



Puig Minimum Global Parental Leave policy



Puig Minimum Global Parental Leave Policy.....	4
Context.....	5
Objective	6
Scope	7
Principles.....	8
Content.....	9
Approval, publication, and review.....	13
Annex- FAQs.....	14





Context

As part of Puig's¹ Sustainability Agenda and guided by our Values, Ethical Code and Human Rights Policy, we are committed to fostering a culture of respect, integrity, and care for people. We believe in creating an environment where employees can thrive both personally and professionally. We recognize that welcoming and caring for a family while pursuing a career is a meaningful life journey. This policy supports access to parental leave that promotes well-being and career continuity. Taking time for family is not only supported - it is valued and aligned with who we are as a company.

¹ "Puig" refers to the Puig Brands, S.A. company and its subsidiaries and other entities that may be incorporated in the future in which Puig Brands, S.A. holds or may hold direct or indirect control, according to article 42 of the Spanish Commercial Code.



Objective

This policy sets minimum global standards for parental leave, supporting employees in balancing family and career responsibilities during key moments such as birth, adoption, and foster care or other legal guardianship placements.



Scope

This policy applies to all Puig employees with a direct employment relationship across all global locations. Interns, consultants, independent contractors, and third-party staff are excluded.

As a global minimum standard, this policy sets the baseline for Paid Parental leave across Puig. The policy may be adapted or expanded by specific business units or local markets within their own frameworks, provided they remain aligned with the principles and minimum requirements established here.



Principles

- **Inclusive culture:** At Puig, we are committed to creating an inclusive culture that supports gender equality and embraces the diversity of all family structures. Our approach to parental leave is based on caregiving responsibilities, regardless of gender, and reflects our belief that every family is unique.
- **Non-discrimination and protection from adverse treatment:** Puig is committed to ensuring that employees can request or take Parental Leave without experiencing any discrimination or adverse treatment.
- **Support of International Standards:** We uphold international standards, including the key principles of the International Labour Organization (ILO) Maternity Protection Convention No. 183, which sets minimum standards for maternity protection.
- **Compliance with local legislation:** This policy is designed to comply with all applicable local legislation. Where local laws or existing policies extend the benefits beyond the minimum standard outlined here, the more favorable provisions will apply. Nothing in this policy is intended to override more beneficial local practices.



Content

1. Definitions

- **Child:** An individual under the age of 18 (or the age of majority as defined by local law, whichever is lower) who enters the care and custody of an eligible Caregiver through birth, adoption, foster care placement, legal guardianship, step-parenting, or surrogacy (where legally recognized in the applicable jurisdiction). For purposes of this policy, parental leave applies when a child first comes into the Caregiver's care and custody, regardless of the child's age at that time, provided the child meets the age requirement above.
- **Parental Leave:** the paid leave provided under this policy so that an eligible Caregiver can welcome, bond with, and care for a Child following birth, adoption, foster care placement, legal guardianship, step-parenting, or surrogacy (where legally recognized in the applicable jurisdiction). It is available to all parents and caregivers, regardless of gender or of how the child joins the family.
- **Primary Caregiver:** Any employee who is recognized under local legislation as the person responsible for the ongoing day-to-day care of a Child through birth, adoption, surrogacy (where legally recognized), foster care, legal guardianship, step-parenting, or any other legally recognized means in their jurisdiction.
- **Secondary Caregiver:** Any employee who supports the primary caregiver in a **secondary** role upon assuming legal responsibility for a Child through birth, adoption, surrogacy (where legally recognized), foster care, legal guardianship, step-parenting, or any other legally recognized means in their jurisdiction.
- **Annual Base Salary (ABS)** is the fixed monetary amount an employee receives in a calendar year, paid in cash, before taxes and social security contributions. It excludes any benefits, remuneration in kind, allowances and bonuses, e.g. short-term incentives (STI).

2. Eligibility

Employees are eligible for benefits under this Policy upon the birth, adoption, foster care placement, legal guardianship, step-parenting, or surrogacy placement of a child in their care, in each case to the extent the arrangement is legally recognized in the employee's jurisdiction. In surrogacy cases where the arrangement is legally recognized and legal guardianship is granted at a later stage, Puig will grant parental leave upon the employee assuming effective custody of the child, even if legal documentation is completed subsequently, subject to local law. In jurisdictions where surrogacy is not legally recognized, this provision shall not apply, and the employee's eligibility will be determined on the basis of any other applicable qualifying event (e.g., adoption or legal guardianship) that may arise from the same circumstances.



No minimum service requirement applies, except in countries where local laws explicitly require or allow the application of a minimum period of employment before parental leave benefits can be granted.

In those jurisdictions, the applicable minimum length of service will be that established by local law, and Puig will apply that statutory requirement as the eligibility threshold.

3. Minimum Global Standards

- **Paid leave for Primary and Secondary caregivers**

- Primary Caregiver: each Primary Caregiver will receive at least 14 weeks of leave, fully paid at 100% of their Annual Base Salary (ABS).
- Secondary Caregiver: each Secondary Caregiver will receive at least 4 weeks of leave, fully paid at 100% of their Annual Base Salary (ABS).

Where local legislation does not define caregiving roles, employees may choose whether they are taking leave as a Primary or Secondary Caregiver. This is subject to applicable local laws and local policies and to HR review, which may include reasonable justification and supporting documentation.

- **How this leave works with statutory benefits:** This Puig paid parental leave is not additional to statutory parental leave; it includes and offsets any parental leave benefits provided under local law. If the statutory leave available after a birth, adoption, or placement is shorter than 14 weeks for a Primary Caregiver or 4 weeks for a Secondary Caregiver, or is paid at less than 100% of ABS, Puig will top it up so that you receive at least the 14/4-week minimum paid at 100% of ABS.
- **Requesting and scheduling leave:** The timing and manner of taking leave will follow local legal requirements. Where local rules do not specify these, the employee and their local HR team will agree on the arrangements. Employees are encouraged to give their local HR team reasonable advance notice of their intended leave dates so a smooth handover can be arranged, except where a birth, placement, or other event makes this impractical.
- **Flexibility in how local policies deliver the benefit:** Local policies may be flexible in how they deliver parental leave, provided that, over the parental leave period, they guarantee at least the equivalent of 100% of the applicable Annual Base Salary (ABS, as defined in the Definitions section) for 14 weeks for a Primary Caregiver, or 4 weeks for a Secondary Caregiver.
- **Local policies are a floor, not a ceiling:** Each local entity must have a local parental leave policy. Local policies may offer more generous terms to reflect local law, customs, or market practice, but they can never provide less than this global minimum standard.



4. Stay in Touch Program

Subject to prior agreement with Puig, and if permissible under applicable local law, employees on Parental leave may choose, entirely at their own discretion, to participate in online stay-in-touch activities such as training sessions or informal check-ins. These activities are intended solely to support a smooth transition back to work and to help maintain a sense of connection with the workplace.

Participation is strictly voluntary, must be requested through local HR, and must comply with applicable local laws. Activities should be tailored to individual preferences and may be revised at any time during the leave period. These interactions are entirely optional and will not interrupt or alter the duration of the leave or pay benefit.

This program applies only to jurisdictions where such interactions during parental leave are legally permitted.

5. Work from home (WFH) Arrangements

Puig may consider, where applicable, a temporary work-from-home (WFH) arrangement of up to **four (4) weeks** for employees who are eligible for Parental Leave, in roles and markets where WFH is available and operationally feasible. This time can be taken either:

- Prior to commencing Parental Leave,
- OR
- Upon returning to work after Parental Leave

Requests must be submitted through local HR and are subject to business needs, feasibility criteria, and compliance with local laws and regulations. Approval is not guaranteed, and requests will be evaluated on a case-by-case basis.

6. Breastfeeding

Puig wants the return from Parental Leave to be as smooth as possible. Where operationally feasible Puig will provide reasonable support for breastfeeding or expressing milk, such as time and private space, in line with local requirements.

7. Protection from adverse treatment and Job Security

Puig is committed to ensuring that employees can request or take Parental Leave without experiencing any adverse treatment. Employees who have concerns or believe they may have been treated inappropriately in connection with Parental Leave



are encouraged to raise the matter with local HR, who will review the situation in line with applicable policies and local laws.

Right to Return: Employees on approved Parental Leave have the right to return to their same position or to an equivalent role with comparable pay, benefits, and working conditions, in accordance with applicable local laws.

During Parental Leave, employees continue to accrue service time and benefits as if they were actively working, unless local legislation provides otherwise.

If a legitimate business restructuring or position elimination/redundancy occurs during the leave period—and the change would have affected the employee regardless of their leave status—the employee will receive the same consideration and process that would apply if they were actively at work.



Approval, publication, and review

This Policy has been approved by X, on DATE, and takes effect on DATE. This policy is available on the Intranet, on the Puig Website and will be communicated to Puig employees and other stakeholders where appropriate.

The Chief Human Resources Officer of Puig is responsible for publishing, reviewing and updating this policy as required.

Local HR Leaders are responsible for the communication and application of this policy taking into consideration the country regulations, including training of relevant employees as needed.

This policy will be reviewed periodically and may be amended at Puig's discretion to ensure compliance with legal requirements and business needs. This policy does not form part of any employment contract and may be modified or withdrawn at any time.



Annex- FAQs

1. Who is eligible for parental leave at Puig?

All Puig employees with a direct employment relationship are eligible upon the birth, adoption, foster placement, or legal guardianship of a child.

No minimum service requirement applies unless mandated by local law.

2. What is the difference between a Primary and a Secondary Caregiver?

Primary Caregiver: the person legally recognized (or self-identified where law is silent) as responsible for the child's daily care.

Secondary Caregiver: the person supporting the Primary Caregiver in a secondary role.

3. How much paid leave will I receive?

Primary Caregiver: minimum 14 weeks at 100% Annual Base Salary (ABS).

Secondary Caregiver: minimum 4 weeks at 100% ABS.

This is not in addition to but rather includes and offsets any statutory entitlements.

4. What is included in my Annual Base Salary for purposes of Paid Parental Leave?

Annual Base Salary (ABS) includes the fixed monetary annual amount, paid in cash, before taxes and social security contributions. It excludes all benefits, remuneration in kind, allowances, and bonuses.

5. Can I stay in touch with work during leave?

Yes, but participation in the Stay-in-Touch Program is voluntary and only permitted where local law allows and when agreed upon with HR.

Activities may include online training or informal check-ins and will not affect the duration of the leave or the pay associated with it.

6. Will taking parental leave affect my eligibility for my Short-Term Incentive bonus (annual bonus)?

No, per the Company's bonus policy, paid parental leave does not interrupt STI payment or make it proportional to actual time worked. You remain eligible for your full STI bonus.



7. How does parental leave relate to leave for pregnancy?

Parental leave is separate from medical or disability leave related to pregnancy.

Medical leave covers health needs; parental leave covers bonding and caregiving.

8. How does parental leave relate to miscarriage and unsuccessful adoption process?

Leave related to these cases will be determined in accordance with the local legislations or local policy if existent.

9. How does this policy interact with statutory parental leave?

Puig's parental leave includes and offsets statutory leave. If statutory leave is shorter than 14 weeks (Primary Caregivers) or 4 weeks (Secondary Caregivers), or is paid at less than 100% of ABS, Puig will top it up to meet the minimum global standard set out in this policy.

10. Can I work from home before or after my parental leave?

You may request a temporary Work-from-Home (WFH) arrangement for up to four (4) weeks, to be taken either before starting your parental leave or after returning from it, provided that you meet all required conditions.

A WFH arrangement is only possible if all such conditions are met. Specifically, approval depends on:

(i) Whether the market where you work permits WFH under local practices, frameworks, or regulations;

(ii) Whether your role is eligible for WFH; and

(iii) Whether WFH is operationally feasible and aligned with business needs.

Requests must be submitted to local HR.

11. When and how do I take my parental leave?

You must follow local legal requirements, or if not specified, coordinate leave timing with local HR, based on your needs and business operations.

12. Might my local office have a different policy?

Yes, local policies may be more generous, but may not offer less than the minimum global standard outlined in this policy.



13. Will taking parental leave affect my job or career?

No. Puig is committed to ensuring that employees can request or take Parental Leave without experiencing any adverse treatment.

You have the right to return to your role or an equivalent one, per local regulations.

14. Am I eligible for parental leave if my child was born through surrogacy?

Surrogacy is recognized as a qualifying event for Parental Leave only in jurisdictions where it is legally permitted and regulated. If you are in such a jurisdiction, you are entitled to the same leave benefits as any other qualifying event. If surrogacy is not legally recognized in your jurisdiction, this policy does not create a surrogacy-based entitlement; however, you may still be eligible for Parental Leave if you have obtained legal parentage, guardianship, or custody of the child through a process recognized by local law, such as adoption or a court order. If you are unsure about the legal status of surrogacy in your jurisdiction, please contact your local HR team, who will seek guidance from regional legal counsel.