

# United States of America - Employee Policies & Forms

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you will find the employee policies and forms for USA employees. The information is organised between regional and site specific.

### REGIONAL EMPLOYEE POLICIES & FORMS

- [Active Shooter Policy](#)
- [Adoption & Surrogacy Assistance Policy and Claim Form](#)
- [Bereavement Leave Policy](#)
- [Disaster Relief](#)
- [Employee Eligibility Verification](#)
- [Educational Assistance Policy, Approval Form and Reimbursement Form](#)
- [Employee Severance Plan](#)
- [Equal Employment Opportunity and Affirmative Action Policy](#)
- [Family & Medical Leave Policy](#)
- [Furlough Policy](#)
- [Gift Card Policy](#)
- [Global Forum Agreement](#)
- [Global Framework Agreement between Syensqo and IndustriALL Global Union](#)
- [Global Car and Mobility](#)
  - [Global Car and Mobility Policy](#)
  - [Annex to the Global Company Car and Mobility Policy – Country Specifics: United States](#)
  - [Company Car and Mobility Catalog](#)
  - [Fleet Operating Guidelines and Practical Details for Drivers](#)
- [Holiday & Personal Days Policy](#)
- [Human Trafficking Compliance Plan](#)
- [Jury Duty Policy](#)
- [Memorandum of understanding \(MOU\) for Labor Relations in the USA](#)
- [Military Leave Policy](#)
- [Mobile Working Policy](#)
- [Personal Leave of Absence Policy](#)
- [Rehire Policy](#)
- [Relocation](#)
  - [Relocation Policy Foundations For the Future](#)
  - [Relocation Payback Agreement](#)
  - [Relocation Policy Tier 1 - \\$15 and below](#)
  - [Relocation Policy Tier 2 - \\$16-\\$19](#)
  - [Relocation Policy Tier 3 - \\$20+](#)
- [Sales Incentive Plan \(SIP\)](#)
  - [Sales Incentive Plan Rules - Flyer](#)
  - [Global Sales Incentive Plan Policy](#)
  - [Sales Incentive Plan Guidelines](#)
  - [Y2023 SIP Plan Summary](#)
  - [Frequently Asked Questions - SIP 2024](#)
- [US Short Term Incentive \(STI\) Plan](#)
- [Short Term Disability Policy and Met Life Claims Overview](#)
- [Syensqo Cares Caregiver Policy and Leave Form](#)
- [Syensqo Cares Paid Leave Policy](#)
- [Syensqo Cares FAQ](#)
- [Syensqo Payroll Calendar - 2026](#)
- [Stipend Policy for Eligible Former Rhodia Employees](#)
- [Severance Plan FAQ](#)
- [Syensqo's Reasonable Accommodation Policy](#)
- [Syensqo Service Award Policy](#)
- [Substance Use and Abuse Policy](#)
- [Substance Abuse Testing Program](#)
- [Vacation Policy](#)
- [Workplace](#)

- [Firearms, Weapons-Free Policy](#)
  - [Harassment Policy](#)
  - [Violence Policy](#)
  - **W4 form** - To change your withhold exemption, a new W-4 Form should be filled out and submitted in Service Center by opening HR Payroll data Request via [this ticket here](#). You can download W4 form [here](#).
  - **W2 form** - You should go <https://ipay.adp.com/iPay/> to get your W2 forms. If you face any issue, please contact the ADP W-2 Reissue Line at 800-422-9410.
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## ☰ SPECIFIC EMPLOYEE POLICIES & FORMS

### **AWARE - Newark**

- [Process to Serve Legal Documents](#)
  - [Progressive Discipline Policy & Attachments](#)
  - [Wellness Program](#)
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### **RGIA - Alpharetta & Augusta & Winder**

- [Alpharetta - Access Control Policy](#)
  - [Alpharetta - Community Relations Policy](#)
  - [Alpharetta - Dress Code](#)
  - [Alpharetta - Employment of Relatives Policy](#)
  - [Alpharetta - Inclement Weather Policy](#)
  - [Alpharetta - Flexible Work Hours Policy](#)
  - [Alpharetta - Fitness Reimbursement Form and Policy](#)
  - [Augusta - Attendance Policy](#)
  - [Augusta - Employee Extra Bonus Selection Guideline](#)
  - [Augusta - Employee Suggestion Program](#)
  - [Augusta - Employment of Relatives Policy](#)
  - [Augusta - Health Safety Environmental Orientation Policy - New Hires and Transfers](#)
  - [Augusta - Hourly Vacation Scheduling](#)
  - [Augusta - Job Posting and Bidding](#)
  - [Augusta - Material Pass Policy](#)
  - [Augusta - Material Pass - Exhibit A](#)
  - [Augusta - New Employee](#)
  - [Augusta - Open Shift Pay Policy](#)
  - [Augusta - OSHA ETS Policy](#)
  - [Augusta - Pre-Employment - New Hire Exam](#)
  - [Augusta - Probationary Policy and assessment](#)
  - [Augusta - Progressive Discipline](#)
  - [Augusta - Return to Work Policy](#)
  - [Augusta - Rules of Conduct](#)
  - [Augusta - Step Pay Progression Policy](#)
  - [Augusta - Sick Leave Policy](#)
  - [Augusta - Twelve Hour Shift Policy](#)
  - [Augusta - Tobacco-Free Policy](#)
  - [Augusta - Wellness Program](#)
  - [Winder - Attendance Policy](#)
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### **IFORNIA - Long Beach**

- [Meals and Rest Breaks Policy](#)
  - [Timekeeping & Off-the-Clock work Prohibited Policy](#)
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### **YLAND - Havre de Grace**

- [Attendance Policy](#)
- [Non-exempt overtime & travel Policy](#)

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## **IESOTA - Winona**

- [Donation and Societal Actions Policy](#)
- [Removal of Company Property Policy](#)

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## **V JERSEY - Princeton**

- [Dress Code Policy](#)

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## **/ JERSEY - West Deptford**

- [Employee Overtime Meal Allowance](#)
- [Overtime Meal Allowance Form](#)
- [Physician Screening Form](#)
- [Progressive Discipline Policy & Attachments](#)
- [Rules of Conduct - Attachment B](#)
- [Site Stakeholder Map](#)
- [Wellness Brochure](#)
- [Wellness Policy](#)
- [Wellness Program](#)

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## **) - Marietta**

- [Marietta - Absenteeism Policy](#)
- [Marietta - Email and Internet Usage Guidelines](#)
- [Marietta - Emergency Shutdown of Security System Policy](#)
- [Marietta - Positive Discipline Policy Without Exhibits](#)
- [Marietta - Suspect Package Guidance Procedure](#)
- [Marietta - Use of Cell Phones-Tablets of SSP Property](#)

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## **TH CAROLINA - Greenville & Spartanburg**

- [Greenville - Absenteeism Policy](#)
  - [Greenville - Employee Extra Bonus Selection Guideline](#)
  - [Greenville - Employee Suggestion Program](#)
  - [Greenville - Employment of Relatives](#)
  - [Greenville - Hourly Vacation Scheduling](#)
  - [Greenville - Job Posting & Bidding](#)
  - [Greenville - Material Pass Policy](#)
  - [Greenville - Pre-employment Exam Policy](#)
  - [Greenville - Probationary Policy](#)
  - [Greenville - Progressive Discipline](#)
  - [Greenville - Return to Work Policy](#)
  - [Greenville - Sick Leave Policy](#)
  - [Greenville - Step Pay Progression](#)
  - [Greenville - Twelve-hour Shift Policy](#)
  - [Spartanburg - Attendance Policy](#)
  - [Spartanburg - Auctions and Activities Fund Policy](#)
  - [Spartanburg - Cellphone and Electronic Devices Policy](#)
  - [Spartanburg - Vending Machine Policy](#)
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## IT VIRGINIA - Willow Island

- Job Descriptions

- [Bay 19-20 Field Operator](#)
- [Central Control Room Operator](#)
- [Central Packaging Operator](#)
- [CMU Field Operator](#)
- [East End Control Room Operator](#)
- [East End Field Operator](#)
- [Lead Operator](#)
- [Miscellaneous Packaging Operator](#)
- [PA Utility Operator](#)
- [1790 Field Operator](#)

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- [USA Benefit Plans & Programs](#)
- [USA FAQs](#)