



## Jury Duty Policy

### Policy Summary

Newell Brands, Inc. and its subsidiaries (the "Company") recognizes that jury duty is a civic obligation for everyone. This Policy explains how to report time off needed for jury duty and how you will be paid while serving jury duty.

### Eligibility

All U.S. employees

### Policy Specifics

#### **Reporting Jury Duty:**

If you receive notice of jury duty, you should notify your supervisor immediately in order to make arrangements to cover your position. You must provide your supervisor and Human Resources with your official jury summons for the time to be excused and paid. You should also report your absence to the Company's Leave Administrator by phone or online.

#### **Wages During Jury Duty Service**

If you are required to serve jury duty, the Company will continue to pay, for a maximum of 14 calendar days unless otherwise required by law, your regular daily wages. Shift differentials will be included in jury duty pay, but other forms of premium pay and overtime will not affect jury duty pay. The Company reserves the right to deduct from your regular daily wages the amount that the court pays you for your jury duty service if that amount is greater than \$50 per day. The Company will make no deduction from your regular daily wages if the amount the court pays you is \$50 or less per day. You must submit the official jury summons and all court checks to Human Resources.

Should you be summoned but not selected for jury duty, the Company will pay you for the time you missed from work less the amount of the court check. If the amount paid by the court is less than \$50 per day, the Company will continue to pay your regular daily wages without any deduction.

#### **Excused shifts**

If you are scheduled to work afternoon or night shift, you will generally not be required to work following jury duty service if you served jury duty during regular business hours immediately preceding your shift. Additional accommodations, if needed, will be made for non-first shift employees on a case-by-case basis.

In general, if you are excused from jury duty service, either temporarily or permanently, you are required to report to work immediately after being excused unless other arrangements have been made with your supervisor. All excused shifts must be cleared with your supervisor and Human Resources.

### Process for Exceptions

The Company expects no exceptions will be needed to the Jury Duty 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 include corrective action and enforcement subject to local legal requirements.

Questions about this Policy should be directed to Human Resources.



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The Company's intent is to comply with all controlling federal, state, and local laws, rules, regulations and ordinances. If any portion of this Policy conflicts with any such law, the controlling law applies. The Company 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