



## COVID-19 VACCINE POLICY

### I. Purpose

To support Luxottica employees in receiving vaccinations against the COVID-19 virus, consistent with Luxottica's emphasis on employee wellness and our shared interest in public health.

### II. Scope

The policy applies to all retail, field and corporate employees of Luxottica.

### III. Background

The Centers for Disease Control and Prevention (CDC) advises that COVID-19 can cause serious, life-threatening complications, and there is no way to know how COVID-19 will affect an individual. Further, an individual who gets infected with COVID-19 could spread the virus to friends, family, co-workers and others around them.

### IV. Policy

- **Vaccination Recommendation:** Luxottica recommends that all individuals within the scope of this policy be vaccinated against COVID-19, provided they are eligible to receive the COVID-19 vaccine according to guidelines issued by the CDC and/or other State or Local Public Health Agency responsible for issuing guidelines (collectively, "Public Health Guidelines") and that the vaccine is locally available in sufficient quantities for them to receive it.
- **Costs:** For employees covered under the Luxottica medical plan, the cost of federally approved vaccines and administration will be covered at no additional cost, for both in and out of network providers. Employees not covered under the Luxottica medical plan should be able to receive the vaccine at no cost from providers participating in the Provider Relief Fund.
- **Paid Time off to Obtain Vaccine:** Unless otherwise required by law, non-exempt employees within the scope of this policy will be granted up to two (2) hours of paid time off per vaccine dose to obtain the COVID-19 vaccine or booster without loss of compensable time. This time will become available as of the effective date of this policy, may not be used for any purpose other than in connection with obtaining the COVID-19 vaccine or booster, and will not be paid out upon termination of employment. Luxottica's timekeeping policies apply to the recording of vaccination time; the record must be accurate, and must include all time spent obtaining the vaccine or booster. If you have questions about how to record time spent obtaining the vaccine, consult Human Resources.

- COVID-19 Infection Control Procedures:** Luxottica’s COVID-19 Health and Safety Protocol, as described in **Luxottica’s Infectious Disease Preparedness & Response Retail Plan: COVID-19** and other COVID-19 Workplace Safety Guidelines (found on the COVID-19 Cleaning, PPE and Safety tab on HR Solutions) remain in effect. All employees, regardless of their vaccination status, will be required to follow these procedures whenever they are in the workplace or conducting Luxottica business at any third party location, until advised otherwise in writing by the Luxottica. This includes: wearing face coverings and other personal protective equipment; strictly adhering to hand hygiene and symptom screening practices; observing social distancing, occupancy, activity and quarantine restrictions; and complying with all other COVID-19 precautions as instructed by Luxottica.
- An employee who does not comply with Luxottica’s COVID-19 Health and Safety Protocol, regardless of vaccination status, will be subject to disciplinary action, up to and including termination of employment.
- Proof of Vaccination:** Employees who are vaccinated against COVID-19 are required to provide proof of vaccination to Human Resources via the [Luxottica COVID-19 Vaccination Portal](#). Proof of vaccination may include a physician’s note, a pharmacy receipt, a vaccination card, or copy of vaccination consent form showing that the individual has received all required doses of the vaccine. Employees must provide only a record of their COVID-19 vaccination to Luxottica and not a record of other vaccinations or medical history. For example, employees must not provide Luxottica with a form containing their full vaccination history with regard to illnesses other than COVID-19.
- Vaccination Records:** Luxottica’s Human Resources Department will maintain a record of COVID-19 vaccination in the [Luxottica COVID-19 Vaccination Portal](#) for the purpose of monitoring compliance with this policy, the Luxottica’s overall COVID-19 safety programs and any applicable laws and regulations governing vaccination programs.

  - Luxottica will store any vaccination information that it receives separately from an employee’s general personnel file and will limit access to that information on a need-to-know basis.
  - Luxottica may use and disclose the vaccination record for its legitimate business purposes including, but not limited to: protecting the health and safety of employees, patients, customers and business partners; managing employee leave, benefits, and accommodations; ensuring compliance with Luxottica policies; managing litigation; complying with contractual obligations; and meeting legal and regulatory requirements.
  - Luxottica will obtain the employee’s consent when required to do so by applicable state law before disclosing vaccination records to third parties.