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## **SOLENIS POLICY**

### **Maternity and Parental Leave**

#### **1.0 Scope**

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 employee 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.

The purpose of this policy is to ensure a standard minimum level of support is provided for employees planning to take either maternity or parental leave and to give employees time to bond with their new child and adjust to their new family situations.

This policy is subject to the legal requirements in each country 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. Employees in the United States are covered by [SL-POL-003.024, U.S. Maternity and Parental Leave](#).

Solenis will provide:

- Up to 18 weeks of paid maternity leave to the biological mother.
- Up to 8 weeks of paid parental leave to the employees following the birth an employee's child or the placement of a child with an employee in connection with adoption or foster care.

## 2.0 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.
- Be a spouse or partner of a person who has given birth to a child; or
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). This provision does not apply to the adoption of a stepchild by a stepparent.

## 3.0 Provisions

Eligible employees will receive a maximum of 18 weeks of paid maternity leave and 8 weeks of paid parental leave per birth, adoption or placement of a child/children within an employee's home and applies to LBGTQ+ parents. A multiple birth, adoption or placement does not increase the total amount of paid leave granted for that event.

Each week of paid maternity or parental leave is compensated at 100 percent of the employee's regular base pay. Paid maternity or 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 maternity and parental leave.

Approved, paid 18 weeks of maternity leave must be taken continuously immediately following the birth of the child.

Approved, paid eight weeks parental leave 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.

## 4.0 Coordination with other policies

The company will maintain all benefits for employees during the paid maternity and 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 maternity or parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid maternity or parental leave entitlement.



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

### **5.0 Request for Paid Parental Leave**

An employee must contact Human Resources to request paid parental leave. Employee 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.

### **6.0 Termination of benefits**

Maternity leave and parental leave are not vested benefits, 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.

### **7.0 Owner**

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

### **8.0 Exceptions**

There are no exceptions to this policy.