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SOLENIS POLICY

Flexible Work Arrangements

1.0 Policy

To foster an inclusive, productive, and adaptable work environment, Solenis supports a range of flexible work arrangements that align with business needs and role responsibilities. This policy provides a comprehensive view of the available options – including remote work, hybrid models, part-time schedules and flexible working hours – for office, lab and non-production, plant-based employees. It is designed not only to meet individual and team needs, but also to enhance resource efficiency, promote operational agility and support employee well-being in alignment with broader organizational goals.

2.0 Policy overview

Flexible work arrangements may include:

- Remote Work: Employees work off-site on a regular basis for up to two days per week.
- Hybrid Work: A blend of on-site and remote work tailored to the needs of the role.
- Flexible Scheduling: Modified start and end times to accommodate personal or business needs.
- Part-Time Work: Reduced weekly hours based on approved arrangements.

All arrangements must:

- Support employee engagement, productivity and collaboration
- Be approved by the employee’s manager and HR business partner in advance
- Comply with applicable local, state and federal laws and regulations
- Enhance overall efficiency and support a flexible, resilient workforce

3.0 Guidelines for work arrangement type

3.1 Remote work

Remote work allows eligible employees to perform their duties from an off-site location – typically from home – for up to two days per week. Key considerations include:

- The employee must have a reliable internet connection and appropriate equipment.
- Remote work is best suited for roles that do not require daily in-person collaboration or physical presence at a site.

- Employees must be fully available during core working hours, actively participate in meetings and deliver results without compromising quality.
- The arrangement is subject to ongoing review and may be adjusted or withdrawn based on business needs or performance concerns.
- Employees are expected to maintain confidentiality, data security and a safe, ergonomic remote workspace.
- Remote work contributes to reduced commuting time, which may indirectly support Solenis' operational efficiency and resource management goals.

3.2 Hybrid work

Hybrid work provides employees the flexibility to combine remote and on-site work, balancing the benefits of collaboration and focused independent work. Guidelines include:

- Specific days in the office may be established based on team needs, business priorities or customer engagement requirements.
- The structure must be consistent and clearly communicated to ensure alignment and team cohesion.
- Employees must maintain performance expectations regardless of location.
- Hybrid models promote adaptability, space optimization and enhanced employee experience.

3.3 Flexible work schedules

Flexible scheduling allows employees to vary their arrival and departure times to better align with personal responsibilities or time zone requirements. Key parameters:

- The total number of work hours must remain consistent with full-time expectations unless approved as part-time.
- Employees may occasionally need to adjust their schedules to attend key meetings or collaborate with colleagues across regions.
- Managers will assess requests based on department operations, performance standards and team coordination.
- Flexible schedules encourage employee empowerment and can support continuous improvement and time optimization.

3.4 Part-time work

Part-time work allows employees to work fewer hours than a standard full-time schedule, typically 30 hours per week or less. This structure is intended to:

- Support employees in managing family, health or educational responsibilities while continuing to contribute meaningfully to Solenis.
- Be offered when business operations allow and productivity is not negatively impacted.
- Be monitored regularly for continued alignment with role requirements and business goals.
- Enable talent retention by offering adaptable pathways to remain engaged within the organization.

All flexible work arrangements should be implemented with consideration for business continuity, digital enablement and efficient resource use.

4.0 Application and approval process

- Employees must submit a written request to their manager.
- Managers and Human Resources must review and document all approved arrangements. Solenis reserves the right to grant or deny requests in its sole discretion.
- Flexibility must not compromise business responsiveness or collaboration.
- Flexible work arrangements will be reviewed on an ongoing basis and may be modified or withdrawn at any time at Solenis' sole discretion.

5.0 Manager expectations

Managers should:

- Regularly assess performance, output and team impact
- Encourage consistent communication using digital collaboration tools
- Focus on deliverables and outcomes over physical presence
- Maintain fairness and transparency when considering flexible arrangements

6.0 References

- [Flexible Work Schedule](#)
- [Part-Time Work](#)
- [Remote Work Guidelines](#)
- [Vacation](#)

7.0 Legal and Compliance

All flexible work arrangements must comply with applicable local, state, and federal laws. In regions with stricter or more expansive legislation, local law prevails.

8.0 Scope

This policy applies to all Solenis employees, except where restricted by collective bargaining agreements or local governing laws.

9.0 Owner

Senior Vice President and Chief Human Resources and Communications Officer

10.0 Exceptions

Any exceptions must be reviewed and approved by Human Resources. Relocations, accommodations, or temporary needs will be assessed individually.