and country of birth; nationality; home address; home telephone number; home email; name and telephone number of a contact in case of emergency; passport number (if applicable); adhesion to the Catholic and Evangelic Church (applicable in Germany and Switzerland only and exclusively for tax purposes); driver's license number (if applicable); work permit number; social security number or foreign tax number (if applicable and only as required for payroll, benefit and insurance purposes); bank account details; employee identification number; and, if any, Your disability rate (if applicable) as required for Bath Iron Works Corporation to comply with its legal duty;
- Family status: marital status; last name, first name, social security number, and date of birth of Your spouse or partner (should You and your spouse or partner wish to be added to your insurance); last name, first name, date of birth, and social security number of Your children (should You wish to add them to your insurance); insurance information; and pension information; this data may also be required to obtain work or residency permits in some countries (Denmark for example);
- Background Check: information about criminal convictions and civil infractions provided by law enforcement and court records, and information provided by your former employers.
- Employment terms and conditions: fixed-term contract or open-ended contract; part-time or full-time job; hire date; termination date; division; department; reporting structure; job title; pay grade; work telephone number and work email address; job description; track of salary and other compensation elements; related payments; actual working hours or shift time; pension fund contribution; tax and source tax deductions; absence management (in particular sick leave, special leave of absence, maternity leave, parental leave); paid holidays (if applicable); time off given in compensation for extra time worked); personnel representative status (such as whether there is an applicable works council); Bargaining Unit affiliation. This may not apply in the entire EU, but it was a question for obtaining a work permit in Denmark.
- Education and development: diplomas and training certificates held; languages and proficiency; curriculum vitae detailing Your work experience and if applicable, military situation (but not the reasons for deferment or rejection from the military service, if any); continuous training; mobility situation and management of career development actions; performance evaluations;
- Your use of Bath Iron Works Corporation's Information Technology System: IT system usernames and passwords and similar information. Please note that a description of the collection and Processing of Your Personal Data in connection with Your use of Bath Iron Works Corporation's IT Resources are also set forth in Bath Iron Works Corporation's Information Technology & Security Policies; and
- Data collected through the Compliance Hotline (if applicable): You or a complainant can submit complaints or inquiries on an anonymous basis to the compliance hotline. If You or a complainant wishes to use Your or their identity, then the following Personal Data may be collected: last name, first name, job title, and contact information of the person who contacted the

compliance hotline (the complainant); last name, first name, job title, and contact information of the person who is the subject of the communication to the compliance hotline; last name, first name, job title, and contact information of the person(s) involved in the collection and processing of the complaint; alleged facts reported by the complainant regarding accounting, internal accounting controls, auditing matters, banking and financial items; vital interests of the company; and when legally applicable under the Privacy Laws, employees' physical or moral integrity; follow-up required to verify the alleged facts; and information obtained or created in connection with reporting the complaint.

3. Collection and Processing of Sensitive Data

In principle, no Personal Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning Your health or sex life or Your sexual orientation are collected or processed by Bath Iron Works Corporation.

However, racial or ethnic origin Personal Data (e.g. Your identified race and ethnic origin as provided by You at Your time of hire or when You voluntarily self-disclose such information after Your time of hire) may be collected and processed by Bath Iron Works Corporation to the extent that Bath Iron Works Corporation is required to do so in order to comply with its affirmative action and equal employment opportunity obligations.

Further, health-related Personal Data (e.g., absence records associated with illness or accidents, including possible exposure to certain materials or contaminants; maternity leave; disabilities; work-related injuries or claims; etc.) may be collected and processed by Bath Iron Works Corporation to the extent Bath Iron Works Corporation is required to do so in order to comply with its labor and social security obligations or to manage the safety at the workplace.

4. Purposes of the Personal Data Processing

Where it is necessary, we use Your Personal Data to help ensure effective personnel administration, for the following purposes:

- Payroll and Benefits Administration: Personal Data are used to administer the wages and benefits that you receive under Your employment agreement, including merit increases, any other salary adjustments, annual bonus payments, health and welfare insurances, and retirement benefits, including other benefits provided to retirees; income tax; and social security withholdings; vacation allotment; and insurance coverage.
- Travel Arrangements and Business Expense Processing: Personal Data are used to make travel arrangements and to process business expenses associated with business travel; to process business expenses associated with approved coursework, books and periodicals, and training; to process business expenses associated with business lunches and dinners and other approved business expenditures.
- Performance Review and Management: Bath Iron Works Corporation uses Personal Data to facilitate Personnel performance management and career development,

notably through annual performance appraisals; annual salary reviews, and; if any, disciplinary sanctions in accordance with local legislation.

- Succession Planning and Leadership Development: Personal Data may also be used for succession planning and leadership development of employees.
- Administration of Compensation Program or Employee Equity Plans: Personal Data may be used in the administration of compensation program or equity plans.
- Legal Obligations: We also use Your Personal Data to comply with our legal obligations, such as income tax and social security withholdings; “Catholic and Evangelic Church tax” (applicable in Germany and Switzerland only and exclusively for tax purposes); disability; maternity obligations; or cooperation with courts, including civil actions, and with law enforcement agencies in legal investigations regarding suspected criminal activities or other suspected illegal activities. Subject to local law requirements, Bath Iron Works Corporation may use Your Personal Data to protect our legal rights or support any claim, defence or declaration in a case or before any jurisdictional and/or administrative authority or arbitration or mediation panel, in the context of disciplinary actions/investigations or of internal or external audit and inquiries.
- Security: Some of Your Personal Data are collected and processed for security purposes including office access and IT Resources access, according to Bath Iron Works Corporation’s Information Technology & Security Policies. Personal Data may be collected in the course of IT Resources security procedures, including security penetration tests, for which IT experts will try to access our system to find any security breaches.
- General Management and Human Resources Administration: Personal Data may also be used for administration purposes, including employee feedback through the use of employee surveys and contacting employees; administration of email systems and company directories; assignment of offices and other Company equipment; assignment of identification badges; and evaluations performed for purposes such as headcount, diversity and inclusion measures and overall corporate programs to promote an optimal workplace. Personal Data may also be used for the Company’s planning and budgeting; financial reporting; corporate reorganizations; outsourcing; restructuring; and acquisitions and divestments. Personal Data may also be used for human resources administration such as to obtain feedback from Personnel about the Company and the work-life environment, so as to identify areas where the organization can improve and related matters.
- Reporting: Personal Data may be collected through the compliance hotline implemented by General Dynamics Corporation as a means of allowing employees to report allegations related to the following matters, or other areas of concern: accounting, internal accounting controls, auditing matters, bribery, banking and financial crime; facts affecting the vital interest of the Company; or issues related to employees’ physical or moral integrity. The collected Personal Data may be transferred to General Dynamics Corporation located in Falls Church, Virginia USA in the event that the message received through the reporting system may affect substantially the legitimate interests of General Dynamics Corporation, Bath Iron Works Corporation or any of their affiliates.
- Monitoring: The conditions under which Bath Iron Works Corporation monitors Your use of Bath Iron Works Corporation IT Resources are set forth in Bath Iron Works Corporation’s Information Technology & Security Policies. We will only monitor

Your use of Bath Iron Works Corporation's IT Resources in accordance with applicable statutory requirements (including, if applicable, notification of relevant authorities) and, if applicable, works council agreements. The works council will be notified of any monitoring measures that We implement.

- **Performance in Your Job Within Bath Iron Works Corporation:** To assign a workspace, office, computers, other Company equipment, to keep track of the individuals to whom the equipment is assigned, and to enable access to Bath Iron Works Corporation's IT systems and applications, including third party applications used to perform your job. A description of the collection and Processing of Your Personal Data in connection with Your use of Company's IT Resources is also set forth in Bath Iron Works Corporation's Information Technology & Security Policies.
- **Performance of Other Contracts with You:** To perform contracts that We may enter into with You (e.g., tuition reimbursement), We may process Your Personal Data for the purposes of any other contracts we enter into with you, such as secondment agreement, tax equalization policy and annual tax information release acknowledgement form and foreign work assignment agreement.
- **Obtaining required foreign work permits and visas:** Personnel Data are used in some countries for the Company to sponsor or obtain a work permit, residency permit or visa.

5. Legal Basis for Processing

We only Process Your Personal Data so far as such Processing is legally permitted. Please see below for a more comprehensive description of the legal basis on which We process Your Personal Data. Among other things, the Processing of Your Personal Data is based on the legal principles set out below.

5.1. For the Performance of a Contract with You

Bath Iron Works Corporation may enter into legal contracts with You other than Your employment contract, e.g., with regards to fringe benefits or cost of living allowances. We may Process Your Personal Data to comply with legal obligations arising from these contracts.

5.2. Compliance with a Legal Obligation

The Company is subject to a number of statutory requirements, e.g., to ensure compliance with legal obligations throughout the Company. To comply with these requirements, We must Process certain Personal Data, for example Personal Data that We collect through the compliance hotline. Such legal obligations may sometimes require the processing of certain Sensitive Personal Data.

5.3. Safeguarding Legitimate Interests

Bath Iron Works Corporation will Process certain Personal Data in order to safeguard our own or any third party's interests. This may include Personal Data collected for General Management and Human Resources Administration, Security, Reporting, Monitoring, and Legal Obligation purposes.

5.4. Processing in the Context of Employment

Furthermore, We will Process certain Personal Data in the context of Your employment contract. This may include, for example, administrative processing of

your Personal Data to manage, plan and organize your work and your workplace, e.g., to manage the payment of Your salary. If You refuse to provide Your Personal Data, which are required in the context of your employment, You might face adverse effects such as the loss of certain benefits, or we might not be able to fulfil our legal obligations to You, i.e. the employment contract cannot be performed.

6. Personal Data Retention Period and Place of Storage

Bath Iron Works Corporation will only keep Your Personal Data for so long as they are relevant for the purposes for which they were collected or as required by law.

We will therefore delete Your Personal Data when Your Personal Data are no longer relevant and, in any case, upon expiration of the maximum storage term of Your Personal Data as set forth by the applicable law, unless otherwise required by applicable law to store Your Personal Data (e.g., in connection with reporting obligations or in the event of litigation). If required by national law, we will first block your data for a determined period of time to keep it available for authorities or courts before we can finally delete it. Such blocked data will only be accessed by individual employees who are in charge of managing such data and responding to court orders and requests from authorities.

Bath Iron Works Corporation Personnel's Personal Data are held in paper, electronic, and other formats, and must be securely stored and accessible only in accordance with job responsibilities. Refer to the Bath Iron Works Corporation's policies on record retention practices.

7. Conditions of Disclosure of Personal Data

Access to Personal Data is given to those individuals of Bath Iron Works Corporation and its affiliates who need such access for a purpose listed above or where required by law. These parties include the staff members in the following Bath Iron Works Corporation Departments: Human Resources Services, Ethics/Affirmative Action/Equal Employment Opportunity, Travel Coordinators, Legal, Security, Medical, and Workers' Compensation. Personal Data may also be disclosed to information technology personnel, controllers and accounting personnel, and relevant business managers. Bath Iron Works Corporation will from time to time and for the purposes listed above, need to make some of Your Personal Data available to:

- (i) Government administrations (for example tax authorities or social security services) or judicial authorities.
- (ii) Your current, past, or prospective employers.
- (iii) Other employees within Bath Iron Works Corporation, General Dynamics Corporation and their affiliates or subsidiaries.
- (iv) Employment or recruitment agencies.
- (v) Bath Iron Works Corporation's external advisers (including Bath Iron Works Corporation's independent public accountants, authorized representatives of internal control functions such as auditors or attorneys, corporate security, and corporate legal) and to companies which provide services to Bath Iron Works Corporation for assisting Bath Iron Works Corporation in Human Resources management (such as

payroll services, candidates' assessment purposes and outplacement services).

(vi) Third parties in the course of the Company's general management (payroll administrators, benefits providers and administrators, information technology systems providers, financial institutions, pension plan institutions, and consultants, and professional advisors and consultants).

(vii) Customers and clients.

(viii) Distributors and suppliers of goods or services.

(ix) Travel agencies.

(x) Insurance companies.

(xi) Outsourcers for various services.

In addition, where permitted by applicable law, Personal Data may be disclosed in connection with a corporate restructuring, sale, or assignment of assets, merger, divestiture, or other changes of control or financial status of General Dynamics Corporation, Bath Iron Works Corporation, or any of their affiliates. Finally, and to the extent permitted by applicable laws, Personal Data may be transferred to respond to internal or external audit and inquiries, to law enforcement requests, to administrative or judicial authorities or where required by applicable laws, court orders, or government regulations (including disclosures to tax, employment/labor or other authorities).

The data processed through the compliance hotline will be sent to the Ethics, Affirmative Action, Equal Employment Opportunity Compliance Officer based at Bath Iron Works Corporations in Bath, Maine, USA and may also be sent to General Dynamics Corporation in Falls Church, Virginia, USA.

The recipients are located in the European Union or any country ensuring an adequate level of protection, or covered by a decision adopted by the European Commission (such as Switzerland) but may also be located in countries outside the European Union. In this latter case, Bath Iron Works Corporation will ensure that the recipients will provide the same level of protection to Your Personal Data as provided for in the country where You are located.

You can be assured that Your Personal Data are disclosed or transferred to Bath Iron Works Corporation employees or to the recipients within the departments listed in Paragraph 7 above who need to use Your Personal Data for the purposes described in this Policy, and that Your Personal Data will be treated confidentially. Bath Iron Works Corporation requires from the service providers to whom Your Personal Data may be transferred that they undertake to process Your Personal Data only on behalf and subject to Bath Iron Works Corporation's instructions and to implement appropriate security measures to keep Your Personal Data confidential.

8. Transfer of Personal Data Outside of the EU

As certain of the recipients listed in the above paragraphs may be located outside the EU where the data protection laws might not provide a level of protection equivalent to the laws in Your jurisdiction, Bath Iron Works Corporation has taken the

appropriate measures to comply with the requirements of the Privacy Law to secure transfer of Personal Data outside EU.

9. Security Measures Implemented to Protect Personal Data

Bath Iron Works Corporation has undertaken efforts to put into place appropriate technical and organizational security measures to minimize the risk of unauthorized or unlawful disclosure or access to, or accidental or unlawful loss, destruction, alteration or damage to Your Personal Data. These measures will help ensure an appropriate level of security in relation to the risks inherent to the processing and the nature of the Personal Data to be protected. Your Personal Data will only be accessible to those Bath Iron Works Corporation's employees who have a need-to-know Your Personal Data for the performance of their job duties.

Bath Iron Works, Corporation has provided its employees who are processing or having access to Personal Data in the course of their job policies containing written instructions as to the processing activities they carry out and the respective extent of their authorization and obtained from them the undertaking that they will respect the confidentiality of Your Personal Data.

We work to have appropriate physical, technical and organizational security measures in place to protect the security of Your Data that We process. The security measures taken by Bath Iron Works Corporation include controlled access to hard copy personnel and medical files, directory access controls for electronic data files, and user id/password access for systems containing personal information including, but not limited to, HRIS Systems (e.g. PeopleSoft, iCIMS, Cornerstone on Demand), Payroll/Timekeeping Systems (e.g. TAS/Infor Workforce Management), and Medical/Workers' Compensation Systems (e.g. ATS). These security measures may be updated over time when legal and technological developments occur.

10. Your Rights

You have specific legal rights relating to the Personal Data Bath Iron Works Corporation collects and Processes about You.

In certain circumstances, You may have rights to:

- Access Your Personal Data that Bath Iron Works Corporation stores.
- Correct the Personal Data Bath Iron Works Corporation holds about You.
- Erase Your Personal Data.
- Restrict Bath Iron Works Corporation's use of Your Personal Data.
- Object to Bath Iron Works Corporation's use of Your Personal Data.
- Withdraw Your consent, if applicable.
- Receive Your Personal Data in a usable electronic format and transmit it to a third party (right to data portability).

You may contact the responsible persons as listed below at any time if You would like to access the Personal Data that Bath Iron Works Corporation holds about You or if You want to exercise Your rights. You may access information concerning the source of the Personal Data, e.g., the purposes for which Your Personal Data are being used, the categories of Personal Data concerned and the details of the parties with whom Bath Iron Works Corporation may share Your Personal Data.

Pursuant to the law, You may object to the processing of Your Personal Data for legitimate reasons, notably the transfer of Your Personal Data to some recipients. Please note that where Bath Iron Works Corporation collects, holds and processes Your Personal Data to perform its obligations under Your employment contract You may not oppose to such processing.

You further have the right to lodge a complaint with a relevant supervisory authority if You believe that We may have infringed Your rights.

11. Changes to this Policy

This Policy may be updated from time to time. Any such changes will be communicated to you by to the email address you have on file with BIW.

12. Contact Information

Allyson B. Coombs, Director of Human Resources Services;
lteprivacy@gdbiw.com

13. Other BIW Privacy Notices can be found at www.gdbiw.com/privacy.