



VNA Policy (US Only)

Issued by : Human Resources
Approved by : VNA Policy Review Committee

PP No : HR_148_USA
Revision No : 1.0
Effective Date : 01 Jul 2023

SUBJECT: Parental Leave Policy (US Only)

1.0 SCOPE

This policy applies in its entirety to all USA employees (except temporary or staffing contract employees) and US locations of Veolia North America ("VNA," "Veolia," or "Company"), including Puerto Rico¹ and the U.S. Virgin Islands.

If an employee's employment is covered by a collective bargaining agreement, the collective bargaining agreement – and not this policy – will govern. If an employee's employment is covered by a previously determined project plan, the project plan – and not this policy – will govern.

As we operate in multiple locations, for the purpose of brevity, we cannot list every situation where laws may differ from the requirements of this policy. If there is a difference between this policy and applicable law, then the law always governs.

Nothing in these policies should be construed to limit an employee's right to engage in any activity protected under applicable law.

2.0 PURPOSE

In order to assist and support new parents with balancing work and family matters, Veolia has established this Parental Leave Policy to provide paid parental leave (as described further below) within any 12-month rolling period to eligible employees for bonding with their newborn or newly adopted or fostered child. Birthing parents may be entitled to paid or unpaid disability leave in connection with pregnancy and should refer to their applicable company Short-Term Disability Policy and/or contact Veolia's Benefits Department at us.vna.benefits.mailbox@veolia.com for more information. This Policy does not apply to any qualifying events that occur prior to the effective date of the Policy.

3.0 RESPONSIBILITIES

Each employee is responsible for adhering to this Policy. All Managers are responsible for ensuring that this Policy is properly followed.

4.0 REFERENCES AND FORMS

HR_149_CA - Paid Family Leave Policy (California)
HR_149_CA_SF - Paid Parental Leave Policy (San Francisco, CA)
HR_149_CO - Paid Family Medical Leave Policy (Colorado)
HR_149_CT - Paid Family & Medical Leave Policy (Connecticut)
HR_149_HI - Temporary Disability Insurance Policy (Hawaii)
HR_149_MA - Paid Family Medical Leave Policy (Massachusetts)
HR_149_NJ - Paid Family Leave Policy (New Jersey)

¹ Puerto Rico employees should refer to the below Puerto Rico Addendum for additional information on their statutory entitlement.

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HR_149_NY - Paid Family Leave Policy (New York)

HR_149_OR - Paid Family Medical Leave Policy (Oregon)

HR_149_RI - Temporary Disability & Temporary Caregiver Leave Policy (Rhode Island)

HR_149_WA - Paid Family & Medical Leave Policy (Washington)

5.0 DEFINITIONS

Regular Employees: Employees who are not in a temporary or staffing contract position.

Domestic Partner: An adult who i) is in an ongoing and committed and “spouse-like” relationship, jointly responsible for the other’s welfare and financial obligation with the intent to continue their relationship indefinitely; ii) resides with the domestic partner in the same principal residence and intends to do so permanently; iii) is at least 18 years of age and competent to enter into a contract; iv) is not a blood relative of the other domestic partner; and v) is not the spouse or domestic partner of anyone else; vi) or are in a civil union, domestic partnership or any other similar, legally recognized arrangement as defined under any governmental jurisdiction.

Date of Adoption: The date of placement of the minor child (i.e., child less than 18 years of age) or adult child with disabilities in the eligible employee’s home after adoption is final or date of placement in the home with foster care adoption in process.

6.0 GENERAL GUIDELINES

Eligibility

To be eligible for Veolia Paid Parental Leave under this policy, Veolia employees must be Regular Employees. Initial eligibility will occur upon date of hire.

Employees who are not eligible for Veolia Paid Parental Leave may be entitled to paid leave under applicable federal, state, or local laws, if any, and should refer to the applicable state statutory disability insurance, paid family leave, or paid family and medical leave policy instead and/or contact Veolia’s Benefits Department at us.vna.benefits.mailbox@veolia.com for more information.²

Birth Disability Leave (Maternity Leave)

Under the applicable company Short-Term Disability policy, the Veolia employee who gave birth is eligible for six to eight weeks of paid maternity leave, depending on medical need, following the birth of their child. If any employee is actually disabled for longer than eight weeks, they will be provided with that additional time off but it will be unpaid. However, an employee may be eligible for disability benefits, either under Veolia policy or applicable law, and/or to use any available vacation or available paid sick leave during any period of unpaid disability leave. Please refer to your applicable company Short-Term Disability Policy and/or contact Veolia’s Benefits Department at us.vna.benefits.mailbox@veolia.com for more information.

² As of the effective date of this policy, employees in the following states should refer to their applicable state statutory disability insurance, paid family leave, or paid family and medical leave policy: California, Colorado, Connecticut, Hawaii, Massachusetts, New Jersey, New York, Oregon, Rhode Island, and Washington State.

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Parental Leave

Effective July 1, 2023, eligible employees will be entitled to up to 10 weeks of parental leave in any 12-month rolling period paid at 100% of regular straight-time weekly pay.

Parental leave applies to the following qualifying events that occur on or after the employee's date of eligibility for the plan on or after the effective date of this policy:

- 1) Birth of a biological child by an eligible employee or an eligible employee's spouse or domestic partner
- 2) Adoption of a minor child by an eligible employee or an eligible employee's spouse or domestic partner.
- 3) Birth of an eligible employee's child, an eligible employee's spouse's child or domestic partner's child by surrogate.
- 4) Fostering of a minor child by an eligible employee or an eligible employee's spouse or domestic partner.

To be covered, the qualifying event must occur after the employee is eligible for the plan. Parental leave must be completed within one year (12 months) of the qualifying event and no more than two periods of leave may be taken in one 12 month period (i.e., only two qualified events may be covered within a 12 month period).

Eligible Employees may be entitled to additional paid leave under applicable federal, state, or local laws, if any, and should refer to the applicable policy instead (see Footnote 1) and/or contact Veolia's Benefits Department at us.vna.benefits.mailbox@veolia.com for more information.

Compensation and Benefit Continuation

Parental leave payments:

- 1) Are paid on the employees' normal pay frequency,
- 2) Are not considered working hours and are therefore not eligible to be used in calculation of overtime hours,
- 3) Are fully taxable and subject to all payroll taxes, including FICA,
- 4) Cannot be paid at the same time as any Short Term Disability payments are being made, and
- 5) Will have payroll and benefit deductions withheld.

Paid parental leave is based on the employee's regular straight-time weekly pay in effect at the beginning of the leave. During an approved paid parental leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other benefits, an employee on paid parental leave will receive the same rights and benefits as employees on a paid leave of absence.

Intermittent and Reduced Schedule Parental Leave

Paid parental leave may be taken for a continuous period, not to exceed 10 weeks, or intermittently. If used intermittently, parental leave must be used in weekly (i.e., up to 5 business day) intervals. The leave may not be taken in increments of hours or days, unless otherwise required by applicable law.

Paid parental leave may not be taken on a reduced leave schedule (reducing the usual number of hours per workweek or workday). It also cannot be used to supplement an eligible employee's part time schedule beyond the employee's standard weekly hours or used to extend FMLA beyond 12 weeks.

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Notice of Paid Parental Leave

If the need for paid parental leave is foreseeable, employees must provide their manager with at least 30 days' prior notice, if possible, or as much notice as is practicable under the circumstances. For unforeseeable leaves, employees are expected to notify their manager as soon as practicable. Failure to provide such notice may be grounds for delaying or denying the leave and may result in adverse consequences but will not impact an employee's entitlements under Federal, State, or local laws.

Employees also must contact Veolia's Benefits Department at us.vna.benefits.mailbox@veolia.com in order to initiate the leave request.

Employees may also need to provide documentation showing that their leave is for a covered reason. Employees should contact Veolia's Benefits Department at us.vna.benefits.mailbox@veolia.com for more information.

Paid Parental Leave and Company Holidays

When a Company Holiday occurs during paid parental leave, employees will receive paid parental leave and not holiday pay.

Integration with Other Company and Federal and State Leaves

Paid parental leave runs concurrently with leave under the Company's Family and Medical Leave Policy, the federal Family and Medical Leave Act (FMLA) and all other legally mandated leave, to the extent permitted by applicable law. In case of conflict between this policy and applicable law, Veolia will comply with applicable law.

Coordination with State and Other Benefits

If an employee is eligible for Short Term Disability (STD) and/or lives in a state that has paid state disability (SDI) or paid family or wage replacement benefits (PFL), then the employee's paid parental leave benefits may be offset by amounts that the employee is eligible to receive from these other sources so that the employee will not receive more than 100% of their base pay from the combination of such STD, SDI, and/or PFL payments and paid parental leave benefits under this policy.

It is the employee's responsibility to apply for any state paid family leave benefits that may be available to the employee. Employees who work in a state with SDI, PFL or PFML benefits must apply for any such state mandated benefits or leave in order to be eligible to receive Paid Parental Leave as set forth herein, except in Massachusetts and as otherwise prohibited by applicable law. Veolia will assume that the employee has applied for any available benefits, and will automatically reduce the employee's paid parental leave benefits accordingly as permitted by applicable law. Failure to file a claim for applicable state paid family leave, in conjunction with paid parental leave, may result in the denial of the Veolia Paid Parental Leave and recovery of any payments made by Veolia prior to the denial. Denial of Veolia Paid Parental Leave will not impact an employee's entitlements under Federal, State, and/or local laws.

Reinstatement

Generally, employees returning to work from paid parental leave will be reinstated to their same position (or to an equivalent position with equivalent pay, benefits, and other employment terms). However, employees returning from leave have no greater rights to reinstatement or to other benefits and conditions of employment than if they had not taken paid parental leave.

Separation of Employment

Employees are not eligible for a payout of any unused parental leave upon separation of employment.

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Discrimination and Retaliation Prohibited

The Company prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's pregnancy or parental leave. Specifically, no one will be denied employment, reemployment, promotion, or any other benefit of employment or be subjected to any adverse employment action based on that person's pregnancy or parental leave. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

7.0 RECORDS

Documents should be retained by the appropriate function area in conjunction with the applicable record retention policies.

8.0 COMMUNICATION METHODOLOGY

Employee Group Affected:	Communication Method:
Employees in the US, Puerto Rico and Virgin Islands	E-mail distribution Intranet posting

9.0 COMPANY RIGHTS

The Company reserves the right to amend or rescind, in whole or in part, this policy at any time and without notice. This policy does not constitute a contract of employment or a promise of benefits or continued employment.

10.0 REVIEW AND APPROVAL

Reviewer/Title	Revision No.	Review Date
Una Raghavan, <i>VP Benefits</i>	1.0	02 Jun 2023
Katharine Crawford, <i>VP, Assistant General Counsel, Labor and Employment</i>	1.0	02 Jun 2023
Luc Stefani, <i>EVP Human Resources & Chief People Officer</i>	1.0	02 Jun 2023
VNA Policy Review Committee	1.0	09 Jun 2023

Approved by:	VNA Policy Review Committee
Date:	09 Jun 2023

11.0 CHANGE HISTORY

Revision No.	Summary of changes	Issue Date	Effective Date
1.0	Initial issuance	22 Jun 2023	01 Jul 2023

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Addendum - Puerto Rico Addendum to US Parental Leave Policy

1.0 SCOPE

This Addendum applies in its entirety to all Puerto Rico employees of VNA and supplements VNA's US Parental Leave policy. The definitions in this Addendum shall have the same meaning as the defined terms in the US Parental Leave policy. Except as stated herein, employees who are assigned to work in Puerto Rico are subject to the US Parental Leave policy.

If there is a discrepancy between VNA's US Parental Leave Policy and this Puerto Rico supplement, then this supplement will govern for Puerto Rico employees. Furthermore, if there is a discrepancy between applicable law and this supplement or VNA's US Parental Leave policy, then the law will govern.

2.0 MATERNITY LEAVE

This section 2.0 shall replace and apply in lieu of the six to eight weeks of paid maternity leave set forth in the Birth Disability Leave (Maternity Leave) section 6.0 of the US Parental Leave policy. The Parental Leave benefit set forth in section 6.0 of the US Parental Leave policy shall continue to apply.

Female Puerto Rico employees of the Company are eligible for a total of eight (8) weeks of maternity leave. This maternity leave period is paid at 100% of the employee's average salary, wage, day wages, or compensation that the employee has been receiving during the 6 months prior to commencing her rest period. If it is not possible to calculate the 6-month period (e.g., because the employment length is shorter than this period), the leave period will be paid at 100% of the employee's average salary, wage, day wages, or compensation the employee was receiving at the time the leave started.

Maternity leave may be taken as four (4) weeks before childbirth and four (4) weeks after childbirth. Pregnant employees may opt to take less than four (4) weeks before childbirth and take the remaining balance of the eight (8) total weeks following the birth of the child. However, to do so, the employee must submit a medical certificate to HR indicating that she is able to work up to one (1) week before childbirth.

This maternity leave is independent of any other type of leave to which the pregnant employee may be entitled under other statutes.