

New Hire Workday Onboarding Tasks

Global Employees

Below are the required Workday tasks by specific country and or company to be completed by the new hire in advance of their start.

| Country | Workday Tasks |
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| Australia | <ul style="list-style-type: none"> • Acceptable Use Policy v7 New • WEX Inc. Employee Privacy Policy • US Employee Handbook • Fair Work Information Statement 2020 |
| Brazil | <ul style="list-style-type: none"> • Code of Business Conduct and Ethics • WEX Inc. Employee Privacy Notice Brazil |
| Canada | <ul style="list-style-type: none"> • US Employee Handbook • WEX Canada Confidentiality Agreement and Assignment of Developments Agreement |
| China | <ul style="list-style-type: none"> • WEX Inc. Employee Privacy Policy |
| New Zealand | <ul style="list-style-type: none"> • New Zealand Employee Handbook • WEX Inc. Employee Privacy Policy |
| Singapore | <ul style="list-style-type: none"> • WEX Inc. Employee Privacy Policy |
| United States | <ul style="list-style-type: none"> • Confidentiality and Assignment of Developments Agreement • Employee Consent to Monitoring of Telephone Communications • California Employment Disclosures 3.11.22 (California employees only) • North Dakota - Break Waiver Form 3.11.22 (North Dakota hourly employees only) |
| Company Profile | Workday Tasks |

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| WES Belgium | <ul style="list-style-type: none"> • Belgium - Fair Processing Notice EG • Belgium Acceptable Use Policy/Beleid voor aanvaardbaar gebruik • Belgium Fair Processing Notice/Kennisgeving inzake deugdelijke verwerking • Code of Business Conduct and Ethics • WEX Inc. Employee Privacy Notice Brazil |
| WES France | <ul style="list-style-type: none"> • France - Fair Processing Notice EG (WEX Fleet France) • France Acceptable Use Policy/Politique d'utilisation acceptable • France Fair Processing Notice/Avis de traitement équitable • Code of Business Conduct and Ethics |
| WES Germany | <ul style="list-style-type: none"> • Germany Acceptable Use Policy/Nutzungsbeschränkungsrichtlinien • Germany Fair Processing Notice/Erklärung zur fairen Verarbeitung personenbezogener Daten |
| WES Italy | <ul style="list-style-type: none"> • Italy Acceptable Use Policy/Politica di utilizzo accettabile • Italy Fair Processing Notice/Informativa sul corretto trattamento dei dati |
| WES Netherlands | <ul style="list-style-type: none"> • Netherlands Acceptable Use Policy/Beleid voor aanvaardbaar gebruik • Netherlands Fair Processing Notice/Kennisgeving inzake deugdelijke verwerking |
| WES Norway | <ul style="list-style-type: none"> • Norway Acceptable Use Policy/Retningslinjer for akseptabel bruk • Norway Fair Processing Notice/Personvernerklæring |
| WEX Fleet Belgium | <ul style="list-style-type: none"> • WEX Fleet AUP Belgium |
| WEX Fleet France | <ul style="list-style-type: none"> • WEX Fleet AUP France |
| WEX Fleet Luxembourg | <ul style="list-style-type: none"> • WEX Fleet AUP Luxembourg • WEX Fleet Luxembourg FPN |
| WEX Fleet Netherlands | <ul style="list-style-type: none"> • WEX Fleet AUP Netherlands |
| WEX Europe | <ul style="list-style-type: none"> • WEX Inc. Employee Privacy Policy |

