

---

Protocol number:	SL-PRT-002.001	Revision number:	N/A
Original effective date:	June 11, 2024	Pages:	6
Revised effective date:	N/A	Reviewed date:	N/A

---

## **SOLENIS PROTOCOL Hiring Due Diligence**

### **1.0 Protocol purpose**

As a core value of the organization, Solenis is committed to human rights in the global workplace. The company has steps in place to ensure that we respect and follow the generally accepted standards and principles of promoting, protecting, and supporting basic human rights internationally. As such, the company's processes related to hiring and onboarding new employees, as well as for our existing employees, are designed to mitigate risk for the following human rights issues in accordance with our [Global Standards of Business Conduct](#) and [Human Rights policy](#):

- Child Labor
- Discrimination
- Equal Remuneration
- Forced Labor
- Human Trafficking

### **2.0 Scope**

Solenis' commitment to supporting basic human rights applies to all individuals involved in the company's operations including, but not limited to, all employees (full time or part time), officers, contractors / temporary employees.

### **3.0 Risk mitigation measures**

As part of our efforts to monitor and reduce risk, we have implemented required procedures in our hiring process to combat human rights issues.

#### **3.1 Child labor**

Solenis' position with respect to human rights conforms with the International Labor Organization's (ILO) conventions for minimum age and child labor.

#### **3.2 What do we do to mitigate risk?**

**3.2.1.1** Requiring applicants to confirm if they are at least 18 years of age. Refer to 9.0.1.

**3.2.1.2** Reviewing of birthdate for new employees at the time of hire. Refer to 9.0.2.

**3.2.1.3** Requesting and verifying new employee's work eligibility documentation upon start.

### **3.2.2 How do we address infractions?**

- 3.2.2.1 Disqualify any applicant who is not at least 18 years of age.
- 3.2.2.2 Rescind offer of employment for any new hire who fails to provide sufficient work eligibility documentation.

### **3.3 Discrimination**

Solenis does not discriminate in hiring or employment-related decision because of race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, genetic information, protected veteran status or any other category protected by federal, state or local law.

#### **3.3.1 What do we do to mitigate risk?**

- 3.3.1.1 Comply with [Equal Employment Opportunity \(EEO\) policy](#)
- 3.3.1.2 Include EEO statement on job postings. Refer to 9.0.3.
- 3.3.1.3 Execute Affirmative Action Plan (AAO) reporting.
- 3.3.1.4 Maintain two-step voluntary self-identification. Refer to 9.0.4 and 9.0.5.
- 3.3.1.5 Comply with our diverse hiring policy per [Sustainability Report \(2023\)](#).
- 3.3.1.6 Monitor Diversity Dashboard and discuss key metrics for effectiveness of our diversity hiring efforts, retention statistics, and the broad diversity landscape.
- 3.3.1.7 Train for hiring managers, recruiters and HR professionals on mitigating unconscious bias in the hiring process.
- 3.3.1.8 Provide a “Share Your Concern” reporting hotline and portal in accordance with [Reporting policy](#).

#### **3.3.2 How do we address infractions?**

- 3.3.2.1 Investigate concerns in accordance with [Investigation policy](#).

### **3.4 Equal remuneration**

Solenis compensates employees equitably and competitively relative to the industry and local labor market.

#### **3.4.1 What do we do to mitigate risk?**

- 3.4.1.1 Complete an annual compensation review.
- 3.4.1.2 Audit gender pay-gap report consistently.
- 3.4.1.3 Benchmarking provided by a third-party.

#### **3.4.2 How do we address infractions?**

- 3.4.2.1 Take measures to adjust compensation where gaps are identified.

### **3.5 Forced labor and human trafficking**

Solenis prohibits the use of all forms of forced labor, including indentured labor, bonded labor, military labor, slave labor, and any form of human trafficking.

#### **3.5.1 What do we do to mitigate risk?**

- 3.5.1.1** Include a voluntary job application.
- 3.5.1.2** Verify preferred payment method during onboarding process.
- 3.5.1.3** Verify employee work eligibility documentation at time of hire.
- 3.5.1.4** Conduct payroll audits
- 3.5.1.5** Provide training on Human Trafficking recognition and prevention.
- 3.5.1.6** Refer to 3.2.1.8

#### **3.5.2 How do we address infractions?**

- 3.5.2.1** New hires must complete task to provide and verify preferred form of payment in HR system.
- 3.5.2.2** Refer to 3.2.2.1

### **4.0 Assessments / audits**

The following items are the various assessments/audits completed to monitor risk: AAP Reporting, Payroll Reporting, Workday Reporting, AAP reporting, Gender Pay Gap Report, Diversity Dashboard, Compensation Review, Benchmarking, “Share Your Concern” reporting hotline, Date of Birth audit. Subsequent risk assessments shall inform the way the company can address the remaining or emerging risks through communications, training, and other forms of remediation and / or preventive measures.

#### **4.1 Links**

- [Equal Employment Opportunity policy](#)
- [Global Standards of Business Conduct](#)
- [Human Rights policy](#)
- [Investigation policy](#)
- [Reporting policy](#)
- [Sustainability Report \(2023\)](#)

### **5.0 Remediation measures**

If a violation occurs and is identified afterwards through assessment exercises, the appropriate internal representatives will review and identify solutions to mitigate future risk.

### 5.0.1 What happens if we identify an issue or a violation?

When a violation or an issue is identified through any assessment/audit or through the reporting process, Solenis will promptly address, and act in a timely manner to address the violation / issue with appropriate remediation which may include, but is not limited to new or revised policies, processes or controls and disciplinary measures.

### 5.0.2 What happens if we identify risk?

When a new risk is identified, Solenis will review internally, consider risk mitigation solutions, revise the risk mitigation plan, and place additional policies or controls where applicable and as needed.

## 6.0 Use and maintenance of protocol

This protocol will be reviewed annually by the team.

## 7.0 Owner

Director, Global Talent Acquisition

## 8.0 Revision history

Effective date	Section	Description of change

## 9.0 Appendix

The images included in this section are for U.S. applicants but are included for sample exemplary purposes only. Actual questions will vary based on applicant's country and in accordance with local laws and regulations.

### 9.0.1 Applicant questionnaire

**Application Questions**

\* Indicates a required field

Do you have the legal right to reside and work in the country that you are applying to? (Proof of identity and eligibility will be required upon hire) \*

Will you now or in the future require sponsorship to maintain employment? \*

Are you at least 18 years of age? \*

### 9.0.2 Employee birthdate verification

**Inbox**

Actions Archive

Viewing: All Sort By: Newest

**Edit Government IDs** Onboarding Is Cool

1 minute(s) ago - Due 02/09/2024

**Proposed IDs**

National IDs 1 item

	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By
<input type="checkbox"/>					MM/DD/YYYY	MM/DD/YYYY	

### 9.0.3 EEO and Affirmative Action Statement

Why work here?

At Solenis, we understand that our greatest asset is our people. That is why we offer competitive compensation, comprehensive benefits, including medical, dental and vision insurance and a 401(k) plan; and numerous opportunities for professional growth and development. So, if you are interested in working for a world-class company and enjoy solving complex challenges, whether in the lab or in the field, consider joining our team.

Solenis is proud to be an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or protected veteran status and will not be discriminated against on the basis of disability.

[Read Less](#)

About Us

## 9.0.4 Applicant voluntary disclosure

**Voluntary Disclosures**

\* Indicates a required field

**Pre-Employment Applicant Data Form**

At Solenis we come together from a broad array of the experiences, we strive for an inclusive environment where all employees are empowered to share their unique perspectives and make their best contributions. Our Employee Networks provide a platform to build allyship, strengthen voices and invest in the growth and development of our people. We believe that representation matters, and are on track to double the diversity of our leadership teams and our global workforce by 2025.

Solenis LLC, its commercial units and majority owned or controlled subsidiaries ("Solenis") provides employment opportunities to qualified individuals without regard to age, disability, gender, national origin, race, color, religion, sexual orientation, veteran status or other personal characteristics that are protected by law. Opportunities for professional improvement and other terms and conditions of employment will be provided in a non-discriminatory manner, in compliance with Solenis' policies and local, state and federal laws.

**Diversity/Race:**

- Hispanic or Latino** - a person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.
- White** - a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African American** - a person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native** - a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races** - A person who identifies with more than one of the following, as defined above: White, Black or African American, Native Hawaiian or Other Pacific Islander, Asian, or American Indian or Alaska Native.

**Veteran Status**

- Special Disabled Veterans:** (A) a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (i) rated at 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 5106 of Title 38, U.S.C. to have a serious employment handicap; or (B) a person who was discharged or released from active duty because of a service-connected disability.
- Veterans Era Veterans:** a person who (A) served in the military, ground, naval, or air service of the United States on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1951, and May 7, 1975, or (ii) between August 5, 1964, and May 7, 1975, in all other cases, or (B) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between February 28, 1951, and May 7, 1975, or (ii) between August 5, 1964, and May 7, 1975, in all other cases.
- Recently Separated Veterans:** A veteran who served on active duty during the three-year period beginning on the date of such veteran's discharge or release from active duty (S).
- Other Protected Veterans:** veterans who served in the military, ground, naval, or air service of the United States on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Please select your sex/gender.\*

Not declared

Please select your race/ethnicity.\*

I do not wish to answer. (United States of A...

Please indicate whether you identify as Hispanic or Latino.

select one

Please indicate your Veterans Status.\*

I do not wish to self-identify

## 9.0.5 Self-identification section

**Self Identify**

\* Indicates a required field

Language\*

English

**Voluntary Self-Identification of Disability**

Form  
CC-305

OMB Control  
[Redacted]

Expires  
[Redacted]

Name\*

[Redacted]

Employee ID (if applicable)

[Redacted]

Date\*

MM/DD/YYYY

**Why are you being asked to complete this form?**

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People who become disabled, or we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about federal law on this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dhs.gov/office](http://www.dhs.gov/office).

**How do you know if you have a disability?**

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs (legal))
- Acquired immune disorder, for example, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Chronic disease
- Deaf or hearing loss
- Diabetes
- Deaf or serious difficulty hearing
- Disability
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Genitourinary disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Muscular disease or partially missing limbs
- Multiple sclerosis
- Neurological conditions, for example, multiple sclerosis, Parkinson's disease, multiple sclerosis (MS)
- Neurodegenerative, for example, attention deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Spinal cord injury
- Traumatic brain injury

Please check one of the boxes below.\*

Yes, I have a disability, or have had one in the past.

No, I do not have a disability and have not had one in the past.

I do not want to answer.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.