

Global Leave and Well-being Offerings

1.0 Summary

At Solenis, we recognize that supporting our employees' well-being and personal responsibilities is fundamental to our culture. Our global leave framework provides paid and unpaid time off for rest, recovery and for qualifying personal, family and medical needs. It reflects our commitment to:

- Physical, emotional, social and financial well-being
- Inclusion and equity across all life stages and identities
- Supporting employees as they navigate rest, vacation, caregiving, health recovery and family-building

2.0 Leave overview

2.1 Maternity leave (see Global Parental Leave policy)

Solenis offers a minimum 18 weeks of paid parental leave for a Primary caregiver, to be taken continuously starting immediately after a child/children birth, adoption or placement of a child/children within an employee's home in foster care. This provision applies to employees of all genders.

Employee as a Primary caregiver is an individual:

- Have given birth to a child.
- Have become a caregiver of a child following the birth of a child through surrogacy.
- Have adopted a child (the child must be 17 years of age or younger).
- Have had a foster child placed in their care (the child must be 17 years of age or younger).

2.2 Parental leave (see Global Parental Leave policy)

Solenis offers minimum 8 weeks of paid parental leave for Nonprimary caregiver, the individual who shares caregiving responsibilities but is not the primary caregiver, to be taken continuously and taken within 12 months after the birth of the child, adoption of a child under age 18 or placement of a child under age 18 into the home in foster care. This provision applies to employees of all genders.

Employee as a Nonprimary caregiver is an individual:

- Spouse or partner of a Primary caregiver

Both maternity and parental leave:

- Are paid at 100 percent of base salary
- Must be taken continuously
- Must be used within 12 months of the child's birth, adoption, or placement

These provisions apply to all eligible full-time and part-time employees globally. Local statutory leave, where more generous, will take precedence.

2.3 U.S.-specific provisions for U.S. maternity and parental leaves

For U.S.-based full-time employees (≥30 hours/week):

- Parental leave is capped at 8 weeks in a rolling 12-month period
- Leave must be taken continuously and within 12 months of the qualifying event
- Leave runs concurrently with Family Medical Leave Act
- Maternity leave may be coordinated with short-term disability benefits
- Documentation of birth, adoption, or placement may be required

Refer to U.S. Maternity and Parental Leave for full provisions.

3.0 Family and medical leave (U.S. Only)

Under the Family and Medical Leave Act (FMLA), eligible U.S. employees may take:

- Up to 12 weeks unpaid leave for:
 - Childbirth, adoption, or foster placement
 - Care of a seriously ill spouse, partner, parent, or child
 - The employee's own serious health condition
 - Military-related exigencies
- Up to 26 weeks to care for a covered servicemember with a serious illness/injury

Eligibility:

- 12 months of service
- 1,250 hours worked in the past 12 months
- Worksite with ≥50 employees within 75 miles

Leave may be intermittent where applicable and includes job protection and continued benefits. Documentation and 30-day advance notice are generally required.

3.1 Family and medical leave global – refer to individual country provisions

4.0 Military leave (U.S. only)

Eligible U.S. employees are entitled to military leave for voluntary or involuntary service in the U.S. armed forces, including:

- Up to 5 years of active duty
- 2 years of recovery leave for service-related injury or illness
- 80 hours of paid military leave per year (for regular full-time employees)
- Reinstatement and benefit continuation of rights apply in accordance with [USERRA](#).

5.0 Vacation leave

Solenis provides eligible employees with paid vacation each calendar year to support rest, recovery, and personal time. Vacation entitlements are determined based on job level, completed years of service, and employment classification (full-time or eligible part-time).

Additionally, Solenis encourages employees to take time off through individualized reminders and communications prompting them to review accrued balances. Managers are provided with

quarterly updates on their teams' balances, as well as 24/7 access to vacation balances and time-off schedules through their Manager Action Platform dashboard in Workday, which offers visibility into employee information, goals, and time-off planning, enabling them to actively support and promote time away from work.

5.1 Vacation leave – refer to individual country provisions

6.0 Flexible work arrangements and well-being integration

Each of us has many different facets to our lives, and as a result there are many different variables that impact our happiness and overall health. At Solenis, we have created a well-being strategy focused on four elements of wellness that are physical, emotional, social and financial. We have implemented numerous programs aimed at providing our employees with the tools they need to take care of all four “selves.”

Solenis' well-being strategy is embedded in our approach to leave and flexibility. We promote work-life balance through:

- Flexible work schedules (remote work, part-time hours, adjusted shifts)
- Paid breaks and access to lactation rooms, where available
- Childcare support or allowances, when applicable
- BeYou Employee Well-Being Program (EAP), offering emotional and self-development support, along with legal and financial guidance.
- Country-specific tuition reimbursement for continued learning and growth
- Retirement/pension programs fully or partially funded by Solenis LLC
- Gym benefit

Overall, our global well-being strategy is based on four components:

- **Physical:** In addition to offering market-competitive health plans and annual physicals, Solenis encourages employees to participate in sports and wellness programs. For example, in the U.S., our wellness partner, Personify Health, provides a desktop and phone-based wellness center that allows employees and spouses/domestic partners to participate in physical challenges and other activities to be awarded points, which can be redeemed for sweepstakes entries or credit toward their medical insurance premiums. In addition, employees get extra points/credit for undergoing annual checkups, preventive testing and adherence to chronic care regimens.
- **Emotional:** To support the emotional and mental well-being of our employees, we held focus groups with employees to learn about their day-to-day stressors and how the company could help preserve their well-being and prevent burnout. Resulting from these focus groups were a number of initiatives, including:
 - Manager Well-Being Toolkit and specialized training sessions for managers to support their teams' emotional and mental well-being.
 - a “No Meetings Fridays” policy to preserve employees' blocked time for productivity. This program was so well-received that the company has carried it into 2025.
 - Global holiday calendar published to all employees' digital calendars to bring awareness to other countries' and cultures' holidays

- Psychological support sessions for employees directly or indirectly affected by conflict, war and conflict
- Social: Various programs throughout Solenis provide employees a place to share their passion or common interests. SolenisGives, our corporate philanthropic platform, offers global and regional opportunities and our Employee Business Resource Groups offer employees an opportunity to work in common interest areas outside work functions while growing their professional networks.
- Financial: In addition to pensions, 401(k)s and other retirement benefits and insurances, Solenis provides a series of financial education tools that enable employees to plan for college, retirement and other life goals. Solenis offers global workshops about financial well-being.

Leave policies are designed to operate in coordination with our well-being efforts, encouraging employees to prioritize health, family, and resilience.

See Flexible Work Arrangements policy for more information.

7.0 References/ Appendix Items:

- [Family Medical Leave Act and Military Leave](#)
Provides eligible employees with job-protected leave for qualifying medical, family, or military-related needs, in alignment with applicable laws and company guidelines.
- [Global Parental Leave](#)
Outlines the company's global approach to supporting new parents through paid and unpaid leave, promoting bonding, recovery, and work-life balance.
- [U.S. Maternity and Parental Leave](#)
Details U.S.-specific leave provisions for birth, adoption, or foster placement, including eligibility, duration, and pay components in accordance with federal and company policies.
- [Flexible Work Schedule](#)
Enables employees to adjust their work hours to meet personal and professional needs, where business requirements allow, supporting improved work-life integration.
- [Part-Time Work](#)
Provides options for reduced work schedules, allowing employees to balance personal responsibilities while maintaining employment with the organization.
- [Remote Work Guidelines](#)
Establishes expectations and requirements for working remotely, including eligibility, performance standards, communication, and technology use.
- [Vacation](#)
Offers paid time off to support rest and well-being, with provisions based on tenure and local regulations, and encourages employees to take time away from work.

8.0 Legal and Compliance

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

9.0 Scope

All Solenis employees.

10.0 Owner

Senior Vice President and Chief Human Resources and Communications Officer

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SOLENIS POLICY

Family Medical Leave Act and Military Leave

1.0 Policy

In accordance with the federal Family and Medical Leave Act (FMLA), Solenis will grant up to 12 weeks of family and / or medical leave during any 12-month period to eligible employees to care for the birth of a child or the placement of a child for adoption or foster care; to care for a family member or domestic partner with a serious health condition; for the employee's own serious health condition; and for any qualifying exigency. Solenis will also grant up to 26 weeks of leave during a single 12-month period to eligible employees who are the spouse, domestic partner, child, parent or next of kin of a covered servicemember to care for a covered servicemember with a severe injury or illness under the FMLA. When eligible employees are required to take FMLA leave to care for a covered service member with a serious illness or injury in the same 12-month period that they also need to take FMLA leave for any other qualifying reason, eligible employees are entitled only to a combined total of 26 weeks of leave during that 12-month period (i.e., only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered servicemember).

FMLA leave is unpaid, except that employees are required to exhaust accrued paid vacation and sick leave before taking unpaid leave. In addition, employees may be compensated for some period of FMLA leave by short term disability benefits (if available/applicable and approved in accordance with the benefit requirements).

1.1 Qualifying FMLA leave events

Employees may be eligible for FMLA leave if they experience a Leave Event:

- Birth of a child, and to care for that child (must be taken within 12 months of the birth).
- Placement of a child for adoption or foster care (must be taken within 12 months of the placement).
- The care of a spouse, domestic partner, child, or parent with a serious health condition.
- The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's job. Any qualifying exigency arising out of the fact that the employee's spouse, domestic partner, son, daughter, or parent is a covered military member on active duty; or
- The care of a covered servicemember with a severe injury or illness if the employee is the spouse, domestic partner, son, daughter, parent, or next of kin, of the servicemember.

1.2 Definition of terms

A "child" is defined as a biological or adopted child, a stepchild, or a legal ward, who is either under the age of 18 or over age 18 and unable to care for him or herself because of mental or physical disability. For purposes of care of a covered servicemember or leave due to a qualifying exigency, the definition of child is the same as above except the child may be of any age.

A "parent" is the biological, adoptive, step or foster parent of an employee or any other individual who stood in loco parentis to an employee when the employee was a son or daughter. This includes an individual who assumed "day-to-day" responsibility for a child. Parent does not include in-laws.

A "spouse" is a husband or wife as defined or recognized under state law (including common law marriage in states where it is recognized) for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state.

A "domestic partner" is the person registered as an employee's domestic partner in accordance with state law.

A "serious health condition" is defined as an illness, injury, or impairment of physical or mental condition that renders the employee incapable of performing the essential functions of the job and involves:

- Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, residential medical care facility, or hospice.
- An absence for more than three calendar days requiring continuing treatment by a health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- A period of incapacity or treatment due to a chronic serious health condition which continues over an extended period of time and requires periodic visits to a health care provider.
- Any periods of incapacity due to a permanent or long-term condition for which treatment is not effective or any absence to receive multiple treatments by a health care provider for restorative surgery or a condition that would result in more than three days absence if not treated.

A "serious injury or illness" means an injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

A "qualifying exigency" is any one of the following: (1) short-notice deployment; (2) military events and related activities; (3) certain childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment military activities; and (8) additional activities to address other events which arise out of the covered military member's active duty or call to active duty status, provided the employer and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

A "next of kin" of a covered servicemember means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter.

A "covered military member" for the purpose of leave related to a qualifying exigency is any active duty member of the Armed Forces during deployment of the member with the Armed Forces in a foreign country or a member of the National Guard and Reserves during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.

A "covered servicemember" is:

- A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a severe injury or illness; or
- A covered veteran who is undergoing medical treatment, recuperation or therapy for a severe injury or illness.

A "covered veteran" means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

To be an "eligible employee," the following conditions must be satisfied:

- The employee must have worked for Solenis for at least 12 months (these months need not be consecutive).
- The employee must have worked at least 1,250 hours during the 12 consecutive months preceding the start of the employee's requested leave.
- The employee must work at an eligible worksite. An employee works at an eligible worksite if at least 50 employees, including part-time employees, work within 75 miles of that worksite.

An employee is eligible for a military leave if he or she performs active service on a voluntary or involuntary basis in any of the following armed forces of the United States:

- Army
- Navy
- Marine Corps
- Air Force
- Space Force
- Coast Guard
- Army National Guard
- Air National Guard
- The commissioned corps of the Public Health Services
- The reserve component of one of the above armed services

1.3 Active service

"Active service" includes active duty, active duty for training, initial active duty for training, inactive training duty (such as drills) and any period during which an employee is absent from his or her position for the purpose of an examination to determine the fitness of the employee to perform military duty.

1.4 Advance notice

An employee is required to give Solenis advance written notice of his or her obligation or intention to perform active service in the military, including providing a copy of the employee's military orders, unless giving notice is precluded by military necessity or is otherwise impossible or unreasonable. In such cases the employee is expected to provide advance verbal notice and to follow up with a copy of his or her military orders as soon as possible thereafter.

1.5 Maximum duration of military leave

Solenis will provide military leave of absence for periods of active duty up to a cumulative total of five years. In addition, an employee may receive up to two years of leave after a period of active service has ended to recover from an injury or illness that occurred due to the active military service.

1.6 Payment during military leave

All employees are eligible for time off work due to qualifying military service. In addition, regular, full-time employees are eligible to maintain their regular pay during military leave as follows:

- Regular, full-time employees are eligible to receive their full pay for up to 80 hours of military leave during each calendar year.
- Exempt employees who have absences for military leave of less than a full work week will continue to receive their regular salary for the work week in which the absence occurs.
- Except as specifically provided above, all other time off for military service is unpaid, unless the employee has available vacation time or an event, which qualifies for use of sick pay, occurs during military duty.

1.7 Effect of military leave on participation in benefit plans

An employee may be eligible to continue participation in certain company-provided benefit plans and programs during a military leave of absence. The provisions of each plan should be consulted for rules that may be particular to that plan.

The employee should contact Human Resources via Workday Help to obtain additional information about how to continue coverage during a military leave and options for reinstatement of coverage that was not continued during the military leave.

1.7 New benefit plans

Solenis does not make a new benefit plan available to an employee while he or she is on a military leave of absence unless or until the employee returns to active employment.

1.8 Savings plan participation

An employee who is reinstated during the re-employment rights period provided by USERRA may receive special treatment under Solenis' qualified savings plan. The employee should consult the relevant plan documents or contact the Human Resources via Workday Help for more information.

1.9 Service date

When the employee returns after military service, Solenis does not adjust his or her service date for time spent on the military leave of absence.

1.10 Reinstatement

After completion of a covered period of active service, Solenis will promptly reinstate the returning employee in accordance with his or her reinstatement rights under USERRA.

However, an employee returning from active service in the military is not entitled to reinstatement if any of the following apply:

- the employee fails to present himself or herself for reinstatement within the applicable time period provided under USERRA for reinstatement, or the employee is otherwise ineligible for reinstatement.
- the employee's active service ended due to a dishonorable or "other than honorable" discharge.
- Solenis' circumstances have changed such that reinstatement would be impossible or unreasonable.
- reinstatement would cause an undue hardship on Solenis, or
- the position held by the employee at the time the military leave began was expected to be for a brief non-recurring period, and there were no expectations that it would continue indefinitely, or for a significant period.

1.11 Documentation

A returning employee must provide documentation establishing the date on which active service ended, length of active service and character of service, including nature of discharge if applicable. If such documentation is unavailable, Solenis will reinstate the returning employee until the documentation becomes available.

1.12 Employment retention rights

An employee reinstated following a military leave of absence is guaranteed employment retention rights which are determined based on the length of his or her active service. Except in extremely limited circumstances, Solenis may not involuntarily terminate him or her during the employment retention period without "just cause." Just cause includes unsatisfactory performance, misconduct, absenteeism, etc.

1.13 Conditions for termination of employment

Except as prohibited by law, Solenis discontinues an employee's military leave of absence and terminates his or her employment if:

- the period of active military service exceeds five years.
- the recovery period necessary for an injury or illness due to active military service exceeds two years from the date the active service ended, or
- the employee fails to present himself or herself for reinstatement within the applicable time period provided for reinstatement under USERRA, or the employee is otherwise ineligible for reinstatement.

1.14 Procedures / guidelines

12-month period – The 12-month period (during which up to 12 weeks of leave is available [and additional periods required by applicable law depending on work location]) is a rolling 12-month period measured backward from the date the FMLA leave is taken. (For example, if an employee proposes to take FMLA leave beginning on March 1, 2017, the amount of leave eligible to the employee would be determined by looking backward to ascertain how much FMLA leave was taken in the immediately prior 12 months, i.e., March 1, 2016, to February 28, 2017). For purposes of servicemember care leave, Solenis will measure the 12-month period forward from the date an employee's first FMLA leave to care for the covered servicemember begins.

Exhaustion of FMLA leave – Once an employee's FMLA leave period (either 12 weeks or 26 weeks) has been exhausted, an employee may be entitled to take an additional period of unpaid leave as an accommodation under the Americans with Disabilities Act, and if providing such leave would not result in an "undue hardship" for Solenis. Where an additional period of leave is provided, Solenis will require the employee to periodically update New York Life with medical documentation that supports the need for continued leave.

Employees who have been approved for an additional period of leave beyond that provided under the FMLA must communicate with Solenis about their intention to return to work and expected date of return to continue an approved period of leave. Failure to communicate with Solenis or provide requested information or updates while out on leave may result in termination for job abandonment.

Employee and spouse employed by Solenis – In situations where both the employee and the employee's spouse are employed by Solenis, a combined total of 12 weeks of leave between both parties will be granted for birth, adoption, foster care placement or to care for any parent with a serious health condition. In situations where both the employee and the employee's spouse are employed by Solenis, a total of 26 weeks of leave between both parties will be granted to care for a covered servicemember with a severe injury or illness. If the leave is requested because of the serious health condition of a child or of the other spouse or because of a qualifying exigency, each spouse is entitled to 12 weeks of leave.

Example 1: Mike and Jane both work for Solenis. When their first child is born, Jane takes eight weeks and Mike take four weeks, each to bond with their new baby. There is no remaining time left that year for bonding leave with their child or to care for their parents. However, Jane still has four weeks left to take leave for her own serious health condition or that of her spouse or child. Mike has eight weeks left to use for the same purposes.

Example 2: Mike and Jane both work for Solenis. Mike takes eight weeks of FMLA leave to care for her mother. However, Mike still has four weeks left to take leave for his own serious health condition or that of his spouse or child. Jane has eight weeks left to use for the same purposes.

Employment during FMLA prohibited – Employees on FMLA leave may not be employed by or perform significant services for any other entity. Failure to adhere to this requirement will result in appropriate disciplinary action, up to and including termination of employment.

1.15 Requests for leave

Solenis' FMLA policy is administered by New York Life. In the event of a foreseeable leave of absence, the employee must apply for use of leave through New York Life 30 days prior to the date on which the employee wants to commence his / her leave. If 30 days' notice is not possible, notice must be given as soon as practicable under the facts and circumstances. When an employee becomes aware of the need for leave, it should ordinarily be practicable for the employee to provide notice of the need for leave either the same day or the next business day. In the case of unforeseeable leave, the employee must provide notice as soon as practicable and, absent unusual circumstances, within the time period prescribed by Solenis' usual and customary procedures for requesting leave. If the employee does not comply with these requirements, FMLA leave may be delayed or denied. New York Life will provide additional information about FMLA leave when leave requests are made.

Unless otherwise specified, requests for leave should be reported to the employee's manager as well as to New York Life, and employees should provide the maximum notice possible of intent to utilize FMLA leave. Contact New York Life or Solenis Human Resources to obtain the appropriate forms and specific details on the FMLA. It is an employee's responsibility to provide New York Life with any requested documentation supporting all claims, including any required certifications as specified below.

To make requests for leave, call New York Life at 1-888-842-4462 or initiate the claim online at myNYLGBS.com >Coverage> Disability (print your confirmation page.). When contacting New York Life, it is helpful to have the following information available:

- Name, address, phone number, birth date, Social Security number and email address.
- Employment information, such as hire date and job title.
- Dates and contact information for any health care providers or hospital/clinic visits.
- The reason for the requested leave - e.g., birth of a child or severe injury/illness.

New York Life will determine whether an employee is eligible for FMLA leave because of experiencing a Leave Event and meeting other eligibility requirements as specified herein, including providing appropriate certification as specified below. New York Life will notify employees who have requested FMLA leave whether their request has been approved or denied, or whether additional information is needed in accordance with the certification provision below. New York Life will notify employees of the date FMLA leave commenced and the date upon which it will be exhausted and provide other information as required by law.

If New York Life denies an employee's request for FMLA leave, the employee's request (along with any supporting documentation) and New York Life's denial will promptly be forwarded to Solenis'

Human Resources department for review. Upon review, Human Resources may approve or deny FMLA leave or request further information. If Human Resources approves use of FMLA leave, such approval will be communicated to New York Life, which will assume responsibility for the administration of the FMLA leave. Employees may take vacation leave or leave pursuant to the Solenis Sick and Short-term Disability policy, SL-POL-003.012, during the pendency of a request for FMLA leave.

1.16 Certification

If the leave of absence is to the care for a parent, spouse, domestic partner, or child with a serious health condition or to care for a covered servicemember or because of the employee's own serious health condition, the employee will be required to provide a certification from the health care provider, which is available from New York Life. If the leave of absence is because of a qualifying exigency arising out of the active-duty status of a covered military member, the employee will be required to provide a certification which includes a copy of the military member's active-duty orders or other similar documentation. The required certification for qualifying exigency leave should also set forth the reason for the leave and the amount and frequency of leave needed. This form is also available from New York Life.

Employees may also be asked to furnish periodic reports on the status of a continued serious health condition or provide New York Life with additional medical information from a treating physician if the condition results in additional requests for leave beyond the first request. If Solenis or New York Life has reason to doubt the validity of any medical certification, it may, at its own expense, require the employee to receive a second opinion from a health care provider designated and approved by the company. If this opinion conflicts with the first opinion, the company, again at its own expense, may request a third opinion from a health care provider mutually agreed upon by both Solenis and the employee. The third opinion will be binding on both parties.

After an employee has exhausted his or her FMLA leave, Solenis will assume administration of any further leave. If Solenis approves an additional period of leave for an employee after his or her FMLA leave has been exhausted, Solenis will require periodic re-certification from a health care provider that sets forth the reason the additional leave is needed, as well as the duration of additional leave needed. Employees will be informed of the frequency with which re-certification is required by Human Resources and/ or New York Life.

Solenis also reserves the right to require an employee to provide documentation of the birth of a child, the placement of a child for adoption or foster care, or the placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibilities. Leave taken after the birth or placement of a child for adoption or foster care may be taken intermittently or on a reduced leave schedule only upon approval by New York Life.

1.17 Continuation of Benefits

Solenis will continue to provide the employee with coverage under the company's group health plan(s) under the same conditions as if the employee had continued to work. The employee will also be eligible for and subject to any new health plans or changes to the existing health plans that take effect while the employee is out on FMLA leave. While the employee is on FMLA leave, it is the employee's responsibility to continue making the employee's share of premium payments to

maintain insurance coverage(s). This may be done either through payroll deductions if there is income or by personal check or money order if Solen is unable to payroll deduct the employee's portion of insurance premiums. At Solenis' discretion, the company may pay the employee's share of the premiums during FMLA leave and recover premiums upon the employee's return to work. In this case, when the employee returns to work, Solenis will recover the costs incurred for paying the employee's share of such insurance premiums by doubling the current insurance deduction until the balance due is paid back.

If an employee does not return to work after the period of FMLA leave ends, for reasons other than the continuation of a serious health condition of the employee or the employee's family member or covered servicemember or other circumstances beyond the employee's control, the employee may be required to reimburse Solenis for the full cost of the employee's medical premiums during the leave period. If the employee returns to work, but for a period of less than 30 days, and requires another leave of absence for reasons other than a continued serious health condition of the employee or the employee's family member or covered servicemember or for circumstances beyond the employee's control, Solenis may require the employee to reimburse the company for the full cost of the employee's medical premiums during the FMLA leave period.

Employees are not eligible to accrue paid leave benefits while out on a leave of absence under the FMLA policy except during any portion of the FMLA leave for which accrued paid leave is used.

1.18 Intermittent or reduced schedule leave

FMLA leave may be taken intermittently or on a reduced-schedule leave under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced-schedule leave is a leave schedule that reduces an employee's usual number of working hours per workweek or hours per workday (such as from full-time to part-time hours). Only the amount of leave taken while on intermittent or reduced-schedule leave may be charged as FMLA leave.

Intermittent or reduced-schedule leave may be taken for a serious health condition of a spouse, domestic partner, parent, son, or daughter, for the employee's own serious health condition, or a serious injury or illness of a covered servicemember which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments or leave taken several days at a time spread over a period of six months, such as for chemotherapy. A pregnant employee may take leave intermittently for prenatal examinations or for her own condition, such as for periods of severe morning sickness.

For intermittent leave or leave on a reduced-schedule leave taken because of one's own serious health condition, to care for a spouse, domestic partner, parent, son or daughter with a serious medical need for leave and it must be that such medical need can be best accommodated through an intermittent or reduced-schedule leave. Intermittent or reduced-schedule leave may also be taken to care for a newborn or newly placed adopted or foster care child, but only with Solenis' approval.

All employee requests to take intermittent or reduced-schedule leave are subject to Solenis' and New York Life's policies and requirements for requesting leave and providing certification, as explained above. In response to an employee's request for intermittent or reduced-schedule leave, Solenis may transfer that employee temporarily to an alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

1.19 Returning from FMLA leave

Certification of fitness for duty. Prior to returning from a leave due to the employee's own serious health condition, the employee must obtain a fitness for duty certification from his / her physician. This certification must be given to Human Resources no later than the day the employee returns to work.

Employee status after FMLA leave. Upon returning from leave under this policy, the employee will be entitled to be restored to the same position the employee held when the leave started, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. In certain circumstances, Solenis may not be able to restore a "key employee" (those employees who are among the highest paid 10 percent in the company), to his/her prior position because of serious and grievous economic injury to the operation of the company and the injury is not related to the employee's FMLA leave. It is possible that employees who take more than 12 or 26 weeks of leave pursuant to this policy will not be returned to the same position they held at the commencement of such leave.

1.20 Other relevant leave laws

Solenis' FMLA policy is subject to any other applicable federal, state, and local laws concerning leaves of absences or time off.

Solenis' Sick and Short-term Disability, and Long-term Disability policies are job-protected leave under the FMLA may run concurrently with other approved leave, including any leave granted under the Solenis Sick and Short-term Disability or Long-term Disability (LTD) policies or in conjunction with workers' compensation, in accordance with applicable law. Employees who are out of work for any reason that qualifies an employee for FMLA leave may be deemed to be using FMLA leave and notified thereof, even if the employee has not requested use of FMLA leave.

Employees are also eligible to request a Medical Leave of Absence if the following conditions are met:

- The employee is disabled, as defined under the ADA.
- The employee has exhausted all other forms of available paid time off; and
- The employee has exhausted any available leave under this policy.

Employees should refer to the Solenis Sick and Short-term Disability policy for additional information.

2.0 Scope

This policy applies to all U.S.-based Solenis employees.

3.0 Owner

Vice President, Global Total Rewards.

4.0 Exceptions

There are no exceptions to this policy.

Revision history

This is a history of notable changes to this policy.

| Effective date | Section | Description of change |
|----------------|--------------------------------------|---|
| June 1, 2023 | Throughout 1.7 and 1.9 1.5 | Changed Cigna to New York Life Updated NY Life phone number and added web address. Updated HR Contact Details Changed keep whole pay for non-exempt employees to receive their full pay for up to 80 hours per calendar year |
| Nov. 15, 2023 | 1.5, 1.8 | Reviewed policy – Removed language around termination of benefits that was not applicable. Removed wording regarding Medical Leave of Absence policy. |
| Feb. 14, 2024 | Throughout | Combined military and FMLA leave policies |
| Aug. 16, 2024 | 1.6 | Removed “non-exempt” from first bullet point. |
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|--------------------------|----------------|------------------|--------------|
| Policy number: | SL-POL-003.033 | Revision number: | N/A |
| Original effective date: | June 1, 2024 | Pages: | 4 |
| Revised effective date: | June 1, 2026 | Reviewed date: | June 1, 2026 |

SOLENIS POLICY

Global Parental Leave

1.0 Purpose

The purpose of this policy is to outline the Solenis commitment to providing a flexible and inclusive provision for employees, regardless of gender, to take paid Parental Leave to bond with a newborn, adopted child or child via surrogacy and adjust to their new family situations. This policy is to ensure a standard minimum level of support provided by the Company.

Solenis strives for an inclusive culture with a focus of attracting, developing and retaining talent. Our efforts to improve diversity are focused on three strategic categories:

- We focus on attracting a diverse workforce by identifying a diverse set of candidates, including underrepresented candidates.
- We build opportunities for our employees to continuously develop and grow, mentoring our people along their career pathways, and we educate our managers on how to lead in an inclusive manner.
- We strive to retain our employees through an inclusive, equitable workplace with best-in-class offerings through total rewards, recognition and growth opportunities, and a culture where they feel heard, valued and celebrated.

At Solenis, we believe that flexible and family-friendly policies are essential within our organization. These policies encourage work-life balance and help create an atmosphere where our employees thrive professionally without sacrificing essential family commitments. Furthermore, they help promote inclusion within our workplace for the benefit of both male and female employees which reduces the gender gap and fosters equality.

2.0 Scope

Global, Enterprise-wide.

Solenis recognizes and supports the importance of employees taking time to bond with and care for a newborn child or children, including in cases of surrogacy or placement for adoption.

An employee will self-identify as a “Primary” or “Nonprimary” caregiver only for the purpose of this policy. If both caregivers are employed by Solenis, one caregiver must be identified as the “Primary Caregiver” and the other as the “Nonprimary Caregiver”.

The “Primary Caregiver” is defined as the individual who assumes the main responsibility for the care of the child following birth, adoption, or placement. The “Nonprimary Caregiver” is defined as the individual who shares caregiving responsibilities but is not the primary caregiver.

Under the terms of the policy, eligible employees will receive at least 100% of their base pay as follows:

- Primary Caregiver: receives a minimum 18 weeks (calendar days) of paid leave
- Nonprimary Caregiver: receives a minimum 8 weeks (calendar days) of paid leave

In locations where the terms of local Maternity or Parental leave entitlement are more generous or provide more options than this policy, the terms of the local legislation in each country where Solenis operates will prevail over the terms of this policy. This policy does not supersede or replace any applicable regulatory requirements.

Employees covered by a collective bargaining agreement are subject of that agreement. Where conflict exists between this policy and the collective bargaining agreement, the agreement will supersede this policy.

Employees in the United States are covered by [SL-POL-003.024, U.S. Maternity and Parental Leave](#).

3.0 Eligibility

This policy is applicable to all full-time and part-time employees of Solenis unless otherwise incorporated by reference in a collective labor agreement. Temporary employees and interns are not eligible for this benefit.

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Have become a caregiver of a child following the birth of a child through surrogacy.
- Have adopted a child (the child must be 17 years of age or younger).
- Have had a foster child placed in their care (the child must be 17 years of age or younger).
- Be the spouse or partner of an individual who meets one of the above criteria.

4.0 Provisions

Eligible employees will receive 18 weeks of paid parental leave for primary caregiver and 8 weeks of paid parental leave for nonprimary caregiver per birth, adoption or placement of a child/children within an employee’s home and apply to employees of all genders. A multiple birth, adoption or placement does not increase the total amount of paid leave granted for that event.

Each week of paid parental leave is compensated at 100 percent of the employee’s regular base pay. Paid parental leave will be paid via the regular payroll cycle.

Benefits under this policy run concurrently with, and will be offset by, any local or country-

sponsored paid leave related to the birth or adoption of a child. In no case will the employee receive more than 100 percent of pay to which they are entitled under this policy during the employee's leave period.

Employees should follow local process and provide the required documentation to be eligible for parental leave.

Approved, paid 18 weeks of parental leave for a primary caregiver must be taken continuously immediately following the birth, adoption or placement of the child.

Approved, paid 8 weeks parental leave for nonprimary caregiver must be taken continuously and taken within 12 months after the birth of the child, adoption of a child under age 18 or placement of a child under age 18 into the home in foster care.

5.0 Coordination with other polices

The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.

If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

Your job will be protected during this period of paid parental leave.

6.0 Request for Paid Parental Leave

An employee must contact Human Resources to request paid parental leave. Employees must provide 30 days' prior notice to the proposed date of the leave.

As is the case with all company policies, Solenis has the exclusive right to interpret this policy.

This policy does not create a contract, either expressed or implied.

7.0 Termination of benefits

Parental leave is not a vested benefit, and if unused, will not be paid out in cash, credited to an employee's vacation or sick balance, or paid out upon termination. An employee may be required to furnish certification of the birth, adoption, or foster care placement.

8.0 Owner

The Chief Human Resources Officer is responsible for implementation of, and amendments to, this policy.

9.0 Exceptions

There are no exceptions to this policy.

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|--------------------------|----------------|------------------|----------------|
| Policy number: | SL-POL-003.024 | Revision number: | 3 |
| Original effective date: | Jan. 1, 2020 | Pages: | 3 |
| Revised effective date: | April 21, 2025 | Reviewed date: | April 21, 2025 |

SOLENIS POLICY

U.S. Maternity and Parental Leave

1.0 Policy

Solenis offers paid parental leave to employees after the birth of a child, adoption of a child under the age of 18, or placement of a child under the age of 18 in the home for foster care.

Solenis LLC and related affiliates reserve the right to terminate, amend, eliminate, or replace any program, plan, or benefit ("Plan") described in this policy at its discretion and at any time, except to the extent required by law.

If anything in this policy differs from the provisions of official Plan documents, the Plan documents prevail. Similarly, any oral or written representations by a company employee or agent, or any benefit estimate that you may receive, cannot override, reverse, or supplement the provisions of the Plan documents or this policy.

This policy is subject to the legal requirements in each state where Solenis operates. Employees will receive the greater of the paid maternity or parental leave benefits: (i) provided under this policy; and (ii) required by law.

1.1 Eligibility

Immediate eligibility for U.S.-based, full-time employees (defined as employees who are regularly scheduled to work 30 or more hours per week).

The policy is intended to provide paid bonding time for the initial event of adoption, foster care or birth of a child, and not for subsequent events involving the same children.

1.2 Provisions

- Eligible employees may take up to eight weeks of paid parental leave in a rolling 12-month period (calculated backward from the date of leave) to help balance their work and family priorities after the birth of a child, adoption of a child under the age of 18 or placement of a child under the age of 18 in the home for foster care.
- Employees who have multiple births, adoptions and/or foster care placements during an applicable rolling 12-month period, are limited to taking a total of up to eight weeks of Parental Leave during the period and will not be entitled to additional Parental Leave until

a new 12-month period begins. Leave entitlements under this policy are calculated on a 12-month rolling backward basis.

- Parental leave must be taken continuously (cannot be taken intermittently or on a reduced schedule basis) and must be taken within 12 months after the birth of the child, adoption of a child under the age of 18 or placement of a child under the age of 18 in the home for foster care.
- In cases where an employee receives short-term disability benefits related to the birth of a child, the parental leave benefit will be applied automatically at the end of the disability period, and the employee may use accrued but unused paid time off during the five-day qualifying period for short term disability.
- Parental leave runs concurrently with Family Medical Leave Act (FMLA) entitlement and any similar leave entitlement under state law, if applicable.
- Parental leave may not be used for the five-day qualifying period of short-term disability.
- Employees who voluntarily terminate employment with the company after their short-term disability benefits end are not eligible for parental leave.

1.3 Coordination with other policies

Paid parental leave taken under this policy will run concurrently with leave under the FMLA and any similar leave entitlement under state law, if applicable.

1.4 Payment of benefits

Benefits provided under this policy are paid by Solenis payroll on the same bi-weekly schedule as regular paychecks.

1.5 Termination of benefits

Parental leave is not a vested benefit, and if unused, will not be paid out in cash, credited to an employee's vacation or sick balance, or paid out upon termination. An employee may be required to furnish certification of the birth, adoption, or foster care placement.

2.0 Scope

This policy applies to U.S.-based Solenis employees who are regularly scheduled to work 30 or more hours per week with the following exceptions:

- Employees who are subject to a collective bargaining agreement may receive different benefits than those described herein, to the extent permitted or required by the agreement and by applicable law; and

- Employees whose primary work location is outside the United States may not qualify for these benefits, but may be governed by benefits provided by applicable law; and
- Employees who do not meet eligibility requirements for certain benefits contained in this policy may not be entitled to all benefits under this policy.

3.0 Owner

The chief human resources officer is responsible for implementation of, and amendments to, this policy.

4.0 Exceptions

There are no exceptions to this policy.

Revision History

The following table provides a history of notable changes to this policy.

| Effective date | Section | Description of change |
|----------------|--------------|---|
| Jan. 1, 2024 | 1.2 | Change from 4 weeks to 8 weeks |
| June 11, 2024 | Title 1.0 | Title changed from Paid Parental Leave Edits and additions to requirements by law references |
| April 21, 2025 | 1.1 | Clarifying eligibility. |
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Policy number: SL-POL-003.032 Revision number: 1
Original effective date: May 1, 2024 Pages: 4
Revised effective date: June 5, 2025 Reviewed date: June 5, 2025

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.

Revision history

| Effective date | Section | Description of change |
|----------------|------------|--|
| June 5, 2025 | Throughout | Small clarifying edits, change title from Flexible Work Schedule |
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|--------------------------|----------------|------------------|-------------|
| Policy number: | SL-POL-003.031 | Revision number: | N/A |
| Original effective date: | May 1, 2024 | Pages: | 2 |
| Revised effective date: | N/A | Reviewed date: | May 1, 2024 |

GLOBAL SOLENIS POLICY Part-Time Work

1.0 Policy

To provide an inclusive work environment that enables Solenis to attract and retain highly qualified, successful employees, we support part-time work schedules where business needs and role responsibilities allow. Part-time work schedules are those that are reduced compared to a full-time work schedule (e.g., 30 hours per week instead of 40 hours per week). Part-time work schedules are intended to assist employees in meeting both work and family/personal priorities.

Not every job or function is conducive to a part-time work schedule because of business and service needs. Requests for part-time work scheduling will be considered on a case-by-case basis, with special consideration to potential impacts on safety, quality output or productivity and must be approved by an employee's manager and HR business partner. The manager reserves the right to withdraw approval of a part-time work schedule if the manager determines that the work schedule no longer meets the needs of the business or if performance expectations are not being met.

To request a part-time work schedule, the employee must submit a written request to the manager for review and approval with a copy retained in the employee's Human Resources file.

While working a part-time work schedule, the employee is expected to attend important department meetings and engage with people/teams to maintain working relationships. This may require deviating from the flexible work schedule on occasion.

All part-time work schedules will be in compliance with any applicable regional, federal, state and local laws. In cases where regional, federal, state or local legislation provides greater/lesser benefits, or does not allow for a part-time work schedule, the legislation will supersede this policy. In addition, where regional legislation requires approval to implement the policy, additional steps may be necessary prior to implementing the policy and/or part-time schedules may not be available in certain regions due to the prevailing country legislation.

2.0 Scope

This applies to all Solenis employees to the extent permitted by Collective Bargaining Agreements (CBAs) or other binding and applicable laws and regulations. In case of conflicts between provisions of this policy and CBAs or other binding and applicable laws and regulations, the latest shall prevail.



3.0 Owner

Senior Vice President and Chief Human Resources and Communications Officer.

4.0 Exceptions

In cases where regional, federal, state or local legislation provides greater/lesser benefits, the legislation will supersede this policy. In addition, where regional legislation requires approval to implement the policy, additional steps may be necessary prior to implementing the policy and/or part-time schedules may not be available in certain regions due to the prevailing country legislation. In the U.S., this applies to all employees except those who are subject to a Collective Bargaining Agreement, to the extent its provisions conflict with this policy.

Revision history

This is a history of notable changes to this policy.

| Effective date | Section | Description of change |
|----------------|---------|-----------------------|
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Policy number: SL-POL-003.026 Revision number: 1
Original effective date: Aug. 1, 2020 Pages: 5
Revised effective date: Sept. 27, 2021 Reviewed date: Sept. 27, 2021

SOLENIS POLICY

Remote Work Guidelines for Office, Lab and Non-production, Plant-based Employees

1.0 Policy

To operate our business in a demanding business climate, we must maximize our productivity while maintaining a culture of flexibility. Solenis understands that work/life navigation can be challenging and there may be times when flexibility is needed to meet business and personal needs.

The Solenis Remote Work Guidelines are for those employees based in a Solenis office facility or lab, or those in non-production plant-based roles. Under the Remote Work Guidelines, employees may work up to two days per week off-site, as needed and agreed upon with their manager.

Any situation outside of these parameters should fall under vacation or time off policies. All unique, exception situations outside of this framework require Human Resources to be involved in a review and approval process.

Managers are expected to follow these guidelines for all office-based employees. In the event a local policy is in place that is different than these guidelines, please work with your manager and Human Resources, as local policy may supersede these guidelines.

2.0 Remote work up to two days a week

- Managers and employees should work together to create a remote work arrangement that will meet both employee and business needs.
- In determining whether this is appropriate, employees and managers should discuss the nature of the work performed by the employee, the business requirements, the employee's performance and the ways the arrangement will affect others.
- Remote working arrangements should be for employees who are in good standing and are meeting their performance accountabilities.
- Remote working should be the subject of ongoing discussion and review.
- In some situations, remote working arrangements do not make business sense (i.e. the work must be completed from a certain location at a certain time, etc.).
- Remote working arrangements may be terminated or modified by the employee or by the manager at any time. Employees and managers must seek to move quickly to alter arrangements that no longer meet business needs.
- Temporary or permanent relocation of one's residence to a different location does not fall under our working remote guidelines. If this occurs, this must be discussed and approved in advance with one's manager and Human Resources.

- These guidelines apply to all Solenis offices and roles except those already working remotely full-time or in a remote role (e.g. commercial team).
- Solenis will follow all local/state/country-level employment laws.
- Remote work requires approval from the direct manager.
- Employees must meet the following criteria:
 - Must have reliable internet access at the remote location.
 - Must have access to all the equipment, tools and software required for their job.
 - Should not be the primary caretaker for children or elderly during their work hours.
 - Must work and be accessible during their normal working hours, including any staggered start/stop times (exceptions may be granted by manager approval); the total number of hours employees are expected to work remains the same.
 - Must utilize proper tools for tracking time, if applicable.
 - Must communicate how they can be reached on their teleworking day and not use “out of office” options when teleworking.
 - Must remain flexible and be willing to come into the office on a requested teleworking day when needed.

3.0 Temporary considerations for COVID-19

- Each site’s COVID-19 return plan will provide the basis for return to work and office attendance as outlined. If a site’s COVID-19 return plan differs from these guidelines, the COVID-19 plan must be followed
- We will do our best to provide additional flexibility due to the COVID-19 pandemic.
- Some examples of additional flexibility during this time may include:
 - Temporarily changing start/stop times within a three-hour window to allow for child care coverage.
 - Temporarily working part of the normal workday at home.
 - Other considerations reviewed and approved by management and HR.
- Unless directed differently by a site COVID-19 return plan, employees are generally expected to follow our Remote Work Guidelines.
- If additional needs arise, they will be reviewed, considered and handled on a case-by-case basis with the employee’s manager and HR business partner.
 - Examples may include unique child care or medical related personal situations
- Those in need of assistance due to a medical situation should reach out to their HR business partner for guidance.

4.0 Scope

This applies to Solenis worldwide.

5.0 Owner

Senior vice president and chief human resources and communications officer.

7.0 Exceptions

See [Section 1.0](#), paragraph 3.

Revision history

This is a history of notable changes to this policy.

| Effective date | Section | Description of change |
|----------------|------------|-----------------------|
| Sept. 27, 2021 | Throughout | Revised throughout. |
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APPENDIX 1

Creating a Successful Work-from-Home Arrangement

Confirm appropriate remote work setup with the right equipment and resources to conduct work.

- This includes, but is not limited to, laptop or computer; stable and reliable internet access, secure remote access to the company's internal network/intranet; access to company email, and a phone.

Designate a space for work.

- It is a good idea to designate an area that can be used solely for working purposes.
- This space should be away from areas of distractions.

Ensure your workspace is free from safety hazards and provides appropriate ergonomics.

- Should you sustain an injury in conjunction with your regular work duties, report that injury as you would any workplace injury.

All employees who are required to enter and report their time will continue to do so when working remotely.

- The process for recording time remains the same and all current processes and procedures should be followed.
- All employees must obtain from their manager advance approval, as normally required, for certain items such as overtime.

Take all reasonable steps to ensure the confidentiality and security of any confidential information.

Maintain normal interactions with your manager, co-workers and business partners.

Maintain a balance between work and home.

- Don't forget to take periodic breaks and eat lunch.
- Set your workday based on your normal business hours; know what time to begin work and when to stop and log out.
- Don't work nonstop.
- Reinforce your work hours with those in your home.

APPENDIX 2

Guidelines for Managers

Manage accountability.

- The guiding principles of leadership are the same regardless of location.
- It's good management practice to regularly monitor progress by scheduling check-ins and to share feedback with employees.
- Managers should be clear with employees as to when to initiate immediate contact if issues arise.

Interact effectively.

- Leverage Solenis IT tools such as Microsoft Teams to stay connected and use video/audio where able to support and foster team collaboration.
- Utilize Microsoft Teams chats, keep all regularly scheduled team meetings and one-on-ones, and utilize any opportunity for video, not just email or phone.

Be available.

- Be available via Microsoft Teams or text throughout the day as needed for ad hoc interactions.

Strive for clarity.

- Read over your messages before sending to make sure they are driving the message you intend.

Focus on results, not time spent.

- Instead of worrying about your employees' whereabouts during the day, focus on assigning clear deliverables that are easy to assess remotely.
- Try not to micromanage.

Remember, you can always hop on a call.

- If email or Microsoft Teams discussion is becoming increasingly unclear, emotions are escalating or the right people aren't being looped into the conversation, call a timeout on the conversation and initiate a call to discuss.

Policy number: SL-POL-003.021 Revision number: 6
Original effective date: Aug. 1, 2014 Pages: 7
Revised effective date: April 1, 2024 Reviewed date: March 1, 2024

SOLENIS POLICY

Vacation

1.0 Policy

Solenis provides employees with paid time away from work annually for periods of rest and relaxation, in amounts based upon an employee's service and level (band/grade) of the role. Any departure from the provisions contained herein must be approved in writing by the vice president of Total Rewards and Human Resources Operations.

Solenis reserves the right to terminate, amend, eliminate or replace any program, plan, or benefit described in this policy at its discretion and at any time. Solenis' vice president of Total Rewards and Human Resources Operations is responsible for implementation of, and amendments to, this policy. Nothing in this policy is intended to represent a contract, including, but not limited to, a contract of continued employment.

1.1 Eligibility

The following employee groups are eligible to receive vacation pay:

- regular, full-time, employees (exempt and non-exempt), and
- regular, part-time, exempt employees who work 20 or more hours per workweek.

Temporary employees are not eligible to receive vacation pay.

1.1 Calculating the amount and value of vacation pay

The amount of vacation an employee accrues is based upon:

- the employee's band level;
- the year or years of service completed by the employee, based upon the employee's adjusted service date ("Completed Year of Service" or "Completed Years of Service"), and
- the number of days and hours per day worked during the employee's standard workweek.

For purposes of this policy, adjusted service date is defined in the Adjusted Service Date policy. In Workday, Adjusted Service Date is referred to as Continuous Service Date.

For full-time employees working a standard work schedule, it is expected that accruing one week

of vacation is the equivalent of five days / 40 hours of vacation.

Eligible part-time employees accrue vacation on a pro-rata basis based upon the number of days and hours in the part-time employee's standard workweek.

Vacation is paid to an employee using the employee's base salary or base rate of pay, excluding overtime, shift differential, bonus or incentive pay or additional compensation of any kind, in effect on the last day actually worked prior to the vacation day.

1.2 Vacation benefit schedule

The table below depicts the number of annual days / hours accrued based on an employee's band and Completed Years of Service.

| | Bands 4 - 20 | Bands 21+ |
|----------------------------------|---------------------|---------------------|
| Up to one year (prorated) | 15 days / 120 hours | 18 days / 144 hours |
| Years 1 - 2 | 16 days / 128 hours | 20 days / 160 hours |
| Years 3 - 4 | 17 days / 136 hours | 20 days / 160 hours |
| Years 5 - 9 | 18 days / 144 hours | 20 days / 160 hours |
| Years 10 - 14 | 20 days / 160 hours | 25 days / 200 hours |
| Years 15 - 19 | 23 days / 184 hours | 25 days / 200 hours |
| Years 20 - 29 | 25 days / 200 hours | 25 days / 200 hours |
| Years 30+ | 30 days / 240 hours | 30 days / 240 hours |

Increases to an employee's accrual rates will be effective upon the first day of the accrual period following an additional Completed Year of Service by the employee or change in band that makes the employee eligible for additional vacation time. An employee earns 1/26 of his or her yearly vacation each accrual period worked during the current calendar year.

1.3 Accrual of vacation days

Vacation is accrued on a semi-monthly basis. The hours are added on the first day of each period, the 1st and 16th of the month.

For instance, if you are eligible for 18 days of annual vacation (144 hours), then you will earn 6 hours of vacation each period (144 hours divided by 24 accruals). New hires will begin to accrue vacation in this manner upon being active on the accrual date (the 1st or 16th of the month). If the date of hire is the 1st through 16th of the month, the hours are added on the hire date. Hire dates of the 2nd through 15th will receive the first accrual on the 16th and hire dates of the 17th through the end of month receive hours on the 1st of the following month.

1.4 Rehires, reclassified employees

If a former Solenis employee is rehired by Solenis or moves from an ineligible to an eligible classification, the employee will begin earning 1/26 of his or her annual vacation each period as of

the effective date of the re-hire or eligible status. The annual vacation accrual will be calculated using the employee's Adjusted Service Date, if applicable.

1.5 Vacation advance

Employees have the ability to use future allocations of vacation in advance of earning it under the circumstances described in this paragraph. Employees wishing to take vacation not yet earned, can take up to five days (40 hours) of unearned vacation resulting in a negative vacation balance. Future allocations of vacation will then be applied to this negative balance making it positive at a later point in the calendar year.

Employees cannot carry a negative vacation balance of greater than five days (40 hours) at any time during a calendar year. Employees' vacation balances should be zero at the end of the calendar year. Any negative balances at the end of the year will carry over into the subsequent year. Any negative balances upon termination will need to be reimbursed to Solenis by the employee or former employee as allowable by local law. The amount owed will be calculated in accordance with and withheld from the employee's final paycheck as allowable by local law.

1.6 Vacation buy

The option to purchase up to five days of vacation is available to any employee who is eligible for less than twenty-five (25) days of annual vacation under this policy. The election opportunity to purchase vacation is only available during the annual Open Enrollment period. Employees who are hired, re-hired or become Eligible-Status employees during the calendar year and otherwise eligible to purchase vacation must wait until the next following Open Enrollment period to purchase vacation.

Employees do not receive pay in lieu of taking earned or purchased vacation, except when payments are specifically provided for under this policy, such as payment upon an employee's termination or where dictated by local law.

1.7 Special situations affecting vacation entitlements Unpaid leaves (other than furloughs and military leaves of absence)

When an employee leaves active employment on an unpaid leave (other than a military leave of absence), the accrual of vacation will cease. When the employee returns to active employment after an unpaid leave, the accrual of vacation will commence at the calculated rate in accordance with **1.1 Calculating the amount and value of vacation pay**. Employees will receive an Adjusted Service Date reflecting the length of the employee's unpaid absence.

Future vacation accruals will be based on the standard schedule, however the maximum amount of vacation the employee is eligible to receive may be reduced as a result of receiving the Adjusted Service Date, and the employee will not accrue vacation for any months not worked.

If an employee's employment is terminated without the employee returning to active employment, no further vacation benefits will accrue.

1.8 Military leaves of absence

While on a military leave of absence, an employee may elect to use earned vacation days and purchased vacation days in order to supplement his or her income while on military leave of absence.

Employees on military leave will receive accrued and earned vacation as though they were active employees. If the employee terminates without returning to active employment, any earned vacation and purchased vacation he or she had at the time of termination will be handled in accordance with the **1.8 Termination and Accrual Date** below.

An employee's Adjusted Service Date is not adjusted to reflect unpaid time on military leave.

1.9 Furloughs

Employees will not be eligible to take accrued vacation time during the furlough period unless prohibited by state law.

When an employee leaves active employment on a furlough, the accrual of vacation will cease. Unused vacation time at the start of the furlough period will remain in the employee's balance during the furlough period. When the employee returns to active employment after a furlough, the accrual of vacation will commence at the calculated rate in accordance with **1.1 Calculating the amount and value of vacation pay**.

Future vacation accruals will be based on the standard schedule, however the maximum amount of vacation the employee is eligible to receive may be reduced as a result of the employee not accruing vacation for any time period not worked.

If an employee's employment is terminated without the employee returning to active employment, no further vacation benefits will accrue.

1.10 Foreign assignments

The effect of a foreign assignment on vacation benefits is explained to an employee in writing prior to the commencement of the foreign assignment. The terms of the foreign assignment agreement will supersede any conflicting provisions contained herein.

1.11 Utilization of vacation each calendar year / vacation carryover

Employees are encouraged to use their available vacation each calendar year. Employees who do not use available vacation during the calendar year will not be permitted to carry over the unused vacation time into the next calendar year.

Employees will not receive pay in lieu of taking earned or purchased vacation by the end of the calendar year, except when payments are specifically provided for under this policy, such as payment upon an employee's termination or where payment for accrued but unused vacation at the end of a calendar year is required to comply with applicable state or local law.

1.12 Scheduling the timing and length of vacations

Employees are expected to schedule their use of vacation in advance and use of vacation is subject to the approval of the employee's manager. Managers will make efforts to schedule vacations to the mutual satisfaction of both the employee and Solenis. If this is not practicable, then Solenis' business needs will take precedence.

1.13 No duplication of pay

Solenis does not pay both vacation and holiday pay for the same day. If a company holiday occurs during an employee's vacation, that day is charged as holiday pay. Unless prohibited by local regulations, vacation does not count in the calculation of overtime for overtime-eligible employees, nor can vacation be used to increase the number of work hours in one day. For example, if an employee works three hours in what would be an eight-hour workday, only five hours of vacation can be used.

1.14 Change to the status of ineligible for vacation

If an employee moves from eligible for vacation status ("Eligible Status") to an ineligible status, then Solenis will pay the employee for any unused earned vacation in a lump sum as soon as administratively feasible, minus taxes and other required deductions. In the event the employee once again becomes an Eligible-Status employee, Solenis handles the employee's vacation benefit using the same approach as outlined in **1.1 Eligibility** above.

1.15 Transfers and acquisitions

Solenis determines vacation benefits for an individual who becomes an employee through the acquisition of another company or facility in accordance with the terms of the acquisition agreement.

1.16 Exempt part-time to full-time

A part-time employee who changes to regular full-time status will have his or her per-period vacation accrual adjusted to reflect the full-time schedule. The total number of annual vacation days will be in accordance with **1.2 Vacation and Benefit Schedule** and be reflected on the employee's next accrual date.

1.17 Payment of unused earned vacation

Any employee whose employment with Solenis is terminated, regardless of cause, will receive payment for any unused, earned vacation available to the employee on the date the termination occurs. In addition, where applicable state or local law prohibits the loss of accrued vacation at the end of a calendar year, Solenis will pay an employee's accrued but unused vacation balance at the employee's regular rate of pay.

1.18 Termination and accrual date

Employees whose employment is terminated on their accrual date receive payment for vacation

days that accrued on their accrual date.

If employment termination occurs during the employee’s vacation for any reason other than death, then the employee’s termination date is the last day actually worked.

1.19 Employee’s death and unused earned vacation

If an employee’s employment terminates due to the employee's death, the employee's estate will receive a lump sum payment, minus taxes and other required deductions for any unused earned and purchased vacation (to the extent it has been paid for at the time of death).

2.0 Scope

This applies to Solenis, except as follows:

- Employees who work outside the U.S., and
- Employees who are subject to a collective bargaining agreement, to the extent its provisions conflict with this policy.

3.0 Owner

Vice president, Global Total Rewards

4.0 Exceptions

There are no exceptions to this policy unless required by applicable state or local law. If state or local law requires practices other than what are outlined in this policy, Solenis will comply with state and/or local law.

Revision history

This is a history of notable changes to this policy.

| Effective date | Section | Description of change |
|----------------|---------|---|
| April 6, 2017 | | Modification of retirement eligibility; add change disclaimer; remove change of control, additional edits throughout |
| Jan. 1, 2018 | | Multiple revisions |
| Jan 1, 2019 | | Clarified that vacation buy and sell cannot occur within same calendar year and that employees cannot sell into negative balance. |
| April 10, 2020 | | Elimination of vacation sales and vacation carry over. Add section 1.10 for Furloughs and renumber subsequent sections. |
| Jan 1, 2023 | | Accrual schedule updated |
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