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Velotic Global Paid Parental Leave Policy (GPPL)

Velotic supports employees and their families during one of the most important times in life. The birth of a child or the addition of a child to the family through adoption or surrogacy. This Global Paid Parental Leave Policy reflects Velotic's commitment to providing consistent, inclusive, and equitable parental benefits across all locations, while remaining compliant with applicable local laws and regulations.

This policy establishes global minimum standards and does not replace or reduce any locally mandated maternity, paternity, or parental leave benefits.

Guiding Principles

Compliance With Local Legislation

The program is intended to work in conjunction with local existing legislative requirements. If the local legislative requirements are more beneficial towards parents, the local legislative standards will be followed.

Equality

Parental leave is defined by caregiver status rather than gender. At Velotic, we understand that each family is unique, and that the primary caregiver is not always the birth or biological parent.

We want all our employees to be eligible for a common foundation of parental support and benefits, regardless of the country in which they live.

Eligibility

The Global Paid Parental Leave policy applies to all regular full-time and part-time employees, subject to local law.

There is no minimum service requirement to be eligible for Velotic's GPPL, unless required by local legislation.

Employees must meet one of the following criteria:

- Be a parent by birth, including surrogacy.
- Be a legally adoptive parent of a child.

This policy applies only to a child newly added to the household, limited to children under age 13 at the time of placement or adoption, and does not apply to children already residing in the household (e.g., stepchild adoption).

Contractors and temporary employees are not eligible unless required by law.

Leave must be taken within the first 6 months following the birth or adoption of the child.

If local law provides a longer duration or greater benefit, the employee will receive the more generous entitlement.

Caregiver Designation and Duration

The GPPL program is described by caregiver status and is summarized in the table below. If there is a difference between this and what is offered in the employee's country of employment, the employee will be entitled to the higher benefit.

	Birth/Surrogacy/Adoption/Foster-To-Adopt
Primary Caregiver	12 weeks paid to be taken within 6 months of the birth, adoption or foster-to adopt placement of the child.
Secondary Caregiver	6 weeks paid to be taken within 6 months of the birth, adoption, or foster-to-adopt placement of the child.

Birth mothers may start their GPPL prior to the birth of the baby.

Pay During Parental Leave

Eligible employees will receive 100% of their base pay during Velotic's GPPL period.

Where local legislation provides paid leave at less than 100% of base pay, Velotic will top up pay to 100% for the duration of the GPPL, unless prohibited by law. Employees will not receive more than 100% of base pay during GPPL.

Coordination with Other Leave Programs

GPPL may run concurrently with other applicable leave programs, including statutory maternity, paternity, family, or medical leaves, where permitted by law.

Parental leave may not be used to extend the total duration of leave beyond what is legally or per policy permitted.

Additional Guidelines

- GPPL is provided for each qualifying birth or adoption event.
- Multiple births or simultaneous adoptions qualify as one parental leave event.
- GPPL can be used once during a 12-month period after each event.
- GPPL must be taken in a continuous block unless otherwise required by local law.
- When employment ends, GPPL ends on the termination date.
- Unused leave is not paid out.
- Unused weeks cannot carry forward to the next period.

Unless otherwise required by law:

- Benefits will continue during GPPL under the same terms as active employment.
- Employees remain responsible for their portion of benefit premiums.
- Company holidays occurring during GPPL do not extend the leave period, nor does it result in additional pay for those days.
- Bonus and incentive compensation will be prorated for the period of leave.

- Commissioned employees will not be entitled to commissions not earned during the period of GPPL.

Requesting Global Paid Parental Leave

Where practicable, employees should submit a GPPL request at least two (2) months in advance.

Requests should be submitted to Human Resources and include:

1. The reason for the request
2. The anticipated start date and duration
3. Supporting documentation, as requested

If approved, Human Resources will notify the employee and their manager.

This benefit is provided at Velotic's discretion. Velotic reserves the right to amend, suspend, or terminate this guideline at any time, subject to applicable law.

Global Paid Parental Leave (GPPL) FAQs

What is Velotic's Global Paid Parental Leave?

GPPL is paid time off from work for eligible employees to recuperate, bond, and care for a newborn or a newly placed child through birth, adoption, or foster-to-adopt placement.

Who Is Eligible?

You may be eligible if you are a regular full-time or part-time employee and you:

- Welcome a child by birth (including surrogacy), or
- Legally adopt a child younger than 13 years

How Much Leave Is Provided?

Global Paid Parental Leave is twelve (12) weeks for the primary caregiver and six (6) weeks for the secondary caregiver for the purpose of caring for and bonding with a newborn, a newly adopted child, or a foster-to-adopt child under the age of 13 years.

Note: This program applies to a child who is newly added to the household and not a child who is already a member of the household. Accordingly, the adoption of a stepchild by a stepparent is not eligible under this guideline.

When Does Global Paid Parental Leave Become Available?

GPPL is immediately available to eligible employees.

Do I get all my regular pay while I'm on Global Paid Parental Leave?

Velotic's GPPL pay will be offset by any country, federal, or state benefits. Employees will not be entitled to receive more than 100% of their base pay during their GPPL time.

Unless otherwise specified by legislation, employees' bonuses will be prorated for the period of GPPL taken within the calendar bonus period, and commissioned employees will not be entitled to commissions not earned during the GPPL period.

What Happens to My Benefits During GPPL?

Your benefits continue during parental leave under the same terms as active employment. You remain responsible for your portion of benefit premiums, if applicable.

Unused parental leave is not paid out if employment ends.

If my Country or State/Territory/Province has statutory paid leave benefits for maternity, paternity, or parental leave do I receive the Velotic Global Paid Parental Leave in addition to the statutory paid leave benefits?

No, employees cannot add the Velotic GPPL to statutory leave, nor will they be entitled to more than 100% of their base pay during the paid leave time. The Velotic GPPL will run concurrently with other legislative leaves and pay sources.

How will the designation of “primary” or “secondary” be determined?

Velotic will accept self-designation by the parent(s). This certification will contain a statement in which the employee acknowledges an understanding of the consequences of engaging in fraud by providing a false certification. If false reporting is later determined, the employee may be subject to disciplinary action or salary repayment.

How Can the Leave Be Taken?

Any time taken under the GPPL program must be utilized consecutively within the first 6 months following the birth, adoption, or placement of the child/children. Leave may run concurrently with other applicable statutory leave programs, if permitted by law.

If the eligible employee wishes to return to work prior to the expiration of the available weeks of GPPL, they may do so. However, any remaining weeks will be forfeited.

Is the amount of Global Paid Parental Leave different for multiple births (twins, triplets, etc.), that occur at the same time?

No, multiple births or adoptions are defined as one event and do not increase the length of GPPL provided.

Does the Global Paid Parental Leave apply to individuals who experience a stillborn or miscarriage?

Although GPPL does not apply, sick leave, bereavement, regular leave, or DTO (USA) can be taken for these types of losses.

May I take Global Paid Parental Leave if I or my child gets sick and/or may I use it for eldercare?

No, this leave is provided to welcome, care for, and bond with a newborn, or a newly adopted child/children. Other leave provisions are in place for these situations.

Is there a limitation on the number of Global Paid Parental Leaves that may be taken during my career with Velotic?

GPPL can be used once during a 12-month period from each event. There is no limit on the number of times eligible employees can use GPPL during their careers at Velotic.

If both parents work at Velotic, are both eligible for Global Paid Parental Leave?

Yes. The GPPL is available to both parents. The number of GPPL weeks is available to employees depending on their caregiver status and is summarized in the table below. Only one parent should be designated as a primary caregiver.

Primary Caregiver	12 weeks paid to be taken within 6 months of the birth, adoption or foster-to adopt placement of the child.
Secondary Caregiver	6 weeks paid to be taken within 6 months of the birth, adoption, or foster-to-adopt placement of the child.

What is a primary caregiver?

A primary caregiver is defined as someone who has primary responsibility for the care of a child who has been added to the family through birth, adoption or foster to adopt placement. It is gender neutral. If both parents work for Velotic both employees will be eligible, and each will designate their caregiver status through self-certification.

Can a person donate their Paid Parental Leave to another individual?

No GPPL cannot be donated.

Am I eligible for Global Paid Parental Leave if I am a surrogate or donor?

No, the benefit is for caring and bonding with the child/children for new birth or adoptive parents who will have legal custody.

If an eligible employee does not use their entire Global Paid Parental Leave by the end of the 6- month period, is the remaining time paid out, or does it carry-over?

At the end of the 6-month period following the qualifying event, any unused GPPL is forfeited.

Will my benefits continue while I am on Global Paid Parental Leave?

Yes, unless otherwise specified by legislation, Velotic will maintain all benefits during GPPL. The benefits will be subject to the terms and conditions of the benefit plan in force at that time. Where applicable, employees will continue to be responsible for the payment of any benefit premiums during GPPL.

How is Paid Parental Leave handled with respect to Velotic or statutory holidays?

The GPPL is inclusive of rest days, public holidays, and Company holidays. Holidays do not extend the GPPL entitlement.

Can I use the Global Paid Parental Leave before the birth, adoption, or legal guardianship of a child/children?

For birth mothers, GPPL can start prior to the birth. For all other caregivers GPPL can only be used after the qualifying event.

If I am adopting, and need time out of the office for purposes of processing the event (e.g., travel), is that time covered under the Global Paid Parental Leave?

No, unless otherwise specified by legislation, GPPL begins after the date of the legal adoption or guardianship.

Do I have to provide documentation when applying for Global Paid Parental Leave?

Yes. An employee must provide appropriate documentation necessary to establish the employee's use of GPPL, which is directly connected to the birth, adoption, or placement. Appropriate documentation could include, but is not limited to, a birth certificate or a document from an adoption or foster care agency regarding the adoption or placement.

Will Global Paid Parental Leave be included in my regular paycheck or as a separate check?

Your GPPL pay will be provided in your regular paycheck and is considered part of your ordinary income that will be reported on your annual tax forms.

Will I need to pay back the Global Paid Parental Leave if I leave Velotiv?

No.

When should I initiate the Global Paid Parental Leave request?

To help minimize business disruption, you should notify your manager of your leave plans in writing, at least 2 months in advance of taking GPPL. If that amount of notice is impractical due to an emergency or special circumstances, you should provide as much notice as is practical.

How do I apply for Global Paid Parental Leave?

Written notice of the intention to take paid parental leave, including the anticipated start and end dates of leave, must be provided to your Manager and the Human Resources Department. This notice must be provided at least 2 months in advance of taking GPPL. If GPPL is taken concurrently with statutory leave, notice must also be provided 2 months before the first period of leave starts.

Required documentation:

1. Certification attesting the status of primary or secondary caregiver. Employees may be requested to complete a form.
2. Supporting documentation of the qualifying event.

Examples:

Adoption Order

Letter to confirm foster-to-adopt placement.

Birth Certificate or certification of health care provider.

FAQs Applicable to Non-USA Employees:**Do I still accrue annual, sick, or personal leave while I'm out on Global Paid Parental Leave?**

Yes. International employees will still accrue time off as required by legislation.

Will my accrued time (sick, annual leave, personal leave) be reduced when taking Global Paid Parental Leave?

GPPL does not reduce an eligible employee's balance of accrued time.

Do I need to exhaust my sick leave prior to taking advantage of the Global Paid Parental Leave?

Not, unless it is a legislative requirement when taking statutory leave concurrently with the GPPL.

Questions?

If you have questions about eligibility, timing, or how this leave works with local laws, contact **Human Resources**.

Long Service Award Guidelines - Global

Overview

As we build Velotic's Total Rewards programs from the ground up, we have put in place an interim Long Service Award (LSA) program to ensure milestone anniversaries are recognized during this foundational period. This program acknowledges key service milestones beginning at three years, with recognition continuing at five-year increments thereafter with a cash-based award as a token of appreciation.

Velotic has adopted this policy on an interim basis. The current approach will remain in place while a broader, future-state recognition program is evaluated for implementation in 2027.

Eligibility

Full-time and part-time employees are eligible for the LSA program. Temporary, fixed-term/contract employees are not eligible for the LSA program unless otherwise required by local law.

The service anniversary date is determined based on the continuous service date in Workday. This date is the earlier of the Adjusted Service Date and Acquired Service Date. Employees must be active at the time of payment to receive an award.

Leave of Absence

Employees on an approved leave of absence on their service anniversary date or at the time of payment remain eligible for an award, subject to the following:

- a) Employees on statutory leave (including parental leave, medical leave, or other legally protected leave) will receive their award upon return to active status, with no forfeiture of the award due to the leave period.
- b) Employees on personal/unpaid leave of absence lasting more than 90 consecutive days may have their award deferred until they return to active status. If the employee does not return, the award is forfeited.
- c) Employees who are terminated during the award processing window (i.e., in the month following their anniversary date, prior to payment) are not eligible to receive the award.^[5]

Local statutory requirements may supersede the above. Human Resources will confirm country-specific treatment for employees in France, Germany, India, and other jurisdictions with leave protections.

Long Service Award Milestones

Awards are provided at 3 years of service and then every 5 years of service and paid out the month following the milestone anniversary date.

All global award levels follow the Purchasing Power Parity Index (PPPI) which ensures reward values are consistent around the globe. For local award values please reference Appendix I (PPPI).

Employees are eligible for one award for each milestone. Missed awards from previous milestones must be identified within one year following anniversary. Only current milestone award will be processed, and multiple awards cannot be processed together. If you have additional questions, contact Human Resources.

Tax Treatment

All awards are considered taxable income to the recipient and will be grossed up for tax purposes. Tax rules vary by country. If you have specific questions, please contact Human Resources.

Appendix I: Purchasing Power Parity Index (PPPI)

Varying Long Service Award Levels in US Dollars and Local Currencies														
Country	Local Currency	3 yr	5 yr	10 yr	15 yr	20 yr	25 yr	30 yr	35 yr	40 yr	45 yr	50 yr	55 yr	60 yr
Award Value (USD)		75	125	190	255	315	380	440	505	565	630	690	735	800
Australia	AUD	125	100	500	750	1,000	1,250	1,500	1,750	2,000	2,250	0	0	0
Brazil	BRL	180	420	500	600	730	900	1,150	1,430	1,820	2,340	3,120	4,000	5,000
Canada	CAD	95	160	245	330	405	490	565	650	730	810	890	945	1,030
China	CNY	350	550	1,000	1,500	2,000	2,500	2,800	3,000	3,000	3,000	3,000	3,000	3,000
Czech Republic	CZK	1,800	2,900	4,500	6,000	7,400	8,900	10,300	11,900	13,300	14,800	16,200	17,300	18,800
Denmark	DKK	800	1,500	2,000	2,800	3,500	4,000	5,000	5,500	6,000	7,000	7,500	8,000	8,500
France	EUR	85	145	225	300	370	445	520	595	665	740	815	865	945
Germany	EUR	80	130	200	265	330	400	460	530	590	700	725	770	840
India	INR	5,000	10,000	20,000	40,000	100,000	125,000	150,000	200,000	250,000	250,000	0	0	0
Ireland	EUR	75	125	190	255	315	380	440	505	565	630	690	735	800
Israel	ILS	395	660	1,005	1,350	1,665	2,010	2,325	2,670	2,990	3,330	3,650	3,885	4,230
Italy	EUR	85	140	200	280	345	420	485	555	620	690	760	810	880
Japan	JPY	9,675	10,000	15,000	20,000	25,000	35,000	40,000	45,000	50,000	0	0	0	0
Korea (S)	KRW	120,000	200,000	1,000,000	1,500,000	2,000,000	2,500,000	3,000,000	0	0	0	0	0	0
Mexico	MXN	950	1620	1920	2330	2830	3530	4450	5560	7070	9090	12120	15660	20200
Netherlands	EUR	80	135	205	280	345	415	480	550	615	685	750	800	870
Poland	PLN	220	390	590	790	970	1,170	1,360	1,560	1,740	1,940	2,130	2,270	2,470
Portugal	EUR	70	115	175	240	295	355	415	475	530	590	650	690	750
Romania	RON	300	500	760	1,020	1,260	1,520	1,760	2,020	2,260	2,520	2,760	2,940	3,200
Saudi Arabia	SAR	300	400	600	900	1,100	1,300	1,500	1,700	1,900	2,100	2,300	2,500	2,700
Singapore	SGD	100	250	500	800	1,000	1,200	1,500	1,700	1,900	2,100	3,100	0	0
South Africa	ZAR	1,058	1,763	2,679	3,596	4,442	5,358	6,204	7,121	7,967	8,883	9,729	10,364	11,280
Spain	EUR	70	115	170	230	285	345	400	460	510	570	625	665	725
Switzerland	CHF	130	215	325	440	540	650	755	865	970	1,080	1,185	1,260	1,375
Taiwan	TWD	2,000	3,000	5,000	8,000	12,000	20,000	30,000	35,000	35,000	35,000	35,000	35,000	35,000
United Arab Emirates	AED	250	425	650	850	1,050	1,275	1,450	1,675	1,875	2,100	2,275	2,425	2,650
United Kingdom	GBP	50	85	135	180	220	270	300	360	400	445	490	520	565
United States	USD	75	125	190	255	315	380	440	505	565	630	690	735	800