



Bereavement (Funeral) Leave Policy

Policy Summary

Newell Brands, Inc. and its subsidiaries (the "Company") recognize that employees may need time off during times of loss. This Policy explains when and how employees may request Bereavement Leave.

Eligibility

All U.S. employees.

Policy Specifics

Bereavement Leave for eligible employees may be paid or unpaid, depending on the circumstances as outlined below.

1. **Immediate Family.** You are granted up to 5 days' paid leave in the event of the death of your spouse, domestic partner, or child and up to 3 days' paid leave in the event of the death of any other immediate family member as defined below. If you suffer the loss of an immediate family member, you may request time off (or shifts, as applicable to your schedule) as Bereavement Leave. Usually this time off should be requested and taken on consecutive days (e.g., Monday, Tuesday, and Wednesday). Leave may be taken to attend services or to otherwise attend to family matters, but only the number of days granted as defined above may be requested as Bereavement Leave. For this reason, leave should be taken in conjunction with the funeral/memorial services.

If properly requested and approved, time off from work for Bereavement Leave under this section is paid. If you are a non-exempt or hourly employee, paid time off is calculated based on your normally scheduled and paid work hours for the day(s) or shift(s) for which you require Bereavement Leave. Shift differentials will be included in bereavement pay, but other forms of premium pay and overtime will not affect bereavement pay. If you are an exempt employee, your paid time off is based on a regular work day. If you attend services or attend to other matters on a day/during a shift that you were not scheduled to work, you will not be paid for that time.

For purposes of this Policy, "immediate family" is defined as:

- spouse; Domestic Partner; child; parent; sibling; grandparent; grandchild; great-grandparent; great-grandchild
- in-laws based upon spousal or Domestic Partnership relationship: mother-in-law; father-in-law; son-in-law; daughter-in-law; grandparent-in-law; brother-in-law; sister-in-law
- step, foster, and legal guardian relationships, if supported by proper documentation.

2. **Extended family.** If you should suffer the loss of an extended family member, you may request Bereavement Leave for the day of the funeral/memorial service only, which will be unpaid if approved. For purposes of this Policy, "extended family" is defined as: aunt; uncle; niece; nephew; and cousin.
3. **Special circumstances.** Special requests or situations calling for additional time off must be discussed with your supervisor and/or local Human Resources ("HR") representative when obtaining leave approval. Any additional approved time off generally must be taken as vacation or other time off available to you. If you are dealing with issues arising from the death of a covered military member while on active duty status, you may be eligible for qualifying exigency leave pursuant to the Company's Family and Medical Leave Act Policy.



Bereavement (Funeral) Leave Policy

- 4. Effect of leave.** Bereavement Leave is a very brief leave from work. Accordingly, if taken under the terms of this Policy, your absence for Bereavement Leave generally does not affect your vacation accrual, medical coverage, or other benefits. Bereavement leave does not count as time worked for overtime purposes.

How to Request Leave

The steps outlined below explain how to request Bereavement Leave. Failure to follow these instructions may result in denial of your Bereavement Leave request.

1. Obtain approval from your supervisor/local HR representative. You must seek and obtain the approval of your supervisor and/or your HR representative, as appropriate for your location, to be away from work for Bereavement Leave. You should also ask your supervisor/HR representative in advance of your time off what, if any, documentation you may need to provide when you return to work.

You also must report your requested Bereavement Leave to the Company's Leave Administrator by phone or online.

2. Provide documentation upon request. Upon your return from Bereavement Leave, you may be asked to provide your local HR representative/supervisor with a copy of the obituary or funeral program and/or documentation of your relationship to the deceased to have the absence excused (and to receive pay, if applicable).

In the event extended unpaid time is required to meet your bereavement needs, you may seek Personal Leave through the Human Resources Department and your immediate manager or supervisor.

Key Terms and Definitions:

Term	Definition
Spouse	Includes any legally married couple, regardless of the laws of the state where the couple resides.



Bereavement (Funeral) Leave Policy

Domestic Partner	A domestic partner of the same or opposite sex as the employee who either (1) is registered under the state or municipal domestic partner registry as the domestic partner of the employee, or (2) meets the following criteria: (a) is 18 years of age or older and mentally competent to enter into a legal contract, (b) not related by blood closer than would bar marriage under applicable law where the domestic partner and employee reside, (c) is not married to, or the domestic partner of, another person under federal, state, or common law, (d) resides together in the same permanent residence as the employee and shares the common necessities of life, has done so for at least six months, and intends to do so indefinitely, and (e) is jointly responsible with the employee for the financial obligations and welfare of the household.
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Process for Exceptions

The Company expects no exceptions will be needed to the Bereavement Leave Policy. Exceptions to this Policy will only be considered in extreme and exceptional cases. A request for an exception should be documented in writing and state a reasonable, justifiable and legitimate business need. Such request for an exception should be made to your Vice President of Human Resources. Routine exception requests are discouraged.

Corrective Action for Non-Compliance

Failure to comply may result in corrective action and enforcement subject to local legal requirements.

Questions about this Policy should be directed to Human Resources.

The Company's intent is to comply with all controlling national, federal, state, and local laws, rules, regulations and ordinances. If any portion of this Policy conflicts with any such law, the controlling law applies. Newell may modify, revise, amend or delete its policies and procedures in whole or in part, with or without notice, as it deems necessary or appropriate and/or to comply with changes in the law. This Policy is not intended, nor should it be construed, as a guarantee or promise of employment for any specific length of time, or to create a contract of employment or other contractual rights.

Effective Date: January 1, 2021; previous effective date January 1, 2018

Policy Owner: Total Rewards

Executive Sponsor: Chief Human Resources Officer