



Paid Time Off Accrual Addendum (Professional & Clerical)

Policy Summary

This Policy explains how paid time off (PTO) carries over from year to year for employees of Newell Brands Inc. and its subsidiaries (the "Company") where carry over is required by state law. This Policy applies to employees in California, Colorado, Montana, Nebraska, and in any other state or jurisdiction that prohibits end-of-year forfeiture in conjunction with the Newell Brands Paid Time Off Policies for both Professional and Clerical employees.

Eligibility

All Professional and Clerical employees of the Company with a primary work location in California, Colorado, Montana, Nebraska, and in any other state or jurisdiction that prohibits end-of-year forfeiture of PTO, including employees who work from home at a home office in those locations.

Policy Specifics

PTO time will accrue according to the schedules in the Newell Brands Paid Time Off Policies for both Professional and Clerical employees. While unused PTO will not be forfeited at the end of the year, eligible employees may accrue PTO only up to the maximum PTO accrual amounts in the chart below. After reaching the maximum PTO accrual, you will not accrue additional PTO time until you use sufficient PTO time to fall below the maximum accrual.

<u>Years of Service</u>	<u>Maximum PTO Accrual:</u>
0-4 Years of Service	5.25 Weeks
5-14 Years of Service	7 weeks
15+ Years of Service	8.75 weeks

Process for Exceptions

The Company expects no exceptions will be needed to the Paid Time Off Accrual Addendum. 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 your Human Resources partner.

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



Paid Time Off Accrual Addendum (Professional & Clerical)

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.

A handwritten signature in black ink, appearing to read "Steve Parsons", with a long horizontal line extending to the right.

Steve Parsons
Chief Human Resources Officer

Effective Date: January 1, 2022; previous effective date January 1, 2021; January 1, 2018

Policy Owner: Director, Benefits

Executive Sponsor: Chief Human Resources Officer