

# EssilorLuxottica

## Hybrid Work Policy

### Purpose and Scope

At EssilorLuxottica, in-person collaboration is essential to our innovation and success as a world leader in the eyecare industry. In turn, we also recognize the value that flexibility brings to our employees and our company culture. By establishing a Hybrid Work Policy that allows employees the flexibility to work from home/remotely while still maintaining our personal and professional connections in the office, we are creating a work environment that fosters increased productivity and performance, enhanced employee recruitment and retention, and greater work-life balance.

This Hybrid Work Policy will provide guidelines for all EssilorLuxottica office-based employees working in a corporate office or operations facility. It does not apply to field employees who work remotely. This policy is intended to provide flexibility to the employee, while also providing clear guidelines and expectations to ensure our hybrid work model, and any individual hybrid work arrangements, are effective for both the Company and the employee.

### Eligibility

Employees will be considered eligible for a hybrid work arrangement if they meet the following requirements:

- Working in an EssilorLuxottica position that is deemed suitable for hybrid work.
- Good standing with the Company.
- Currently on an active status with the Company (or will be on active status following a return from an approved leave of absence).
- A hybrid work arrangement is practical based on department needs and individual job responsibilities.
- Home/remote office space has the capability to support specific equipment and technology needs to productively perform the employee's work at home or remotely.

Employees who do not meet the eligibility requirements listed above, or who cannot maintain eligibility during their employment, will have their hybrid work arrangement terminated or suspended during their period of ineligibility.

### Hybrid Work Expectations:

- Employees will be expected to work in an EssilorLuxottica office/location **at least two days per week**, as agreed upon with their manager. For some roles and functions, more than two days in the office/location may be necessary to meet the needs of the business.
- An employee's days in the office/location can be flexible, as agreed upon with the employee's manager.
- Keep an appropriate level of two-way communication between the employee and manager. This should be determined by the manager and employee prior to the commencement of any hybrid work arrangement.
- Attend meetings (via Company approved virtual platforms like Microsoft Teams/Skype) and engage with the team members, internal cross-functional partners and external key stakeholders during normal business hours, unless alternate work schedules have

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already been established or temporarily approved by your manager. Employees should still adhere to Company dress code when meeting on virtual platforms.

- Continue being responsive to emails based on job requirements and complete projects within assigned deadlines.
- Follow standard department protocols and procedures.
- Carry out the same duties, assignments, and other work obligations as if physically working at the corporate office.
- Use PTO/Vacation (accrued or flexible) when unable to work due to personal commitments that require the employee to be away from work for 4 hours or more.
- Adhere to all break, attendance, timekeeping and reporting policies. Agree to break and attendance schedules with their managers, if applicable.
- Hybrid work is generally not a substitute for regular child or dependent care, although greater flexibility may be warranted in the event of emergencies such as public health emergencies and natural disasters. Employees must provide the same undivided attention to their work as if working on site. Any schedule alterations to accommodate child or dependent care needs must be approved by a manager.

Employees utilizing a hybrid work arrangement should determine with their manager clear objectives and measures of success and frequently discuss with their manager their progress and results. Failure to meet the expectations listed above may lead to the suspension or termination of an employee's hybrid work arrangement.

### **Home/Remote Work Location**

It is the employee's responsibility to establish a Home/Remote work location that is suitable and safe for work purposes. The work location should be one where interruptions are controlled during work hours.

Employees are responsible for consulting with outside tax counsel to ensure they make the appropriate tax withholding election(s) for their Home/Remote work location are in compliance with state and federal law. Employees should then follow the established process to update their work location(s) and/or election changes in the Company's HRIS and payroll systems.

### **Home/Remote Work Equipment and Materials**

For purposes of this Hybrid Work Policy, EssilorLuxottica will not duplicate equipment resources between the employee's corporate office/location and the employee's home/remote workspace to support a hybrid work arrangement. Unless an exception applies, all corporate employees will be provided with one laptop (preloaded with MS Teams applications for instant messaging, phone and video calls, and other necessary hardware or software) and one docking station (where necessary) that can be transported between their office and home/remote work locations, with the option to use a computer monitor at their corporate office location.

Equipment supplied by the Company will be maintained by the organization, considered Company property, and should be used in accordance with Company policies, including those outlined in the EssilorLuxottica Employee Guide. If any of the Company equipment is lost, stolen or damaged, the employee may be responsible for some or all costs associated with any repairs or replacement, unless prohibited by law, or as determined by EssilorLuxottica in its sole discretion. EssilorLuxottica accepts no responsibility for damage or repairs to employee-owned equipment. If an employee is terminated (regardless of reason), all Company owned and leased property in the employee's possession must be returned or mailed back to the Company by the end of the employee's last day of work.

All other Home/Remote works location needs and equipment that are not provided by the Company will be the responsibility of the employee. Unless otherwise required by law or approved as an exception by the Company, EssilorLuxottica will not reimburse for home/remote work location expenses purchased by the employee. Such expenses include, but are not limited to, office furniture, fax machines, mobile devices, landline phone plans, home internet plans, WIFI router, stationary supplies, or workspace remodeling. In cases where the Company will reimburse an employee for the cost of home/remote work location expenses, the employee must submit the reimbursement request to their manager for approval via the standard process outlined in the Company's T&E policy and/or other applicable policies or addendums.

## **Security**

Employees must keep Company provided equipment safe and avoid any misuse and follow all employee policies and guidelines including but not limited to:

- Keeping equipment password protected.
- Storing equipment in a safe and clean space when not in use.
- Following all data encryption, protections standards and settings.
- Refraining from downloading suspicious, unauthorized or illegal software.
- Devices may not be shared with any person not employed by the Company.

Consistent with the organization's information security policies, employees working from home will be expected to ensure the protection of proprietary Company and customer information. It is the employee's responsibility to ensure that the Home/Remote Work area is isolated from non-business traffic and non-business access by others to protect Company data and information.

## **Safety**

Employees working from a home office are expected to make safety their highest priority and ensure it is free from safety hazards. Any work-related injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties must be reported as soon as possible to their manager or Human Resources. The Company is not liable for any injuries sustained by visitors to his or her Home/Remote work location.

## **Time Worked**

Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act or other applicable state/provincial law will be required to accurately record all hours worked using the Company time-keeping system. Hours worked in excess of those scheduled per day and/or per workweek require the advance approval of the supervisor and will be paid in accordance with the law. Failure to comply with this requirement may result in the immediate termination of the hybrid work arrangement.

## **Terms and Conditions**

Hybrid work does not change the role and responsibilities of a position and does not alter or supersede the terms of the existing employment relationship as defined by EssilorLuxottica's Employee Guide. Employees utilizing a hybrid work arrangement are still expected to adhere to all such laws, standards and Company policies and procedures. Violation of this policy may result in disciplinary action up to and including termination of employment with EssilorLuxottica.

The Hybrid Work Policy will be evaluated and updated as needed, at the Company's discretion. The Company reserves the right to modify, suspend or terminate the Hybrid Work Policy, and any individual hybrid work arrangement, with or without notice, if it is no longer effective for both the Company and the employee.