

## ADOPTION REIMBURSEMENT PROGRAM

### ELIGIBILITY

To be eligible for adoption reimbursement, employees must:

1. Be a US-based, non-bargained employee of Lennox International Inc. or its affiliated companies (collectively, “LII”);
2. Complete twelve continuous months of full-time (*i.e.*, not seasonal or temporary) service prior to incurring a reimbursable expense;
3. Legally adopt an adoptee.

### BENEFITS SUMMARY

1. Subject to the limitations described below, the following adoption-related expenses will be considered for reimbursement after the employee has legal custody of the adoptee and provided that the employee was eligible at the time expenses were incurred:
  - a. Adoption agency fees;
  - b. Medical costs associated with the adoptee’s birth or pregnancy;
  - c. Court costs and legal fees associated with the adoption;
  - d. Temporary foster care costs;
  - e. International adoption fees, such as agency, home study, orphanage, immunization, and immigration fees.
2. Employees are responsible for timely completing and submitting the **Adoption Reimbursement Form** to Human Resources and for providing sufficient documentation to support their claim for reimbursement. The forms are available from Human Resources. LII has the sole right to determine whether documentation is sufficient.
3. Employees will not be reimbursed more than \$5000 in a calendar year or in connection with a single adoptee. If spouses/partners are both employed by LII, the total reimbursement per couple will be limited to \$5000 in a calendar year or in connection with a single adoptee.
4. Employees will only receive reimbursement if they are employed by LII on the reimbursement date.
5. All reimbursements are subject to applicable taxes and withholdings.

## LIMITATIONS

Despite the terms and conditions above, employees will not be reimbursed if any of the following circumstances exist:

1. The adoptee has not been born (*e.g.*, embryonic adoption);
2. The adoptee is 18 years old or older at the time of adoption;
3. The adoption expense in question is eligible for payment or reimbursement through another benefit plan, such as a Health Insurance Plan, Health Care Flexible Spending Account, or Adoption Benefit Plan.

## NO DISCRIMINATION, HARASSMENT, OR RETALIATION

LII prohibits discrimination and harassment on the basis of protected characteristics. Employees who know or suspect discrimination or harassment should follow the reporting procedures outlined in the **Code of Business Conduct**. Employees making good faith reports of discrimination or harassment 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 adoption reimbursement at any time, with or without notice, and in its sole discretion.