

EssilorLuxottica

Time Off to Vote in the U.S.

Your voice is important! Luxottica supports and encourages your right to vote and wants to remind you of our 'time off to vote' policy. Prior to Election Day, **November 8, 2022**, we encourage employees to:

- Discuss with their managers any changes they might need to their schedules to allow them to vote (prior to schedule posting if possible).
- Look into options to use absentee ballots, mail-in voting, or early in-person voting.

Time off to Vote Policy: If you are unable to find sufficient time to vote outside of working hours, Luxottica's Time off to Vote Policy in the Employee Guide provides **up to two hours of unpaid time off:**

Employees generally should attempt to coordinate voting time either before or after their regular work schedule. If an employee is unable to vote in an election during his/her non-working hours through reasonable diligence, the Company may grant up to two hours of unpaid time off to vote or additional time if required by law. Employees must request time off to vote from their manager at least two working days prior to the day of the election. Employees must demonstrate why they cannot vote during nonworking hours. If time off is granted, the Company shall determine in its sole discretion the hour(s) designated as time off to vote. The Company will comply with all applicable voting leave laws.

Paid Time Off to Vote: If you cannot coordinate voting outside working hours, many states provide paid time off or additional time off beyond two hours to vote. See **attached chart** for details. In states where we must provide paid time off to vote, a **Voting Leave** pay code has been added in Kronos. For Essilor Locations – Voting Leave pay code – **"Jury Duty-Vote."**

If you have any questions, please contact your HR Business Partner for assistance.