
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.