

---

Policy number:	SL-POL-003.032	Revision number:	N/A
Original effective date:	May 1, 2024	Pages:	2
Revised effective date:	N/A	Reviewed date:	May 1, 2024

---

**SOLENIS POLICY**  
**Flexible Work Schedule for Office,  
Lab and Non-Production, Plant-Based Employees**

**1.0 Policy**

To provide an inclusive work environment that enables Solenis to attract and retain highly qualified, successful employees, we support certain types of flexible work schedules where business needs and role responsibilities allow. Flexible work schedules include differing arrival and departure times as well as hybrid in-person and remote work arrangements. These work schedules are intended to assist employees in meeting both work and family/personal priorities.

Not every job or function is conducive to a flexible work schedule because of business and service needs. Requests for flexible 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 flexible work schedule at any time for any reason with a minimum seven days' notice, including but not limited to if the manager determines that the work schedule no longer meets the needs of the business or if performance expectations are not being met. Employees also may terminate the flexible work schedule at any time for any reason with a minimum of seven days' notice. Upon the conclusion of a flexible work schedule, the employee will return to their originally assigned work schedule.

Eligibility for participation in a flexible work schedule is dependent upon the manager's assessment that the proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations. Each request will be considered by taking into consideration, for example, the employee's job performance, ability to operate the department without disruption and meeting internal and external customer needs, at no additional costs to the department.

No work schedule will be implemented where an employee works less than their normal work week.

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 flexible 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 flexible 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, 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 flexible 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 flexible 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.