AsahiKASEI

Issue Date: January 1, 2022
Supersedes: All Other Policies

ASAHI KASEI US PAID MATERNITY & PARENTAL LEAVE POLICY

PURPOSE & SCOPE

Asahi Kasei America, Inc. ("the Company") will provide paid leave to eligible U.S. employees of the Participating Employers (listed in Appendix A) following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of Paid Maternity and Parental Leave is to give birthing mothers time for recovery and new parents flexibility and time to bond and adjust to all the joys and upheavals a new child brings.

This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, and any state leave programs, as applicable. This policy will be in effect for births or adoptions occurring on or after January 1, 2022.

ELIGIBILITY

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
- Be a full- time, 30+ hours per week, regular employee (union eligible, part-time, temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Maternity Leave – Is an eligible employee who has given birth to a child
- Parental Leave – is an eligible employee who:
    a) Has given birth to a child;
    b) Is a spouse or partner of a woman who has given birth to a child;
    c) Has adopted a child who is 17 years old or younger (this provision does not apply to the adoption of a stepchild by a step-parent)

AMOUNT, TIME FRAME AND DURATION OF PAID MATERNITY LEAVE

- Eligible employees who qualify for Maternity Leave will receive a maximum of 6 weeks of paid Maternity Leave per birth. Eligible employees often will receive partial pay through short-term disability insurance and/or state programs during this time. During Maternity Leave, the Company will pay the employee's Regular Pay, less whatever partial pay the employee is eligible to receive through those other means, so as not to exceed 100% of Regular Pay.
- Eligible Employees who qualify for Parental Leave will receive a maximum of 6 weeks of paid Parental Leave to bond with the new child. Eligible employees may receive partial pay through state programs during this time. During Parental Leave, the Company will pay the employee's Regular Pay, less whatever partial pay the employee is eligible to

receive through any applicable state paid programs, so as not to exceed 100% of Regular Pay.

- Employees who have given birth to a child are eligible to take 6 weeks of Maternity Leave and 6 weeks of Parental Leave, for a maximum of twelve total weeks of paid leave as described above.
- Parental Leaves may be taken either consecutively or intermittently in week-long increments only.
- Employees will receive pay during this time from Asahi Kasei's third-party disability management vendor, Lincoln Financial.
- Employees will be responsible for making up any missed deductions related to the benefit programs (excluding 401(k)) they are enrolled in once they return from leave as these deductions will not be taken from any payments issued by Lincoln Financial. These deductions will be brought current, through payroll, once the employee returns from leave.
- Employees with 401(k) loans that are currently being paid for via payroll deduction will need to contact Transamerica to make arrangements to continue loan payments while out on leave.
- Multiple births or adoptions (i.e., twins or triplets) will not increase the length of Maternity or Parental Leave.
- FML and any applicable state leaves will run concurrently with Maternity/Parental Leave. Refer to the FMLA policy for complete details.
- Upon termination of the individual's employment at the company, the employee will not be paid for any unused paid Maternity/Parental Leave for which they were eligible.
- During the period of leave, the Company will not prorate paid time off, bonuses, commissions or other incentive programs.

REQUESTS FOR PAID MATERNITY AND PARENTAL LEAVE

- The employee will provide their supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- To initiate a leave of absence/FMLA, contact Lincoln at #888-408-7300 or access: www.mylincolnportal.com. First time users must register using the company name ASAHIKASEI (not case sensitive). For questions on the leave of absence process, please contact the Benefits team at: Asahi-absence@ak-america.com
- Complete Maternity/Parental Leave within 12 months following birth or adoption.
- As is the case with all company policies, the Company has the exclusive right to interpret, modify or terminate this policy at any time at their discretion.

APPENDIX A

PARTICIPATING EMPLOYERS

AKM Semiconductor, Inc.

Asahi Kasei Advance America, Inc.

Asahi Kasei America, Inc.

Asahi Kasei Bioprocess America, Inc.

Asahi Kasei Plastics North America, Inc.

Bionique Testing Laboratories LLC

Bionova Scientific LLC

Celgard, LLC

Crystal IS, Inc.

Daramic, LLC

Veloxis Pharmaceuticals, Inc.

Polypore International, LP