

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 - S15 and below](#)
 - [Relocation Policy Tier 2 - S16-S19](#)
 - [Relocation Policy Tier 3 - S20+](#)
- [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](#)

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](#)