

Supporting Your Growing Family

A RESOURCE GUIDE FOR EVERY STEP OF YOUR BIRTH OR ADOPTION JOURNEY

Planning to grow your family is a journey that's equal parts amazing, exciting, stressful and overwhelming. No matter where you are on your path to parenthood, Clorox has a robust set of benefits to help you every step of the way—from support getting pregnant or adopting, to preparing for your leave of absence, to returning to work.

Click the links below to learn more about the steps you should consider throughout each stage of your family-forming journey—and the benefits and resources available to help you, your spouse/partner and your new addition.



PLANNING FOR A CHILD

- [Take advantage of family-forming benefits through Carrot.](#)
- [Use Ayco to help with planning your budget and expenses.](#)

MANAGING PREGNANCY & PREPARING FOR A LEAVE OF ABSENCE

- [Use your Clorox medical plan coverage.](#)
- [Share the good news!](#)
- [Review your benefits & where you need to make changes.](#)
- 45 DAYS PRIOR**
[Prepare for being out of office.](#)
- 30 DAYS PRIOR**
[Initiate your leave with MetLife and complete paperwork.](#)

HAVING & BONDING WITH YOUR CHILD

- [Notify MetLife of your new addition.](#)
- [Prepare your documentation to add your child to your benefits.](#)
- WITHIN 60 DAYS**
[Add your child to your benefits and complete the dependent verification process.](#)
- [Submit your Hospital Indemnity claim through Securian \(if enrolled\).](#)
- [Review and update your beneficiaries.](#)
- [Receive your pay & benefits while on leave.](#)

PREPARING TO RETURN TO WORK

- [Use Helpr for child care support, such as daycare centers or nanny care.](#)
- 14 DAYS BEFORE RETURN**
[Contact MetLife and your manager to coordinate your return to work.](#)
- 5 DAYS BEFORE RETURN**
[If you are the birth parent, submit your Authorization to Return to Work.](#)
- WITHIN 31 DAYS OF YOUR RETURN**
[Enroll in or update your Dependent Care FSA contributions.](#)

Resources for every step in your journey

[Spring Health for mental health and work-life support](#)

[People& for Clorox work-related questions](#)

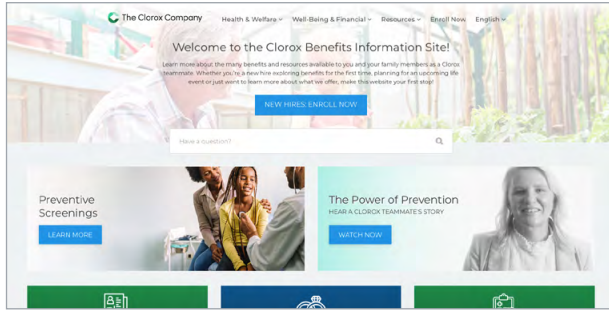
[BenefitBump \(if enrolled in Hospital Indemnity\) to help navigate your journey](#)

[Virgin Pulse for well-being tracking](#)

NAVIGATING YOUR RESOURCES

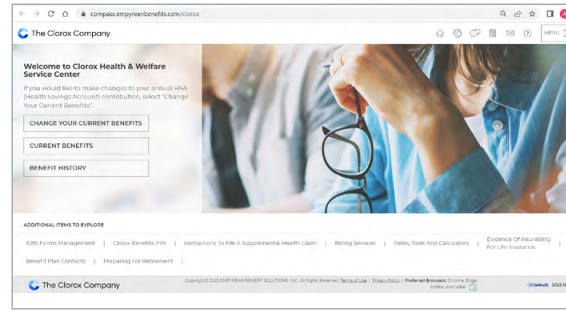
If you need more information on any of the tools, programs and resources in this roadmap, you can find additional detail on the following websites. Look for the **i** icon to help you find directions to more information on each step.

cloroxbenefitsinfo.com



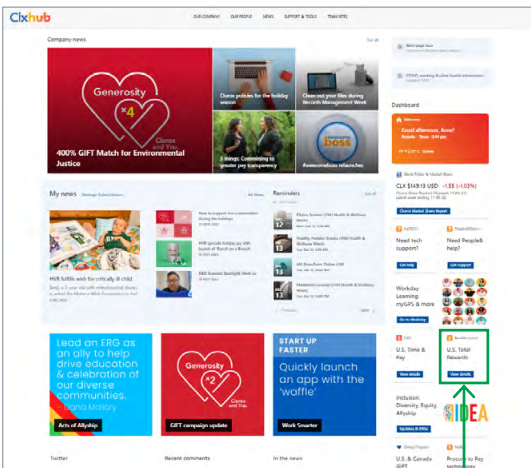
A 24/7 website for you and your family members to explore general information about your benefits. You can also access our enrollment platform from this site.

cloroxbenefits.com



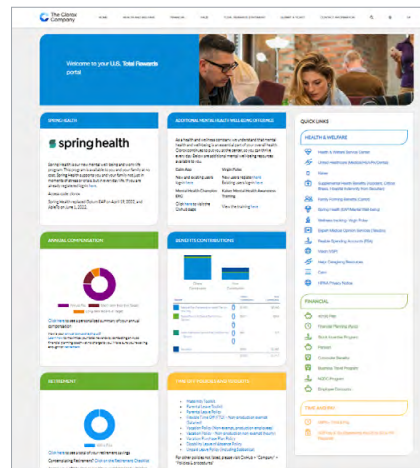
Use this site to elect and review your benefits coverage.

Clxhub*



Our master directory for Clorox teammates where you'll access the **U.S. Total Rewards** page.

Clxhub > U.S. Total Rewards*



Use this page to find more Total Rewards benefits, programs, and resources. You can also access the enrollment platform from this page.

There are only two lasting bequests we can hope to give our children.

One of these is roots, the other, wings.

— JOHANN WOLFGANG VON GOETHE

* Please note: Clxhub and the U.S. Total Rewards page are only accessible to active employees on the Clorox network. If you are on leave, you will not be able to access this site. For benefits information while you are on leave, please visit cloroxbenefitsinfo.com.

Planning for a child

Take advantage of family-forming benefits with Carrot.

Clorox offers a \$20,000 combined lifetime family-forming benefit to help our teammates and their loved ones with their adoption, surrogacy and fertility needs. The benefit is administered by Carrot, who will be there to help every step of the way—from understanding the options available to finding the right provider and taking the next steps.

No-cost benefit for eligible teammates, spouses and partners

CARROT

Based on eligibility, Carrot offers reimbursement for a comprehensive range of covered expenses, including:

- Fertility consultations
- Semen analysis
- Fertility preservation for males and females
- Genetic testing related to fertility (e.g., PGT-A, PGT-M)
- Intrauterine insemination
- In vitro fertilization
- Transportation of reproductive material
- Storage costs for eggs, sperm and/or embryos
- Fertility medications
- Adoption assistance
- Surrogacy assistance
- Healthy hormonal aging support (menopause and low-T)

 Learn more about Carrot and start your family-forming journey by visiting [Clxhub > U.S. Total Rewards > Quick Links > Family Forming Benefits \(Carrot\)](#) or app.get-carrot.com.

ELIGIBILITY FOR FAMILY-FORMING BENEFITS

Adoption and surrogacy benefits – all benefits-eligible teammates, spouses and partners, regardless of medical plan enrollment

Fertility benefits – teammates, spouses and partners enrolled in a Clorox-sponsored medical plan

Planning for a child

Use Ayco to help with planning your budget and expenses.

Ayco is our financial planning provider and can assist with planning your finances for today, tomorrow and the future. Whether you need help rethinking your household budget, learning how to save for your child's college fund or something else, Ayco can help—at no cost to you.

i Set up an account by visiting [Clxhub > U.S. Total Rewards > Financial Planning \(Goldman Sachs Ayco\)](#).

Available to
all teammates,
spouses and
partners

AYCO
A GOLDMAN SACHS COMPANY

Looking for more ways to save?

Remember the exclusive employee discounts on many of our products—from Rainbow Light prenatal vitamins to Burt's Bees baby shampoo. Just go to the brand website and create an account with your Clorox email address.

burtsbees.com

naturalvitality.com

neocell.com

renewlife.com

rainbowlight.com



Managing pregnancy & preparing for a leave of absence

Use your Clorox medical coverage.

Once you are expecting a child, your medical coverage also supports your pregnancy journey. As you or your spouse/domestic partner have doctor's visits, lab work and the many other medical needs that come with being pregnant, your medical coverage through UHC, Surest or Kaiser is there to support you. Take time to review everything included—and not included—in your health benefits. Doing so will help you understand your hospital and birthing coverage, from prenatal care through delivery, so you have every detail accounted for when the time comes.



i To learn more about the benefits covered under your medical plan, as well as more information about your deductible, in-network providers, and other plan design details, visit:

- cloroxbenefitsinfo.com
- The HSA (Partnership in Health) plan (UHC)
 - myuhc.com
 - 877-468-1028
- The PPO (Surest) plan
 - benefits.surest.com
 - 866-683-6440
- The Kaiser plan
 - kp.org
 - 800-464-4000

BREAST PUMP COVERAGE

UHC, Surest and Kaiser will cover one retail-grade breast pump per pregnancy and the necessary supplies to operate it.

Maternity Support Program for UHC Members

If you or your spouse/domestic partner are pregnant and enrolled in The HSA (Partnership in Health) plan administered by UHC, use the Maternity Support Program to access valuable educational information, advice and comprehensive case management—including access to a nurse for questions or concerns.

While you must enroll in the program to have access, participation is completely voluntary and without extra charge.

We encourage you to enroll within the first trimester of pregnancy, though you can join any time up to your 34th week.

To enroll, call the number on your ID card.

When you participate, you'll earn 4,000 Virgin Pulse points!

Managing pregnancy & preparing for a leave of absence

Share the good news!

Choosing the best time to share the good news with your teammates is up to you. While we respect your privacy, telling your manager early on helps to plan ahead and gives you added support during this special time. Your manager can help you:

- Adjust deliverables and workload based on upcoming leave
- Work through accommodations in the workplace or for your schedule (making time for appointments, etc.)
- Celebrate the good news and help you feel supported

In addition to connecting with your manager, please submit a People& ticket if you'd like to request an accommodation.



Managing pregnancy & preparing for a leave of absence

Review your benefits and consider where you need to make changes.


Equally important to your own medical coverage is understanding how you can cover your new child once they're born or adopted. You have 60 days to make changes, and you'll want to consider:

- **Medical, Dental and Vision Coverage:**
Will you add your new child as a dependent to any or all of your health care benefits? Visit mycloroxhealthcarerates.com to check the cost of coverage.
- **Supplemental Life and Accidental Death & Dismemberment (AD&D) Insurance:**
Will you change your beneficiary designations or enroll in Spouse or Child Life or AD&D Insurance?*
- **Health Savings Accounts (HSAs), Flexible Spending Accounts (FSAs) and 401(k) Retirement Plans:**
Will you change your contribution amounts and beneficiary designations or open a Dependent Care FSA to cover childcare costs when you return to work?
- **Other Benefits:** Does it make sense to add or change other benefits to support your growing family, like Supplemental Health Benefits?

WHAT IS A QUALIFYING LIFE EVENT (QLE)?

A QLE is an event that occurs during the calendar year in which you can make changes to or enroll in certain benefits outside the annual enrollment period.

Having or adopting a baby is considered a QLE. Here at Clorox, you have 60 days from your child's birth or adoption date to make changes or enroll in certain benefits.

 If you have any questions about your benefits as you review them, we're here to help. Visit cloroxbenefits.com or contact the Health & Welfare Service Center at 833-550-5600 (Monday-Friday, 6am-5pm PT).

* If you'd like to elect Life Insurance, a Statement of Health may be required.

Managing pregnancy & preparing for a leave of absence

Prepare for being out of the office.

Take these simple steps to help make your leave as easy as possible:

- Work with your manager on a plan for coverage while on leave.
- Remind your manager and teammates of your expected start and return dates of your leave.
- Remind your manager to update your status in Workday.
- Turn on your Out of Office in your email.
- Don't forget to keep your usernames and passwords in a secure area to ensure you have external access.

Note: Your Clorox network access and badge will be deactivated at the start date of your leave. You will not be able to access email or Clorox buildings until you return from your leave.

45

days prior to
your expected
leave date

DON'T FORGET!

Use cloroxbenefitsinfo.com to access information about our benefits while you are on leave. This site isn't behind a firewall, so you can access it anytime from anywhere.

Managing pregnancy & preparing for a leave of absence


Contact MetLife to initiate your leave and complete necessary paperwork.

We're proud to offer generous and robust leave programs to all of our employees welcoming a child into their family. Birthing mothers receive an average of 18 weeks of full-to-partial pay without needing to supplement with other paid time off. Additionally, all new parents have 12 weeks of full-to-partial pay (four weeks at 100% of your earnings followed by eight weeks at 60% of your earnings).

Once you've determined the type of leave that best fits your situation, contact our Leave of Absence Administrator, MetLife, to initiate your leave. If applicable, have your treating doctor's name and contact information (including fax number) ready.

MetLife will send you a packet of documents you must complete for your leave to be approved. Documents include:

- **Disability Claim Authorization form:** Authorizes MetLife to communicate directly with your doctor. Please complete and return to MetLife.
- **Attending Physician's Statement form:** Have your doctor complete and return to MetLife.

 Contact MetLife by calling 1-855-320-8528. You can also initiate your leave at mybenefits.metlife.com. Please refer to the MetLife MyBenefits Registration Guide [HERE](#) for instructions.



Having & bonding with your child

Notify MetLife of your new addition.

Welcoming a baby into the world is an experience like no other, and we want to make sure you can fully enjoy your leave. Once you've delivered or finalized the adoption process for your child, contact MetLife. They'll ensure everything is set so you can continue to receive your pay while on leave.



 Contact MetLife by calling 1-855-320-8528 or visit mybenefits.metlife.com. Please refer to the MetLife MyBenefits Registration Guide [HERE](#) for instructions.



Having & bonding with your child

Prepare your documentation to add your child to your benefits.


Before you can add your child to your benefits, you'll need to pull together a few documents:

- Birth certificate, hospital discharge paperwork, or adoption paperwork that shows:
 - Name of employee, spouse or domestic partner
 - Name of child
 - Child's date of birth
- Social Security number if the child is six months of age or older.

If the documents listed above are not readily available to you, other forms of acceptable documentation include:

- U.S. tax return showing a child exemption
- Naturalization certificate or Consular Report of Birth Abroad
- Legal guardianship court order
- Divorce decree, custody agreement, or Qualified Medical Child Support Order (QMCSO)

Whichever documents you submit, please make sure they have child's name, child's date of birth, and parents' names.

 Please see the [next page](#) for instructions on how to submit this information.

QUICK TIP: REMEMBER TO UPDATE YOUR TAX WITHHOLDING STATUS

Once you return to work, it's also a good idea to review your tax withholding status, if necessary. This can be done online at [Clxhub > U.S. Total Rewards > Health & Welfare Service Center](#).

Having & bonding with your child

Add your child to your healthcare benefits and complete the dependent verification process.

within
60
days of your
child's birth or
adoption date

Once you've welcomed your new child, you'll have 60 days to make any changes to your benefits, such as enrolling your child in your Clorox medical plan (your child's birth or adoption date is considered day 1). You'll be well prepared to do this because you'll have already reviewed your benefits, made decisions about your elections and gathered your paperwork!

To add your child to coverage contact the Clorox Health & Welfare Service Center 1-833-550-5600 or visit [cloroxbenefits.com](https://www.cloroxbenefits.com).

To add your child, you will also need to complete the dependent verification process. To do so, visit [Clxhub > U.S. Total Rewards > Health & Welfare Service Center Menu](#). Follow these steps:

1. Click the menu or envelope icon at the top of the home page that says: "You have dependents requiring verification."
2. Upload your documentation. (Please note: Dependent verification may take up to 7 business days.)

Consider contributing to a Dependent Care FSA

within
31
days of your
return-to-
work date

The Dependent Care FSA allows you to set aside up to \$5,000* per household—pre-tax—to cover eligible child care expenses, including day care centers, summer day camps, nanny care services and more.

Enroll or increase your current election amount within 31 days of your return-to-work date.

Please note: *If currently enrolled because you have other eligible dependents; your participation will be suspended during your Parental Leave.*

* Those with annual earnings of \$125,000 and above are capped at \$1,500.

Having & bonding with your child

If you're enrolled in Hospital Indemnity insurance, submit your claim.

If you have enrolled in our Hospital Indemnity Insurance administered through Securian, you are eligible to receive \$1,000 for your hospital admission plus \$100 per day of your stay.

i To file your claim and receive your lump sum cash payout—or to learn more about how this works—visit securian.com/clorox-insurance.



Must be enrolled and have a hospital stay to qualify

NOT ENROLLED IN HOSPITAL INDEMNITY COVERAGE?

While you can't collect a benefit for your hospital stay, you can elect coverage for future hospital stays as part of this Qualifying Life Event. Be sure to do so within 60 days of the birth or adoption date.

BENEFITBUMP THROUGH YOUR HOSPITAL INDEMNITY COVERAGE

If you are enrolled in Hospital Indemnity Insurance, you have access to BenefitBump at no extra charge! [Click here](#) for more information about this benefit, which helps you navigate your path to parenthood every step of the way.



Having & bonding with your child

Review and update your beneficiaries.

You may want to consider reviewing and updating your Clorox Basic Life insurance, 401(k) and Supplemental Life and AD&D insurance (if applicable) to include your child as a beneficiary.

i To review and update your beneficiary(ies), visit:

- [Clxhub > U.S. Total Rewards > Health & Welfare Service Center for health insurance beneficiaries](#)
- [Clxhub > U.S. Total Rewards > 401 \(k\) plan for retirement plan beneficiaries](#)

[Click here](#) to learn more about what you should consider when choosing your beneficiary(ies). It is always a good idea to consult with a tax or legal professional before you designate your beneficiary(ies).



Having & bonding with your child

Receive your pay and benefits while on leave.

If you have completed all necessary documentation and notified MetLife of your leave, you'll begin receiving your pay automatically. Payments are a combination of Short-Term Disability coverage and Clorox's Parental Leave coverage. The percentage of pay you receive each week depends on a variety of factors, including where you live, whether you are the birth parent, and more.

While on leave, your participation in your healthcare benefits will continue uninterrupted. This means your portion of premium costs for health benefits (medical, dental, and vision) and contributions to Flexible Spending Accounts (FSAs) or a Health Savings Account (HSA) will continue to be deducted from your paycheck, and you will have access to these benefits whenever you need them.

i To review details about your wages while on leave and examples of common leave scenarios for Clorox employees, including what happens to your benefits while on leave, review the [Maternity Leave Toolkit](#).



Preparing to return to work

Use Helpr for child care support, such as daycare centers or nanny care.

Finding reliable child care can be challenging—and we know it's one more thing to think about as you prepare to return to work. We've partnered with Helpr to provide you with several caregiving resources:

- **Care support:** Talk with a Helpr Care Consultant to get personalized help finding long-term and temporary care solutions (e.g., nannies and day cares).
- **Backup care:** Clorox provides 60 hours of subsidized backup care each fiscal year for those times when you need last-minute help. You can use the fully vetted Helpr Network in 15 states with a copay of \$5/hour. You can also upload your own child care provider (friend, sitter and family members who are not dependents) and access a subsidy of \$10/hour for backup care. See helpr-app.com/faq for their list of locations.
- **Helpr Online:** You can get online 1:1 academic support and interactive group play sessions for kids six months old through high school. Copays vary at \$5-\$15/hour and will draw from the 60 hours of backup care.

Available to
all teammates,
spouses and
partners

helpr



For more information about Helpr or to get started with their support, visit [Clxhub > U.S. Total Rewards > Helpr](#) or contact Helpr directly:



- Phone: 877-417-4883
- Online: helpr-app.com/clorox-usa or scan the QR code
- Email: hello@helpr-app.com

Preparing to return to work

Contact your MetLife claims specialist and your manager to coordinate your return to work.

Once you confirm your first day back at work, MetLife will help you through the actions you need to take and the paperwork you must complete to return.

Your manager will help you address any accommodations you need to perform your job when you return and come up with a plan to make sure your return is as smooth as possible.

14

*days before your
return to work*




Preparing to return to work

If you are the birth parent, submit your Authorization to Return to Work form to MetLife.

The Authorization to Return to Work form—which you'll receive in your leave packet when you initiate your leave—is a written medical release indicating you are eligible to return to work, with or without restrictions. If you are the birth parent, be sure to complete this form and submit to MetLife at least five days before you return.

Once you submit your authorization, MetLife will contact your manager to update your status in Workday to ensure you regain all system access—including network, badge and email—for your first day back. It's a good idea to check in with your manager at this time.

 Contact MetLife by calling 1-855-320-8528 or visiting mybenefits.metlife.com. Please refer to the MetLife MyBenefits Registration Guide [HERE](#) for instructions.

5
days before your
return to work



Resources for every step in your journey

Let Spring Health support your mental well-being.

While this Resource Guide primarily focuses on preparing you logistically and financially for growing your family, we know it's equally important to prioritize your emotional well-being throughout your journey. A little bit of support can change everything, so be sure to take advantage of Spring Health, our cutting-edge Employee Assistance Program (EAP) that provides all teammates and household family members with no-cost, easy-to-use services such as:

- Personalized care with a dedicated clinician
- Confidential therapy (eight sessions per person per year)
- Coaching and guidance
- Work-life services

Whether you're struggling with the emotional toll of trying to get pregnant or finalizing an adoption, need help adjusting to your "new normal" after your child is born or anything in between, Spring Health is here to help you.

And remember: unlike other Clorox benefits, Spring Health is available to **all teammates and spouses/dependents**, even if they aren't covered under a Clorox-sponsored medical plan.



Visit clorox.springhealth.com (access code: *clorox*) or contact a Care Navigator at careteam@springhealth.com or 855-629-0554 to begin.

Available to
all teammates,
spouses and
partners

 spring health

Resources for every step in your journey

Contact People& for Clorox work-related questions.

While you should feel free to contact our vendor partners directly, we realize you may have questions about your specific situation that are better answered by Clorox.



For general HR questions (i.e., payroll, bonus, employment) email People@Clorox.com or call 1-800-256-7693.



Resources for every step in your journey

Access BenefitBump through your Hospital Indemnity coverage.

If you are enrolled in Hospital Indemnity Insurance through Securian, you also have access to BenefitBump! BenefitBump provides digital tools and dedicated Care Navigators to help you navigate your path to parenthood. They're here to support you during every step of your leave process—from assistance completing paperwork for your claim, to logistics planning (like developing a childcare plan or estimating out-of-pocket costs), to returning to work. They can also help you navigate your benefit options so you understand what you may need to consider when your new family member arrives.

Available to
all teammates,
spouses & partners
enrolled in Hospital
Indemnity
Insurance



i Sign up for BenefitBump by visiting mybenefitbump.com or downloading the BenefitBump app. When you register, use the invitation code: *Clorox*.

WANT ACCESS TO BENEFITBUMP BUT NOT ENROLLED IN HOSPITAL INDEMNITY?

Elect Hospital Indemnity Insurance as part of this Qualifying Life Event, or do so during the next Annual Enrollment period in the fall.



Resources for every step in your journey

Use Virgin Pulse wellness tracking to improve your health habits and overall well-being.

Our well-being program tracker, powered by Virgin Pulse, is designed to help you build healthy habits in all areas of your life. As an additional incentive, you can also earn \$100 per quarter in Pulse Cash, which can be redeemed for popular gift cards, donations and merchandise.

Available to all
teammates



i For more details, go to [Clxhub > Quick Links > U.S. Total Rewards > Wellness program](#). You can also sign up today by going to join.virginpulse.com/clorox or by downloading the Virgin Pulse app.

POINTS FOR PREVENTIVE CARE

Here are just a few of the ways you can earn 7,000 points each quarter to qualify for \$100 in Pulse Cash.

Activity	Points Earned
Annual exam	4,000
Colonoscopy	4,000
Mammogram	4,000
Dental exam	2,000
Vision exam	2,000
Flu shot	5,000
COVID-19 vaccination	5,000