Supporting Your Growing Family

A RESOURCE GUIDE FOR YOUR BIRTH OR ADOPTION JOURNEY, INCLUDING MATERNITY AND PARENTAL LEAVE

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 giving you the time you need with generous fully- and partially-paid parental leave, to preparing for your leave of absence, to returning to work.

Read on 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.

Working with MetLife, our leave administrator

MetLife

All leaves will be administered by MetLife, who will coordinate our programs to ensure you receive all leave benefits for which you qualify. In general, if you are an actively employed teammate, you may be eligible to receive benefit payments through Clorox payroll. Additionally, your health benefits will remain active, and deductions will continue to be taken out, as appropriate. If you have any questions about your leave, first contact MetLife:

- **Phone:** 855-320-8528
- **Website:** mybenefits.metlife.com (please reference the MetLife Registration Guide when you log in for the first time)

For general questions about Clorox's leave of absence policies, visit The Well or submit an HR ticket through people@clorox.com.

The Clorox Company

Inside this resource guide

YOUR PARENTAL LEAVE ROADMAP

A step-by-step checklist for before, during and after your leave

GETTING PAID WHILE ON LEAVE

Details about how your wages will be calculated and paid to you during your leave

YOUR BENEFITS & TOTAL REWARDS

Information about what happens to your benefits while you're on leave

CONTACTS & RESOURCES

A list of contacts you may need to reach out to during your leave

YOUR MATERNITY OR PARENTAL LEAVE ROADMAP

PLANNING FOR A CHILD

Take advantage of family-forming benefits through Carrot.

Use Goldman Sachs Ayco to help with planning your budget and expenses.

NEED HELP FINDING ADDITIONAL INFO?

Click here to learn about the websites available to help you.

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.

30 DAYS PRIOR
Initiate your leave with MetLife.

Complete your paperwork.

7 DAYS PRIOR
Prepare for being out of office.

HAVING & BONDING WITH YOUR CHILD

WITHIN 5 DAYS
Notify MetLife of your new addition and provide proof of birth.

WITHIN 15 DAYS
Ensure your doctor completes necessary medical documentation for the Family Medical Leave Act (FMLA).

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.

WITHIN 31 DAYS OF YOUR RETURN
Consider enrolling in or updating your Dependent Care FSA contributions.

Submit your Hospital Indemnity claim through Securian (if enrolled).

Review and update your beneficiaries.

Receive your pay and benefits while on leave.

Know how to extend your leave.

PREPARING TO RETURN TO WORK

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

7 DAYS BEFORE RETURN
Contact MetLife and your manager to coordinate your return to work.

5 DAYS BEFORE YOUR RETURN
If you are the birth parent, submit your Authorization to Return to Work.

5 DAYS BEFORE YOUR RETURN OR ASAP
Your return is processed in Workday.

5 DAYS BEFORE YOUR RETURN OR ASAP
Take your Occupation Health Evaluation *(production teammates only).*

BEFORE YOUR 1ST DAY BACK
Start your computer at home before coming on site *(nonproduction teammates only)*

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
- Personify Health 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.

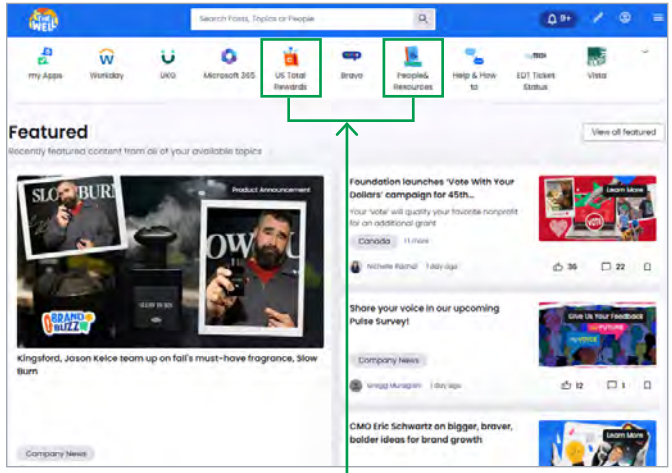
cloroxbenefitsinfo.com

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.

U.S. Total Rewards > Health & Welfare Service Center*

Use this site to elect and review your benefits coverage. If you are outside Clorox network, visit **cloroxbenefits.com**.

The Well*



Our master directory for Clorox teammates, where you'll access the **U.S. Total Rewards** and **People&** pages.

U.S. Total Rewards*

Use this page to find more Total Rewards benefits and programs by clicking on the links to specific programs and vendors listed under Quick Links. You can also access the enrollment platform from this page.

** Please note: The Well 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 them. For benefits information while you are on leave, please visit **cloroxbenefitsinfo.com**.*

> 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

Planning for a child

Take advantage of family-forming and hormonal health benefits with Carrot.

No-cost benefit for eligible teammates, spouses and partners

Clorox offers a $20,000 combined lifetime family-forming and hormonal health benefit to help our teammates and their loved ones with their adoption, surrogacy, fertility and hormonal health 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.

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 **The Well > U.S. Total Rewards > Quick Links > Family Forming/ Hormonal Health Benefits (Carrot)** or **app.get-carrot.com**.

ELIGIBILITY FOR FAMILY-FORMING BENEFITS

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

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

Planning for a child

Use Goldman Sachs Ayco to help with planning your budget and expenses.

Available to all teammates, spouses and partners

Goldman Sachs Ayco is our financial coaching 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, Goldman Sachs Ayco can help – at no cost to you.

Set up an account by visiting **The Well > U.S. Total Rewards > Quick Links > Financial Planning (Goldman Sachs Ayco)**.

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.

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 Optum 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 2,550 points toward Personify Health Rewards Cash!

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 **contact MetLife** if you'd like to request an accommodation.

IF YOUR LEAVE IS SUDDEN

As you plan for the birth or adoption of your child, we know things don't always go as planned. It's a good idea to give a loved one your manager's contact information, in case they need to contact your manager on your behalf. Your loved ones can also email **people@clorox.com** for any questions about your leave.

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

Initiate your Leave of Absence.

30 *days prior to your expected leave date*

Contact MetLife to initiate your leave. You can do so by:

- **Phone:** Call the intake team at 855-320-8528
- **Online:** **mybenefits.metlife.com** (please reference the **MetLife Registration Guide** when you log in for the first time)

MetLife

Be sure to have your treating doctor's name and contact information (including fax number) ready.

It's also a good idea to keep your spouse or family member involved in the leave planning process, so they know where to go and what to do if you need support and are unable to manage it on your own.

Once you initiate your leave, you will be assigned a MetLife claim number, which you should include on all documentation. Additionally, a MetLife claim specialist will call you **three days before the start of your leave** to confirm details. If you need to take an unplanned leave of absence immediately, the claims specialist will call you **within two days** of when you initiate your claim.

IF YOU AREN'T THE BIRTHING PARENT:

Once you contact MetLife to initiate your leave, you can skip ahead to the **Having & Bonding With Your Child** section of this Guide for your next steps.

Do you live in a state with paid leave?

If so, you'll want to connect with your state leave program in order to apply and receive full benefits if eligible. When you contact MetLife, your claims specialist will provide the steps you should take to file a claim. You can also visit the **Getting Paid While on Leave** section of this Guide for links to states' paid leave information.

Managing pregnancy & preparing for a leave of absence

Complete your paperwork.

Be sure to complete and return your medical paperwork as soon as possible, as it is critical to reviewing and approving your time off and pay (if applicable). If MetLife does not receive documentation, your time off may not be approved and can result in attendance infractions. Applicable forms will be mailed to you, and you can also access them on **mybenefits.metlife.com**.

- **Medical Authorization form**: This authorizes MetLife to communicate directly with your doctor. Please complete and return it to MetLife.
- **Attending Physician's Statement (APS) form**: Give the form to your doctor's office and ask them to complete it. Then, return it to MetLife either through your online portal or by fax (877-840-9166). **It is your responsibility to ensure this form is completed and sent to MetLife within 15 days of your leave start date.** See the **Having & Bonding With Your Child** section for more information.

Managing pregnancy & preparing for a leave of absence

Prepare for being out of the office.

7 *days prior to your expected leave date*

- **Remind** your manager and/or local HR representative of your expected start and return dates of your leave of absence, and be sure they update your status in **Workday**.
  - **If you are a people manager:** Be sure to delegate your responsibilities in Workday. Use this **job aid** if you need help completing this step.
- **Add** your personal email address in **Workday** and share it with the MetLife claims team so you can be contacted while on your leave.
- **Turn on** your out-of-office message on your email, as you will not be able to access it while on leave.
- **Make note of** any usernames and passwords to ensure you have access outside the network (you will not have single sign-on access once you begin your leave).
- **Submit** a People& ticket through **people@clorox.com** or inform your local HR representative if you would like to use time off to maintain your pay during the unpaid 7-day waiting period, such as:
  - Health & Mental Well-being time
  - Vacation time
  - Flex time (applicable to production teammates only)
  - FTO (available to exempt teammates only)

Note: *Your network, badge access, and email access will be deactivated on the first day of your leave.*

IMPORTANT NOTE FOR TEAMMATES WITH INTERNATIONAL MANAGERS

Your manager will not receive notifications from MetLife, so be sure you share your leave details with your manager.

Enrolled in Hospital Indemnity insurance?

If you've elected Hospital Indemnity coverage through Securian and will be delivering a child, you are eligible to receive a payout based on your hospital stay.

Be sure to review the steps you must take to file your claim with Securian and receive payment. If you have any questions about this process, contact Securian at 855-750-1906 or **securian.com/clorox-insurance**. Securian also provides BenefitBump, a concierge service for growing families to help navigate parental leave benefits and return-to-work logistics!

Having & bonding with your child

Notify MetLife of your new addition.

Within **5** days of your child's birth/adoption

Welcoming a baby into the world is an experience like no other, and we want to make sure you can fully enjoy your leave. Contact your MetLife claims specialist within **5 days** of your child's birth or adoption to inform them of their delivery/adoption date and type of delivery, if applicable.

If you are taking Clorox Paid Parental Leave (PPL) or transitioning from Maternity Leave/Short-Term Disability (STD) to PPL, you'll need to provide MetLife with proof of birth to support your time off.

Contact MetLife by calling 855-320-8528 or visit **mybenefits.metlife.com**. Please refer to the MetLife MyBenefits Registration Guide **HERE** for instructions.

Having & bonding with your child

Ensure your doctor completes necessary medical documentation for the Family Medical Leave Act (FMLA).

Within **15** *days of your child's birth/ adoption*

For a medical leave, your doctor must complete the **Attending Physician's Statement (APS) form** **within 15 days** of your leave start date and return it to MetLife. It is your responsibility to ensure this form is completed and sent to MetLife, and failure to do so may result in your time off not being approved and attendance infractions.

For MetLife to properly process your APS, please be sure your MetLife claim number is on each page of the form.

Note: *Kaiser plan (California only) members may require additional steps in collecting paperwork from the Kaiser records departments to submit directly to MetLife. Kaiser may utilize their own version of the APS that MetLife will accept.*

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.

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 **The Well > UKG** or by **clicking here**.

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 degree, 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.

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 833-550-5600 or visit **cloroxbenefits.com**.

To add your child, you will also need to complete the dependent verification process. To do so, visit **The Well > 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 through UHC allows you to set aside up to $7,500* per household – pre-tax – to cover eligible child care expenses, including daycare 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.

To check your account balance, log in to **myuhc.com** or visit **The Well > US Total Rewards > Spending Accounts (FSA)**.

Please note: *If you are 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.

You must be enrolled and have a hospital stay to qualify.

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.

securian FINANCIAL™

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

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
Delivering benefits, better

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 making your child a beneficiary on your Clorox Basic Life insurance, 401(k) and Supplemental Life and AD&D insurance (if applicable).

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

- **The Well > U.S. Total Rewards > Quick Links > Health & Welfare Service Center** for Life and AD&D insurance beneficiaries through MetLife
- **The Well > U.S. Total Rewards > Quick Links > 401 (k) plan** for retirement plan beneficiaries through Vanguard
- **The Well > U.S. Total Rewards > Quick Links > UnitedHealthcare (Medical/HSA/ Rx/Dental)** for Health Savings Account (HSA) 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're eligible and approved for Short-Term Disability, you'll receive your payments through direct deposit, with the appropriate deductions taken out. (Please see the **Your Benefits & Total Rewards** section to learn more about which deductions will continue while you're on leave.)

Be sure to keep track of the payments you receive, and if you have any questions about the amounts, contact MetLife for support.

For details about your wages while on leave, review the **Getting Paid While on Leave** section of this guide.

Know how to extend your leave.

If you need to extend your leave of absence, contact your MetLife claims specialist to update your leave dates. If your extension is due to a medical reason, you'll need to submit a new **APS form** to support your additional time off and pay while away from work.

Be sure to also communicate your extension to your manager and/or local HR representative.

Preparing to return to work

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

Available to all teammates, spouses and partners

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 daycares).
- **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 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 Clorox will pay $10/hour toward the provider rate. See **helpr-app.com/faq** for their list of locations.
- **Center care, programs and tutoring:** Submit your receipts for summer camps, tutoring, childcare centers and adult day care centers to receive up to a $10/hour reimbursement. Connect with **Helpr's backup day care partners** who can help you find the right child care for your needs.

For more information about Helpr or to get started with their support, visit **The Well > U.S. Total Rewards > Quick Links > Helpr Caregiving Resources** or contact Helpr directly:

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

Preparing to return to work

Contact MetLife and your manager to confirm your return date and discuss any special accommodations.

7
days before your return to work

One week before your return-to-work date, contact your MetLife claims specialist and your manager/local HR representative to confirm your first day back at work. Production teammates may be required to schedule an occupational health evaluation with local HR before returning to work.

MetLife

If you need to request any special accommodations to help you return to work, contact MetLife to initiate an accommodation request. The MetLife team will review your request and provide a summary to the Clorox HR team, who will then work with your manager to determine how best to accommodate your needs.

ACCESS TO MOTHERS ROOMS FOR BREASTFEEDING

If you plan to pump while at work, request access to a mothers room by contacting your local office manager, reception desk or HR representative. Mothers rooms vary by location.

Work with your manager on how often you will need to step away, whether you will be reachable, and how to adjust your work schedule accordingly.

Preparing to return to work

5
days before your return to work

If you are the birth parent, submit your Authorization to Return to Work form *(production teammates only)*.

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 your local HR representative or email it to **leave.of.absence@clorox.com**.

MetLife

Contact MetLife by calling 855-320-8528 or visiting **mybenefits.metlife.com**. Please refer to the MetLife MyBenefits Registration Guide **HERE** for instructions.

Preparing to return to work

Your return is processed in Workday.

5 *days before your return to work or ASAP*

Once you confirm your return-to-work date with your manager and/or local HR, they will process your return in Workday so you can regain network, badge and email access.

If you experience any challenges with network access upon your return, please email **people@clorox.com** for support.

Take your Occupation Health Evaluation *(production teammates only).*

5 *days before your return to work or ASAP*

All production teammates who are on leave for their own health condition, including for the birth of a child, must complete an Occupation Health Evaluation before returning to work. Please contact your manager or local HR representative at least **5 days prior to your return** for more information.

If you do not pass your Occupation Health Evaluation, please contact your MetLife claims specialist and your manager/local HR to inform them that you'll need to extend your leave of absence. You will be tentatively approved for a leave extension of **15 days** while you obtain additional medical documentation from your doctor to support the need for an extension.

Start your computer at home *(nonproduction teammates only).*

Laptops and computers that come on site at any Clorox location require periodic security updates to maintain access to internal tools.

On your first day back at work, start your laptop at home before you come on site. This will allow your computer to install any outstanding security updates you may have missed while you were away.

Resources for every step in your journey

Let Spring Health support your mental well-being.

Available to all teammates, spouses and partners

spring health

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 enhanced 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 for those age 6+)
- Coaching and guidance (eight sessions per person per year for those age 18+)
- 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** or contact a Care Navigator at **careteam@springhealth.com** or 855-629-0554 to begin.

Remember to chill with the Calm App

Calm

With Calm, you and up to five (5) of your household dependents ages 16+ can find ways to de-stress, relax, get restful sleep and more. Calm has something for everyone and is paid for by Clorox.

Download the **Calm app**, sign up using your name and company email and create a password.

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), submit a **People& ticket** or email **People@clorox.com**.

Resources for every step in your journey

Access BenefitBump through your Hospital Indemnity coverage.

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

benefitbump
Delivering benefits, better

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 child-care 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.

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 (QLE), or do so during the next Annual Enrollment period in the fall.

Resources for every step in your journey

Use Personify Health wellness tracking to improve your health habits and overall well-being.

Available to all teammates

Our well-being program tracker, powered by Personify Health, 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 Rewards Cash (up to $400 annually) when you earnat least 7,000 points each quarter, which you can redeem for popular gift cards, donations and merchandise.

For more details, go to **The Well > U.S. Total Rewards > Quick Links > Wellness Tracker - Personify Health**. You can also sign up today by going to **join.personifyhealth.com/clorox** (use passphrase: **WellnessYourWay$**) or by downloading the Personify Health app.

PERSONIFY HEALTH POINTS FOR PREVENTIVE CARE

Get rewarded just for checking in on your health! Earn 7,000 points and receive $100 in Rewards Cash each quarter!

Activity	Points Earned
Annual physical/well visit	4,000
Colonoscopy	4,000
Mammogram	4,000
Prostate cancer screening	4,000
Cervical cancer screening	4,000
Dental exam	2,000
Vision exam	2,000
Flu or COVID vaccination	2,000

Getting Paid While on Leave

If you are the birth parent, you may be eligible for disability benefits. In order to apply and receive these benefits, you must ensure all paperwork related to the claim is submitted to MetLife.

Standard Waiting Period

The first 7 days of your maternity or parental leave are considered a standard waiting period. During this time, you won't receive any leave payments. You may choose to use alternative time off (flex, vacation, FTO, health and mental well-being time, etc.) to receive your pay during the waiting period. If you do not have any other paid time available – or use it up before the waiting period is over – the remainder of the waiting period will be unpaid. Submit a People& ticket by emailing **people@clorox.com** or inform your local HR representative if you'd like to use paid time off during your waiting period.

If you are the birth parent, the waiting period is **waived** if you are hospitalized on day one or during the waiting period; payments will begin as soon as you are hospitalized.

Short-Term Disability (STD)

If you are the birth parent, you may be able to start your leave of absence and STD **2 weeks prior to your estimated delivery date** (4 weeks if you live in California). STD payments are calculated based on your earnings before your leave of absence begins and do not include overtime, bonuses or any other forms of compensation. All payments are calculated based on calendar days (not business days), starting on the first day of your leave and continuing until the first day back at work.

Please see the following pages for payment information based on the length of your leave and your state of residence.

Remember, your doctor must complete the **Attending Physician's Statement (APS) form** and return it to MetLife **within 15 days** to confirm your STD eligibility. Failure to do so may result in late or no STD payments.

PLEASE NOTE

Clorox will not process your STD pay until MetLife approves your claim. To view your pay statements, **click here** see this job aid.

Clorox Paid Paternal Leave (PPL)

Clorox's Paid Parental (PPL) benefit offers teammates paid time off for a **maximum of 12 weeks** for the:

- Birth of the teammate's child
- Placement of a child for adoption with the teammate
- Placement of a foster child with the teammate

Teammates can take PPL all at once or intermittently, in increments of at least 2 weeks. If you're approved for PPL, you'll receive **100% of your pay** for the first 4 weeks, followed by **60% of your pay** (or up to 70% of your pay for some teammates in California) for the remainder of your PPL.

PPL payments will be calculated based on your earnings before your leave of absence begins and does not include any overtime, bonuses or other forms of compensation. All payments are calculated based on calendar days, not business days, starting on the first day of your leave and continue until the first day back at work.

CONTINUES ▶

Getting Paid While on Leave (cont.)

Assuming you've completed the necessary steps and MetLife approves you for leave, here is how much you can expect to get paid.

Please note: STD and PPL run concurrently with (at the same time as) any federal and/or state leave laws you are also eligible for, such as the Family and Medical Leave Act (FMLA), California Pregnancy Disability Leave (PDL), state paid family and medical leave, etc.

Teammates who DO NOT live in California

Maternity Leave

This example assumes you begin your leave 2 weeks prior to your estimated delivery date.

Before Your Expected Delivery Date		After Your Baby Arrives	
Standard Waiting Period	Short-Term Disability	Short-Term Disability	Clorox Paid Parental Leave (PPL)
Week 1	**Week 2** *(or until you deliver)*	**6 weeks of recovery** *for vaginal delivery or* **8 weeks of recovery** *for delivery via c-section*	**Up to 12 weeks**
0% pay You may use your time off (flex, vacation, FTO, heath and mental well-being time, etc.) to be paid during this time. Submit a People& ticket by emailing **people@clorox.com** or inform your local HR representative. This period is waived if you are hospitalized on day one or during the waiting period.		**100% pay** This full amount is paid under the **Clorox STD** plan and will be taxable. If you require STD benefits beyond your recovery period, please refer to the **Leave of Absence Resource Guide** for additional details about your pay.	**See next page for details**

State-Paid Leave

If you live in the following states, **you may be eligible for paid leave through your state**. You will need to file for this payment directly with the state, and your STD payment will be reduced by the amount of your benefit received through the state.

Colorado	Massachusetts	New York	Washington
Connecticut	Minnesota	Oregon	Washington, DC
Maine	New Jersey	Rhode Island	

CONTINUES ▶

Getting Paid While on Leave (cont.)

Paid Parental Leave: Child Bonding

Clorox Paid Parental Leave (PPL)		Additional Time Off
Weeks 1-4	**Weeks 5-12**	**Week 13+**
100% pay	**60% pay**	**0% pay**
This full amount is paid under **Clorox PPL** and will be taxable.	This full amount is paid under **Clorox PPL** and will be taxable.	If you need additional time off, you can take an Unpaid Sabbatical Leave of Absence or an Unpaid leave at your manager's discretion. Please refer to the Unpaid Leave policy for more details (including eligibility). Nonproduction teammates can talk to your manager about exploring a Flexible Work Plan.
PPL can be used in a minimum of 2 week increments, and you have 12 months from the child's birth or adoption date to take your 12 weeks of leave.		

State-Paid Leave

If you live in the following states, **you may be eligible for paid leave through your state**. You will need to file for this payment directly with the state, and your STD payment will be reduced by the amount of your benefit received through the state.

Colorado	Massachusetts	New York	Washington
Connecticut	Minnesota	Oregon	Washington, DC
Maine	New Jersey	Rhode Island	

CONTINUES ▶

Getting Paid While on Leave (cont.)

Teammates who live in California

Maternity Leave

This example assumes you begin your leave 4 weeks prior to your estimated delivery date.

Before Your Expected Delivery Date		After Your Baby Arrives	
Standard Waiting Period	Standard Waiting Period	Short-Term Disability	Clorox Paid Parental Leave (PPL)
Week 1	**Weeks 2–4** *(or until you deliver)*	**6 weeks of recovery** *for vaginal delivery* **8 weeks of recovery** *for delivery via c-section*	**Up to 12 weeks**
0% pay You may use your time off (flex, vacation, FTO, health and mental well-being time, etc.) to be paid during this time. Submit a People& ticket by **people@clorox.com** or inform your local HR representative. This period is waived if you are hospitalized on day one or during the waiting period.		**100% pay** **70%** (up to statutory weekly max) is paid under the **Clorox California State Voluntary Disability** (VDI) plan and will not be taxable. **30%** (or remainder) is paid under the **Clorox STD** plan and will be taxable.	**See next page for details**

CONTINUES ▶

Getting Paid While on Leave (cont.)

Paid Parental Leave: Child Bonding

California Paid Family Leave (CA PFL) & Clorox Paid Parental Leave (PPL)*			Additional Time Off
Weeks 1-4	**Weeks 5-8**	**Weeks 9-12**	**Week 13+**
100% pay	**Up to 70% pay***	**60% pay****	**0% pay**
70% is paid under **Clorox's CA PFL** plan and will be taxable. **30%** is paid under the **Clorox PPL** plan and will be taxable.	**70%** (up to maximum weekly benefit) will be paid by **Clorox's CA PFL** plan and will be taxable. If your earnings are greater than the weekly CA PFL max, the **Clorox PPL** will pay the difference, up to **60%** of your salary.	This full amount is paid under **Clorox PPL** and will be taxable.	If you need additional time off, you can take an Unpaid Sabbatical Leave of Absence or an Unpaid leave at your manager's discretion. Please refer to the Unpaid Leave policy for more details (including eligibility). Nonproduction teammates can talk to your manager about exploring a Flexible Work Plan.
PPL can be used in a minimum of 2 week increments, and you have 12 months from the child's birth or adoption date to take your 12 weeks of leave.			

** CA PFL provides a maximum 8-week benefit to bond with a child within one year of the child's birth or placement for foster care or adoption. CA PFL and PPL run concurrently together to ensure you receive your full benefit.*

*** Please note: You cannot use any other type of paid time off to "top up" pay during your parental leave.*

Your Benefits & Total Rewards

Read on to learn more about what happens to your benefits and Total Rewards programs while you're on leave.

Health and Well-Being Benefits	
Medical **Dental** **Vision** **Supplemental Health Benefits** **Life Insurance**	Your portion of contributions will be deducted from your payments while on leave.
Health Savings Account (HSA)	Your contributions will be deducted from your leave payments. You can make changes to your HSA contribution amounts at any time through the Health & Welfare Service Center.
Healthcare Flexible Spending Account (HCFSA)	Your HCFSA contributions will be deducted from your leave payments. You can continue to participate in your HCFSA during your leave of absence until you reach your annual maximum.
Dependent Care Flexible Spending Accounts (DCFSA)	**If you choose to use Paid Time Off during the STD waiting period:** Your contributions will be deducted from your flex, vacation, FTO or well-being payments. **During STD or PPL:** Your contributions will be suspended and any claims submitted while on leave will not be eligible for reimbursement. To resume participation, you must re-enroll within 30 days from your return-to-work date. Please contact the Clorox Health & Welfare Service Center at 833-550-5600 to re-enroll.
Well-Being Program Tracker	The program will remain accessible through Personify Health while you are on a leave of absence. Log on to Personify Health directly at **login.personifyhealth.com** or through the Personify Health mobile app. If you need assistance, contact Personify Health at 866-941-2143 or email: **support@personifyhealth.com**.
Well-Being Programs (Spring Health, Helpr, Carrot, Calm, Ayco)	These programs will remain accessible while you are on a leave of absence. To use these programs or if you need assistance, please contact our vendor partners directly (see the **Contacts & Resources** chart at the end of this guide).

CONTINUES ▶

Your Benefits & Total Rewards (cont.)

Financial Benefits & Pay	
401(k) Contributions	If you are on STD, your 401(k) contributions will be paused. If you are on PPL or in your waiting period and are using alternative time off, 401(k) contributions will continue to be deducted from your pay.
401(k) Company Match and Annual Contribution Company Match: Up to 4% Annual Contribution: 6%	All STD payments received are **ineligible** compensation toward the company match. All PPL payments received are **eligible** compensation and counted toward the company match following one year of service.
401(k) Loans	You have the choice to either continue or temporarily pause 401(k) loan payments. Please contact **people@clorox.com** if you would like to temporarily paused your loan payments. If you live in California, all loan payment deductions will be taken out of your Clorox STD payments. **Please note:** • If you choose to temporarily pause your loan payments, your loan balance will be re-amortized by Vanguard when you return from leave. Please contact Vanguard to determine what your re-amortized loan payment will be. • If you choose to continue loan payments during your leave but do not have the earnings to make payments via payroll deduction, please make payments directly to Vanguard to avoid defaulting on your loan.
Annual Bonus	If you are eligible for an annual bonus while you are on leave, you will receive your bonus payment on the scheduled payout date. During a leave, your time will be prorated and won't count toward your annual bonus.
Annual Merit Increase	Any annual merit or salary increase will not take effect until after you return to work. STD and PPL payments will be made based on your pre-leave earnings.
Commuter Benefits	During leave, you are not eligible to participate in the Commuter Benefits program. Prior to your leave of absence, please cancel any future commuter orders. The cancellation must be completed on or before the 10th of the month to ensure no deductions are taken from your paycheck. You may re-enroll in Commuter Benefits when you return to work. The cutoff date to enroll in the following month's Commuter Benefits is the 10th of the month.

CONTINUES ▶

Your Benefits & Total Rewards (cont.)

Time Off	
Flex Days (Production teammates only)	You will have 6 flex days granted to you at the beginning of each year. If you have any unused flex days on Dec. 31, you will be paid out for them. If you return in a new calendar year, the flex days granted to you will be prorated for the rest of the year.
Holiday Pay	You will **not** be eligible for any holiday pay during your leave of absence.
Health & Mental Well-Being Days or Flex Days	**Nonproduction teammates:** If your disability spans multiple calendar years, you will be eligible for 7 Health & Mental Well-being days in the new calendar year. Unused Health & Mental Well-being days do not carry over to the new year. **Production teammates:** If your disability spans multiple calendar years, you will be eligible for additional flex days in the new calendar year based on your scheduled hours.
Vacation Days	**Nonproduction non-exempt teammates (hourly):** You will continue to accrue vacation hours while on an approved leave of absence for maternity or parental leave. Unused vacation days from the previous year will carry over, up to the maximum accrual amount. **Production teammates:** You will receive a prorated amount of vacation on the day you return to work. Please refer to the vacation policy for more details on the proration amount and grant schedule.

Contacts & Resources

If you need help while on your leave of absence, please contact the Clorox Health & Welfare Service Center or one of our vendor partners below. Remember – you will not have access to Clorox's network once you are on leave. Please keep a copy of this to reference in case any questions come up during your leave.

Topic	Where to get information
Clorox Benefits Support	
Information and resources for all benefits, including guides, webinars and plan documents, including Summaries of Benefits Coverage (SBCs)	cloroxbenefitsinfo.com
Annual Enrollment Support	**Clorox Health & Welfare Service Center** • Phone: 833-550-5600 (Mon-Fri, 6 a.m. - 5 p.m. PT) • Single sign-on: **The Well > U.S. Total Rewards > Health & Welfare Service Center** • Directly: **cloroxbenefits.com**
Your personalized Total Rewards statement	**U.S. Total Rewards website** • Single sign-on: Health & Welfare Service Center on **The Well > U.S. Total Rewards Statement**
Medical Coverage	
UnitedHealthcare (UHC) *(Group number: 225497)* *(Network: Choice Plus, or Select Plus in CA)*	**The HSA (Partnership in Health) plan** • Phone: 877-468-1028 • Online: **whyuhc.com/clorox**
Surest *(Group number: 78800511)* *(Network: Choice Plus, or Select Plus in CA)*	**The PPO (Surest) plan** • Phone: 866-683-6440 • Online: **benefits.surest.com**

Topic	Where to get information
Prescription Drug Coverage for the HSA and PPO plans	**OptumRx** • Phone: 800-562-6223 • Check the formulary: **Click here**
Kaiser Permanente (CA teammates only), Including Prescription Drug Coverage	• Phone: 800-464-4000 • Online: **kp.org**
2nd.MD Medical Second Opinion	• Online: **2nd.md/clorox** • Smartphone: Download the 2nd.MD app
Teladoc Health Chronic Condition Management	• Phone: 800-835-2362 • Online: **teladochealth.com/smile/clorox**
Carrot Family-forming and hormonal health benefits	• Phone: 888-817-9040 (24/7 call center) • Online: **app.get-carrot.com/**
Securian • Accident Insurance • Critical Illness Insurance • Hospital Indemnity Insurance	• Phone: 855-750-1906 • Online: **securian.com/clorox-insurance**

CONTINUES ▶

Contacts & Resources (cont.)

Topic	Where to get information
Other Health Coverage	
UnitedHealthcare (UHC) Dental	• Phone: 877-816-3596 • Online: **myuhc.com > Search > National Options PPO 10 plan**
Vision Service Plan (VSP) *(Group number: 00818601)*	• Phone: 800-877-7195 • Online: **vsp.com**
Spending Accounts and Financial Protection	
UnitedHealthcare (UHC) *(Group number: 225817)* • Healthcare Flexible Spending Account (HCFSA) • Dependent Care Flexible Spending Account (DCFSA)	• Phone: 877-468-1028 • Online: **myuhc.com** *(For a list of eligible expenses, go online to **irs.gov** and search for Publication 502 or 969. Please consult your tax advisor for questions regarding eligible expenses.)*
Optum Financial (through UHC) *(Group number: 225497)* • Health Savings Account (HSA)	• Phone: 800-791-9361
MetLife (Disability & Life) • Disability insurance • Life insurance (basic & supplemental) • Accidental death and dismemberment (AD&D) insurance	**Claims & More Information: MetLife** • Phone: 855-320-8528 (Mon-Fri, 5 a.m. – 8 p.m. PST) • Single sign-on: **The Well > U.S. Total Rewards > MetLife** • Online: **mybenefits.metlife.com** **Enrollment & Beneficiary Updates: Clorox Health & Welfare Service Center** • Phone: 833-550-5600 (Mon-Fri, 6 a.m. – 5 p.m. PT) • Online: **cloroxbenefits.com**

Topic	Where to get information
Resources to Be Well	
Spring Health Mental well-being and work-life support	• Phone: 855-629-0554 • Online: **clorox.springhealth.com**
Calm Mindfulness & Meditation app	• Online: **calm.com**
Personify Health Well-being program tracker	• Phone: 866-941-2143 • Online: **join.personifyhealth.com/clorox** (use passphrase: WellnessYourWay$) • Email: **support@personifyhealth.com**
Helpr Child, elder and personal caregiving support	• Phone: 877-417-4883 • Online: **helpr-app.com/clorox-usa** (access code: USACLX) • Email: **hello@helpr-app.com**
Vanguard 401(k) Plan	• Phone: 800-523-1188 • Single sign-on: **The Well > U.S. Total Rewards > 401(k) Plan** • Online: **vanguard.com/retirementplans**
Voya Non-qualified deferred compensation plan	• Phone: 888-576-9240 • Single sign-on: **The Well > U.S. Total Rewards > NQDC plan** • Directly: **mynqplans.voya.com**
Goldman Sachs Ayco • Financial planning • Budgeting • Healthcare expenses • Insurance needs • Retirement planning	• Phone: 866-907-4479 • Single sign-on: **The Well > U.S. Total Rewards > Financial Planning (Goldman Sachs Ayco)**