

# **Victims of Domestic or Sexual Violence Leave Policy**

## **Effective Date: April 1, 2024**

## **Purpose**

The purpose of this policy is to describe Zebra Technologies' leave policy to support victims of domestic or sexual violence. This policy provides eligible Zebra employees time off from work to address issues arising from domestic or sexual violence.

## **Policy Scope**

This policy specifically covers only those employees of Zebra Technologies and its subsidiaries who reside in a U.S. state that mandates leave time for victims of domestic or sexual violence.

## **Policy Details**

If you or a member of your family or household (i.e. a spouse, domestic partner, parent, son, daughter, and anyone else covered under the applicable state law) are a victim of domestic or sexual violence, you may be eligible to take an unpaid leave of absence to seek treatment for injuries related to such violence, to recover from such violence, to obtain or seek relief or legal services related to such violence, or to take other necessary actions to ensure the victim's safety from reoccurring acts of violence.

Eligible employees may also request reasonable accommodations in the workplace to ensure the safety of the victim while at work. The Company is committed to providing eligible employees with such entitlements in accordance with applicable state and federal law.

If you have any questions concerning your need for such entitlements, please address them with your immediate supervisor or your HR Business Partner. The Company will maintain the confidentiality of the team member's situation and need for leave to the maximum extent permitted by law.

This time off from work could include leave to:

- Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member;
- Obtain victim services for the employee or employee's family or household member;
- Obtain psychological or other counseling for the employee or the employee's family or household member;
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
- Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.
- Other protected reasons as proscribed by local law, rule or regulation.

Unpaid leave may be taken intermittently or on a reduced leave schedule.

### Outsourced Leave Administration

Zebra has entered into a partnership with Lincoln Financial Group ("Lincoln" - formerly Liberty Mutual) who administers all of Zebra's leave and disability policies, including this Domestic or Sexual Violence Leave Policy. Employees will need to engage with Lincoln regarding this policy and any requirements outlined herein (i.e. certifications, return to work, etc.). Employees should reach out to Lincoln with questions regarding the policy as well as to initiate a leave in accordance with this policy. Lincoln is available 24/7/365 via telephone (800-216-4421) and internet [mylincolnportal.com](http://mylincolnportal.com). For first-time registration please use company code: Zebra

### Certification Requirements

Zebra may require certification that unpaid leave is to be taken for one of the purposes enumerated above and that the employee or employee's family or household member is a victim of domestic or sexual violence. An employee may satisfy such a certification requirement by providing a sworn statement of the employee and:

- Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance;
- A police or court record; or
- Other corroborating evidence, as permitted by applicable state law.

### Employee Benefits While on Leave

While an employee is on approved leave, Zebra will continue the employee's health insurance benefits during the leave period at the same level and under the same conditions as if the employee had continued to work, as long as the employee pays his or her portion of the health care premiums.

While on an unpaid leave, if the employee returns to work within two (2) pay periods from the start of the unpaid leave, Zebra will make up missed payroll deductions on the next two pay periods consistent with applicable law after the employee returns to work. If the employee is

not expected to return within two (2) pay periods, the employee must make this payment directly to Zebra. Zebra will send billing notices to the employee's home address of record for the duration of this leave period. Failure to submit timely payment of these billed amounts will result in a loss of coverage.

Victims of Domestic or Sexual Violence Leave is unpaid leave; however, an employee may choose to use other paid time off concurrently with the leave. Non-exempt employees may request to apply unused PTO hours during the unpaid leave in order to protect their pay. Exempt employees may use up to two consecutive weeks of FTO during the unpaid leave in order to protect their pay. Any portion of the unpaid leave for which unused PTO or FTO is not applied shall be without pay. The employee's pay may also be protected under Zebra's Short-Term Disability Plan (STD) if the reason for leave is for the "employee's own illness" and certified by Zebra's leave administrator (Lincoln Financial).

Interpretation of specific requirements of the domestic violence victim laws are subject to provisions contained in the full text of each state's specific laws.

### Returning and Extended Leave

An employee who has been absent for Victim of Domestic or Sexual Violence Leave shall be restored to the position of employment held by the employee when the leave commenced; or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. An employee on leave may be required to report periodically to the manager his or her status and intention to return to work.

### Retaliation and Discrimination

It is unlawful to retaliate or discriminate in any way against any employee who exercises rights under this policy and such discrimination or retaliation is strictly prohibited. Employees who believe they have been subject to retaliation or discrimination may file a complaint following the appropriate steps under Zebra's "Make the Right Call" compliance and ethics hotline at [www.tnwgrc.com/zebra](http://www.tnwgrc.com/zebra).

### Employee Assistance Program (EAP)

Zebra recognizes that victims may need support, intervention and/or counseling and encourages the use of Zebra's Employee Assistance Program.

An exception to this policy may only be made by the Chief People Officer or their designee/Policy Owner. Any violations to this policy are subject to disciplinary action up to and including termination.

Contact the HR Service Center and/or your HR Business Partner with any questions.

## Issuance and Revision History

Policy Originator	Effective Date	Version Number	Summary of Change
Rewards/Legal	06/01/2019	1.0	Original Policy
Rewards/Legal	04/01/2024	2.0	Updated for FTO and new policy template