



**California Privacy Statement
(For Employees, Job Applicants and Contractors)**

CenterPoint Energy, Inc. and its subsidiaries and affiliates (collectively, the “Company”) respects and takes seriously the security and privacy of your personal information. This Personnel Privacy Statement (“Statement”) describes how the Company handles the Personal Information (as defined below) of employees, job applicants, contractors, and other staff, the reasons why we collect the information, and how it may be used or disclosed to others.

The Company receives Personal Information from and about you during the course of hiring and employing or engaging you and may continue to receive some Personal Information from you from time to time during the course of your work for the Company. For employees, we may also receive Personal Information about your dependents and beneficiaries under certain of our benefits programs. “Personal Information” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual or household.

Personal Information Collected and Uses

Category	Examples	The Company’s use of the information (use descriptions of uses in the next section)	Types of third parties that may receive the information
Identifiers	A real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, Social Security number, driver's license number, passport number, or other similar identifiers.	1 - 16	Affirmative Action Plan Applicant Tracking System Background Vendors Benefits Administrators Government agencies I-9 Vendor Vendor Payroll Processors



Category	Examples	The Company's use of the information (use descriptions of uses in the next section)	Types of third parties that may receive the information
Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e))	A name, signature, Social Security number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information. Some personal information included in this category may overlap with other categories.	1, 2, 4, 5, 10, 14	Affirmative Action Plan Vendor Applicant Tracking System Background Vendors Benefits Administrators Payroll Processors I-9 Vendor
Protected classification characteristics under California or federal law	Age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).	1, 2, 4, 5, 10, 14	Affirmative Action Plan Vendor Applicant Tracking System Benefits Administrators Government Agencies Payroll Processors
Professional or employment-related information	Current or past job history or performance evaluations.	1, 2, 4, 5, 10, 14	Applicant Tracking System Background Vendor Benefits Administrators Payroll Processors



Category	Examples	The Company's use of the information (use descriptions of uses in the next section)	Types of third parties that may receive the information
Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99))	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes.	1	Applicant Tracking System Background Vendor
Inferences drawn from other personal information	Profile reflecting a person's preferences, characteristics, abilities, and aptitudes.	1, 11, 12	Testing Centers

Purposes for Processing Your Personal Information

The processing of your Personal Information enables the Company to perform its role as an employer and/or for the purposes of engaging you, including fulfilling its legal obligations under applicable laws and as necessary in connection with the Company's performance of its contractual and employment obligations to you. Without this information, it would not be possible for the Company to manage the workforce and meet applicable legal obligations. Certain Personal Information is processed by the Company for its business purposes, including, but not limited to:

1. recruiting and employee on-boarding;
2. payroll administration;
3. pension administration;
4. health administration/health insurance/benefits;
5. life insurance/benefits;
6. expense reimbursement and management;
7. contacting others in the event of an emergency;
8. making information available on the intranet and to facilitate communication between and among employees within the Company's affiliates and divisions;



9. administration and management of your access to information technology systems;
10. time entry and leave management;
11. training and appraisal, including performance records and disciplinary records;
12. employee and staff surveys;
13. equal opportunities monitoring;
14. any benefit administration of the Company including equity-related plans and benefits;
15. for marketing and/or public relations purposes and in connection with the performance of your duties (e.g., the Company may send your contact information to customers and potential customers as part of the marketing and sales process so they can contact you); and
16. to comply with applicable laws and legal obligations, including without limitation:
 - a. to maintain the ethics hotline;
 - b. to respond to governmental inquiries or requests from public authorities;
 - c. to comply with valid legal process or discovery obligations;
 - d. to protect the rights, privacy, safety or property of the Company, its workers or the public if such a disclosure is proportionate in the individual case;
 - e. to permit the Company to pursue available remedies or limit the damages that the Company may sustain;
 - f. to respond to an emergency; and/or
 - g. to comply with applicable regulations, policies and procedures.