

# **Adobe Systems Incorporated**

## **Career Search and Resume Submission Policy**

Adobe Systems Incorporated values a diverse workplace and the privacy of personal information. This Resume Submission Policy summarizes our guidelines and procedures regarding equal opportunity programs and the use of information you provide as part of the job application process.

### **Submission of information**

This Policy covers any information you submit through our Career Opportunities website, including:

- Name, address, telephone number, email, and other contact information
- Log-in and password
- Resume/CV, cover letter, previous work experience, education, transcripts
- Reference contact information
- Position preferences, willingness to relocate, and desired salary
- How you heard about Adobe

It is your responsibility to ensure the information you provide is truthful, legal, and not misleading. Do not submit material that is obscene, defamatory, infringing on any rights of any third party, or otherwise legally actionable. If you list references, you must obtain each individuals' consent prior to passing their contact information to us.

If you are submitting information in Europe, by agreeing to this Policy, you agree to the transfer of personally identifiable information about you to countries outside the European Economic Area, which may have a different data protection regime than in place in the EEA. Adobe will take appropriate technical, organizational, and legal steps to secure your personally identifiable information.

### **Use of personal information**

Your personal information will be used to:

- Contact you about career opportunities at Adobe
- Assess your capabilities and qualifications for open positions
- Conduct reference and background checks
- Create reports as may be required by law.

If you become an Adobe employee, any personal information that you submit through our Career Opportunities website may become a part of your employee file and may be used later for other employment purposes.

### **Disclosure of confidential information**

Adobe does not request or wish to receive any confidential information, including any confidential information of third parties, such as your current or former employer. We assume no obligation, either express or implied, for any information disclosed by you through our Career Opportunities website and/or in any other communications between you and Adobe, including job interviews with Adobe representatives.

**Storing and sharing information**

United States federal law and the laws of other countries require Adobe to retain certain information regarding candidates who apply for jobs with the company. In addition, personal information that you submit through our Career Opportunities website may be collected and stored in the United States (and in other relevant jurisdictions) and may be reviewed by Adobe employees and consultants in order to evaluate your qualifications for a position at the company. Adobe also contracts with third party vendors to complete background checks if you are offered a position with Adobe. Adobe may delete your personal information at any time without advance notice and for any reason.

**Accessing your information**

You can access, review, and change the personal information you submitted using "My Profile" in our online job search tool. Your information will be retained so that we may consider you for other positions at Adobe, and we encourage you to update your personal information if it changes. Upon your request, we will remove your personally identifiable information from our databases; however, some information may be retained as permitted or required by law.

**Diversity and equal employment opportunity**

The diversity of ideas, backgrounds, and perspectives embodied by our employees is one of Adobe's most valuable assets, greatest strengths, and key competitive advantages. Committed to expanding, strengthening, and leveraging the diversity of our workforce, our goal is to treat all employees with respect and integrity while valuing the differences and mirroring the diversity of the locations where we do business.

Adobe is an equal opportunity/affirmative action employer and as such, administers its personnel policies and conducts its employment practices in a manner that treats each employee and applicant on the basis of merit and experience, without regard to race, color, religion, gender, gender identity, marital status, age, disability, veteran status, sexual orientation, national origin, or other classification protected by applicable law. In addition, consistent with Adobe's culture and values, all employees are expected to treat one another in a manner that reflects dignity and respect.

In some countries we ask applicants for information regarding the areas listed above for the purpose of monitoring equal opportunity or as required by local law. This information will be recorded and separated from your application before the selection process begins.

To the extent the personally identifiable information you provide contains details of your racial or ethnic origin, political opinions or beliefs, religious beliefs, membership in a trade union or political party, physical or mental health or condition, sexual orientation, commission (or alleged commission) of an offense or related proceedings, or job evaluations or educational records, you expressly authorize Adobe to handle such details for the purposes of your job application.

**No offer of employment**

Our Career Opportunities website and this Policy do not constitute an offer or promise of employment. Adobe may modify or eliminate any employment position, salary or compensation, and benefit plans described on our website without any notice. Any employment offer made by Adobe as a result of submission of information through our Career Opportunities website is in accordance with the specific terms and conditions set forth in that offer, which may be different from the details described on our Career Opportunities website .

**Changes to this Policy**

Adobe may amend this Policy from time to time without notice. Any amendments to this Policy are effective as of their post date.

**Contacting us**

For questions regarding our Career Opportunities website and this Policy, please contact Adobe's Human Resources Information Center at the [nearest local Adobe office](#).

*May 22, 2009*