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## **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 percent 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 policies**

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.