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Ladies and Gentlemen,

By the very nature of SAP activities, SAP frequently comes into contact with other companies' business and trade secrets which requires SAP commitment to comply with applicable data protection laws and other statutory regulations. To ensure that all personnel having access to SAP's systems and data, particularly personal data, is obliged to data privacy and confidentiality it is mandatory that SAP receives such declaration from any person accessing SAP's network containing confidential and personal data of SAP and other third parties.

As the data protection regulations will apply to you, the declaration is mainly intended to remind you of your duty to observe secrecy and to obligate you on the protection of data privacy.

Please fill out and sign the current version of the External Worker Confidentiality and Data Protection Statement, and ensure you complete the Mandatory Information Security & Compliance Training and the External Worker Questionnaire provided in this activation package.

- Please print first and last name using the English alphabet
- Typed signatures will not be accepted (handwritten or DocuSign signatures only)
- Please be sure to return all pages of the signed External Worker Confidentiality and Data Protection Statement and Questionnaire.

Please forward the completed documents to the respective contact with whom you are working.

Please be advised of the fact that a system account will be activated only after these documents are returned because of the reasons described above.

In addition to the completed documents required above, the activation package also contains the following documents which need to be reviewed prior to the start of your engagement at SAP:

- SAP Code of Business Conduct for External Workers,
- SAP Global Security Policy,
- SAP Global Security Standard Information Classification & Handling,
- SAP Global Data Protection & Privacy Policy

Thank you for your cooperation.

The External Workforce Center