

Policy number: SL-POL-003.029 Revision number: 1
Original effective date: April 1, 2024 Pages: 3
Revised effective date: Jan. 1, 2025 Reviewed date: Jan. 1, 2025

SOLENIS POLICY Diverse Slate

1.0 Policy

As an equal opportunity employer, Solenis does not discriminate. We believe that diversity and inclusion will strengthen our culture. Our focus is to build a qualified, diverse slate of candidates for all positions, then select the best talent for the role.

2.0 General guidelines

It is expected that most positions (all bands) will be posted with the goal of developing and interviewing a diverse candidate slate. In very limited cases, managers may choose to post internally only, but this remains the exception, not the rule.

All positions posted externally must have a diverse slate of candidates considered. This applies to all band levels in all countries. Executive leadership reserves the right to make strategic talent appointments with no posting for approximately 5 percent of open positions.

2.1 Diverse slate definitions

- **In the US** – at least two qualified female or ethnically diverse candidates are interviewed for the role by the hiring manager.
 - Slate can also include one female and one ethnically diverse candidate.
- **In all other regions** – at least two qualified female candidates are interviewed for the role by the hiring manager.

Interviews may take place either in person or via telephone, but it must be with the hiring manager, not just the recruiter or Human Resources.

While the definition pertains only to diverse interviewed candidates, the Talent Acquisition team will closely track diverse shortlisted candidates to understand the gap between expectations and reality.

2.2 Diverse slate process

A good-faith effort must be made to develop a diverse candidate slate. If no diverse slate exists after 60 days:

- For bands below 12, prior to an offer being made, approval from the following:
 - The appropriate functional Human Resources business partner.

- The global DEI manager.
- The director, Global Talent Acquisition.
- For bands greater than or equal to 12, prior to an offer being made, approval from the following:
 - Vice president of the business unit / function.
 - The appropriate functional Human Resources business partner.
 - The global DEI manager.
 - The director, Global Talent Acquisition.

Significant effort will be made to build diverse candidate networks ahead of job openings.

2.3 Diverse slate escalations

If a diverse slate of candidates cannot be identified, follow the escalation process described below.

If by Day 14, no diverse slate exists, the local recruiter should engage the recruitment process outsourcing (RPO) DEI consultant and HR business partner.

If by Day 25, no diverse slate exists, the recruiter should arrange a meeting with the hiring manager, the RPO DEI consultant, RPO account manager, HR business partner, Solenis global DEI manager and director, Global Talent Acquisition.

If a diverse slate was presented, but none of the applicants were selected for an interview, there will be a review by the RPO DEI consultant, the RPO account manager, global DEI manager and director, Global Talent Acquisition.

The exception process for these situations is automatic through Workday Recruiting:

- If the system recognizes that an offer is being generated without a diverse slate (two diverse candidates interviewed), it will temporarily block the offer and the recruiter will be asked to complete and submit an exception form.
 - In Latin America, Asia Pacific or areas where we don't utilize an RPO, HR business partners will submit the form.
 - All exceptions must be reviewed and approved by the functional business leader, the appropriate HRBP, the Director of Talent Acquisition and the Manager of DEI.
- Results will be tracked, and metrics will be provided regularly to senior management.

3.0 Scope

This policy applies to Solenis, globally, in every country where Solenis does business. Local laws and regulations must always be followed.

This policy is considered mandatory, will be tracked and measured monthly and applies to all jobs at Solenis, regardless of job band or location.

4.0 Owner

Vice President, Chief Talent & DEI Officer

5.0 Exceptions

The following *may* be exceptions to this policy:

- Direct reports to CEO.
- “Closed” departmental restructurings.
- Country legislation / regulations.
- Union legislation / regulations.
- Clear “in-line” promotions.
- Intern and apprentice programs.
- “Internal only” job postings.
- Temporary / contractor conversions to full-time equivalents.
- Strategic talent appointments (5 percent of open positions).
- Internal transfers / relocations within the same region, to the same job / band level, due to justified business need and not resulting in a backfill.

Any requests for job posting exceptions must be pre-approved by:

- Appropriate functional HR business partners for Americas and Eurasia
- Global DEI manager
- Global Talent Acquisition director