

## **BONDING BENEFITS PROGRAM**

### **ELIGIBILITY**

In order to be eligible for bonding benefits, employees must:

- Be a benefits-eligible (*i.e.*, classified as salaried and regularly working at least 20 hours/week, classified as hourly and regularly working at least 30 hours/week, and not seasonal or temporary), US-based, non-bargained employee of Lennox International Inc. or its affiliated companies (collectively, “LII”);
- Complete 30 days (Salaried Non-exempt and Exempt) or six months (Hourly) of full-time service;
- Become the legal guardian of a child/children (other than step-children), who is under the age of 18, through birth or adoption on or after January 1, 2022.<sup>1</sup>

### **BENEFIT SUMMARY**

1. Employees who became a legal guardian of a child through birth or adoption on or after January 1, 2022 may take bonding benefits pursuant to the terms and conditions outlined in this document (*e.g.*, prior to the first anniversary of their child’s birth or adoption).
2. Bonding benefits last for up to two, continuous weeks. They are in addition to LII Birthing Leave and birthing-related short-term disability benefits, but run concurrently with Family and Medical Leave Act (“FMLA”) leave and all other applicable forms of paid and unpaid leave. To the extent the employee qualifies for another form of paid bonding leave (*e.g.*, under state law), the Company benefit will be reduced by this amount unless otherwise prohibited by law.
3. Bonding benefits must be used in the first 12 months following the child’s birth or adoption.
4. Employees are not eligible for more than two weeks of bonding benefits in a 12-month period (*e.g.*, in the case of multiple births or the adoption of siblings, employees are only eligible for a total of 2 weeks of bonding leave in the 12-month period).
5. In order to take advantage of bonding benefits, employees must meet the eligibility criteria described above and timely apply and be approved for bonding benefits by LII’s third-party leave of absence administrator.<sup>2</sup> When need for leave is foreseeable, application is timely when it occurs at least 30 days prior to the anticipated need for leave. Where the need for leave is not foreseeable 30 days in advance, application is timely when it is made as soon as practicable (typically the same day the employee becomes aware of the need for leave or the next business day).
6. If approved, bonding benefits will be paid as follows:

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<sup>1</sup> Note: Bonding benefits are not available for foster placements or step-child adoptions. However, FMLA may apply.

<sup>2</sup> Note: For the avoidance of confusion, bonding benefits and FMLA have different eligibility requirements and an employee may be eligible for bonding benefits even when they are ineligible for FMLA due to lack of tenure, etc.

- Salaried Exempt and salaried Non-exempt employees will receive 100% of their salary;
- Hourly Non-exempt employees will receive \$450/week.

All benefits are subject to applicable taxes and withholdings.

7. Unused bonding benefits will not be paid out at the end of employment.

## **DOCUMENTATION**

Employees must provide proof of parentage (*e.g.*, a birth certificate listing them as the parent, a child support order, adoption papers).

## **NO DISCRIMINATION, HARASSMENT, INTERFERENCE, OR RETALIATION**

LII prohibits discrimination and harassment on the basis of protected characteristics, including sex, pregnancy, sexual orientation, and gender identity. LII also prohibits interference with Employees' rights under the FMLA and other federal, state, and local leave laws. Employees who know or suspect discrimination, harassment, or interference should follow the reporting procedures outlined in the **Code of Business Conduct**. Employees making good faith reports will be protected from retaliation. Please see the LII **Anti-Retaliation Policy** for details.

## **MODIFICATION OR CANCELLATION**

LII reserves the right to modify or cancel bonding benefits at any time, with or without notice, and in its sole discretion.