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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 employments 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/time 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.

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.