

EssilorLuxottica

2023 Employee Guide - Frequently Asked Questions (FAQs)

Employee Guide FAQs:

Q. Do I have to acknowledge the Employee Guide?

A. Yes, acknowledging or signing the EssilorLuxottica Employee Guide, including the Employee Agreements is a condition of employment. If an employee refuses to acknowledge/sign the Employee Guide and all Agreements, the Company cannot continue to employ the employee. For questions regarding the included policies and/or agreements, please contact your HR Business Partner or submit an e-service request for consultation in HR Solutions.

Q: What Agreements am I required to acknowledge and electronically sign?

A. Depending on your location, you may be required to sign the following Employee Agreements:

- EssilorLuxottica Employee Guide Acknowledgement
- Confidential Information and Non-Solicitation Agreement
- Inventions Agreement
- Release For Use of Likeness, Voice and Name Agreement
- Dispute Resolution Agreement (US Only)
- Electronic Protected Health Information (ePHI) Agreement (US and PR Only)

Q. I completed a previous Employee Guide version when I was hired - do I have to complete it again now?

A. Yes, the 2023 Employee Guide is the new employee guide or handbook for all North America. It replaces all previous versions of Employee Guides. Additionally, there are several new and revised policies within the Employee Guide, and it is important for employees to review and understand them.

Q. Will I receive additional compensation for time spent reviewing the Employee Guide?

A. No, managers must provide sufficient time during work hours for employees to review the Employee Guide and complete the Acknowledgment. Employees should not be required to sign the Acknowledgment "on the spot.". Employees should be permitted to review the Employee Guide over a day or even over a few days if they choose.

Q. Can I use my mobile device to complete the review and acknowledgement of the Employee Guide?

A. Employees may elect to use personal mobile devices to review and acknowledge the Employee Guide. But unless otherwise required by the Company, employees should do so voluntarily and should not expect reimbursement for data.

Q. Is it optional or can I opt-out of signing any Agreement?

A. No, all 2023 Agreements are required as a condition of employment with EssilorLuxottica.

Q: What is the purpose of an Inventions Agreement?

A: The Invention Agreement focuses on job-related inventions an employee develops during employment with EssilorLuxottica that are based solely on the knowledge or resources they have obtained or have access to by working for the Company. In the alternative, the Company is not interested in ownership of a song, movie, or other invention that is not related to the eyewear industry or the services that we offer as a Company.

EssilorLuxottica

2023 Employee Guide - Frequently Asked Questions (FAQs)

Q: What is the Dispute Resolution Agreement?

A: EssilorLuxottica believes that disputes are best resolved informally between an employee and the Company. However, if a dispute cannot be resolved internally, we believe that the next

best option is to resolve the matter in arbitration, a cost-effective and faster alternative to traditional litigation. Disputes will still be heard by a competent arbitrator, an independent and impartial third party, but they will not be subject to the lengthy process that is common in the in the US court system. The Arbitrator carefully considers and analyses the evidence before them, drawing on their knowledge of relevant laws and policies to weigh each party's cases and make a binding ruling.

Q: How does the company plan to use my likeness?

A: A signed Release for Use of Likeness, Voice, and Name Agreement allows the Company to use pictures and videos of employees captured during Company sponsored events (parties, summits, meetings) for internal and external marketing purposes without having to obtain individual permissions for each event. It is our usual practice to contact an employee directly for additional authorization if their specific image or likeness is to be used for such purposes.

Q. *When should I provide a new Employee Guide to employees currently on a Leave of Absence or Paid Time Off (PTO)?*

A. When an employee returns from leave or PTO, managers should redirect the employee to My Personal Desk to review the Guide and sign the Acknowledgment and Agreements. Be sure to give all employees sufficient time to review the Guide and sign the Acknowledgment and Agreements.

Q. *How can I access the 2023 Employee Guide and Acknowledgement and Agreements?*

A. *Here's how to review and electronically sign the EssilorLuxottica Employee Guide Acknowledgements and Agreements:*

1. Log into [My Personal Desk](#)
2. Click on the "My Forms" tile
3. Click on "US Guide"
4. Follow the prompts to complete your review of the EssilorLuxottica Employee Guide and electronically sign the Acknowledgment and Agreements

Q. *Is the 2023 Employee Guide viewable on HR Solutions?*

A. Yes, employees can access a PDF copy of the 2023 Employee Guide on hrsolutions.luxottica.com. You can also access a copy of the guide and your signed acknowledgment in My Personal Desk.

Q. *The Employee Guide Acknowledgement and Agreement was not assigned to me/my employee in My Personal Desk. What should I do?*

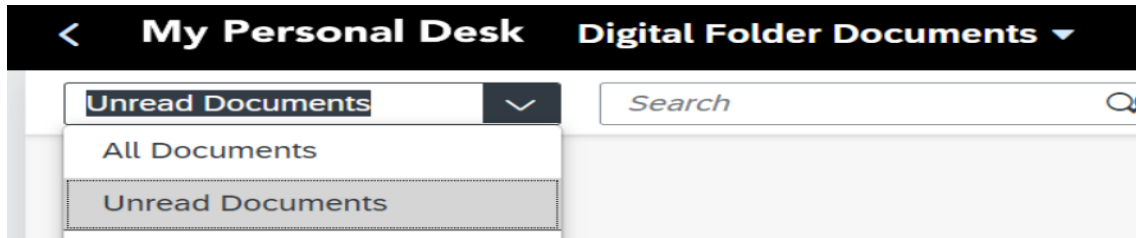
A. Contact the Luxottica Service Desk: 513-765-2222 for assistance.

EssilorLuxottica

2023 Employee Guide - Frequently Asked Questions (FAQs)

Q. *How do I find my signed Agreements?*

- A.**
1. Go to [mypersonaldesk](#)
 2. Click on "My Personal Documents"
 3. Click on "Guide" (the page will open to the instructions for the Guide view the signed agreements) If you do not see a Guide document, you may need to choose "**All Documents**" from the drop-down menu in the upper lefthand corner.



Q. *Is the Employee Guide available in multiple languages?*

- A.** The Employee Guide is available in English, Spanish and French Canadian. To review the Employee Guide in a language other than English, you must change the language in your internet browser. See additional instructions in the Employee Guide Job Aid.

Q. *Can I order a paper copy of the Employee Guide?*

- A.** Beginning February 6, 2023, paper copies of the Employee Guide can be ordered by contacting Central Purchasing and use CP#300508, English Employee Guide, CP#300576, Spanish Employee Guide, and CP#3019016, French Employee Guide.