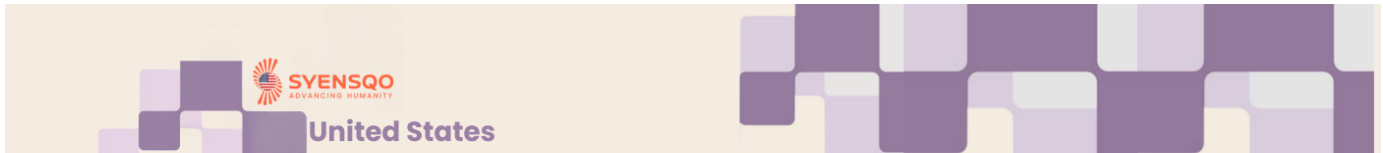


NW - USA



- [Policies & Forms](#)
- [Benefits](#)
- [FAQs](#)

- [Regional Policies & Forms](#)
- [California -Long Beach](#)
- [Delaware -Newark](#)
- [Georgia -Alpharetta, Augusta, & Winder](#)
- [Maryland -Havre de Grace](#)
- [New Jersey -Princeton & West Deptford](#)
- [Ohio -Marietta](#)
- [South Carolina -Greenville & Spartanburg](#)
- [West Virginia -Willow Island](#)

- [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](#)
- [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.

- [Meals and Rest Breaks Policy](#)
- [Timekeeping & Off-the-Clock work Prohibited Policy](#)

- [Process to Serve Legal Documents](#)
- [Progressive Discipline Policy & Attachments](#)
- [Wellness Program](#)

- [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](#)

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

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

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

- [West Deptford - Wellness Policy](#)
- [West Deptford - Wellness Program](#)

- [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](#)

- [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](#)

- **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](#)

- [Introduction](#)
- [Plans & Programs](#)
- [Savings Plan Booklet](#)
- [Documentation](#)
- [Site / Union Benefits Information](#)
- [Useful Resources](#)

In the USA, Syensqo is pleased to provide affordable and flexible benefit options that support your and your family's health, wealth and life. Our Total Rewards program, Essential Elements, brings together programs designed to support you as you manage and improve your physical and financial well-being. Below you will find a Benefits Summary where you can learn more about the Syensqo benefits available to you.

Additional resources are available online at worklife.alight.com/syensqo or by calling the Syensqo Benefits Resource Center at 1-877-765-8291. [Where to go for more benefits information.](#)

If you are new to Syensqo's Wiki space, you may need to link your Google Drive in order to see embedded documents.

Follow the instructions [here](#).

If you are new to Syensqo's Wiki space, you may need to link your Google Drive in order to see embedded documents.

Follow the instructions [here](#).

- [Employee Assistance Program - Workplace Options](#)
- [2026 Wellness Brochure for Employees enrolled in a BCBS Medical Plan](#)
- [401k & Pension Summar Plan Descriptions \(SPDs\) and Legally Required Notices](#)
- [Health and Welfare Benifits \(SPDs\) and Legally Required Notices](#)
- [Supplement to Annual Funding Notice of Syensqo & Cyte Companies Pension Plan](#)
- [Bank of America Discount](#) - There exists "No Fee Banking Services" and "Mortgage Discounts" through Bank of America. [Click here for more details.](#)

Vernon Union

7424 Syensqo USA Inc

SUS-US /VERNON, TX REGULAR US-Hourly Union

2023 Vernon Highlights Brochure

- [Syensqo's Retirement Guide \(USA\)](#)
- [Retiree Checklist and Guidelines](#)
- [Benefits Summary for Employees Receiving Severance Pay](#)
- [Benefit Summary for All Employees not Receiving Severance Pay](#)
- [2025 USA Benefits At-A-Glance](#)
- [US Benefits One Pager](#)
- [Where to go for more benefits information](#)

- [Benefits](#)
- [Payroll & Taxes](#)
- [Personal Data](#)
- [Time Management](#)

- [Education](#)
- [Health, 401k, Retirement, and Welfare](#)
- [Well-being](#)

[If you don't find the answer to your question, please contact the HR support here](#)

- **Where do I find the education assistance policy?**

Answer: For the education assistance policy and approval form and reimbursement form, please check the Policies section for the United States.

- [Click here for more information on the contact details relating to USA benefits.](#)

[If you don't find the answer to your question, please contact the HR support here](#)

- Thinking about Retiring? Check out the [Solvay's Retirement Guide](#)
- Where are the Government Required Notices, Summary Plan Descriptions posted? **USA Benefits and more in the Benefits section**

IMPORTANT PHONE NUMBERS AND WEBSITES:

877-765-8291 Solvay1 (all numbers below can be reached through this site via a call tree and you need to call this number for health and welfare)

Alight Health and Welfare
www.yourtotalrewards.com/solvay

Merrill Lynch 401k Benefits Online 800-228-4015
<https://www.benefits.ml.com>

Solvay Pension 866-824-9347
<https://ypr.aon.com/solvay>

[If you don't find the answer to your question, please contact the HR support here](#)

- **How do I get to the Employee Assistance Program?**

Answer: Employee Assistance Program Information can be found [here](#).

- **How do I access the Group Legal Plan?**

Answer: This resource is only available if you enrolled in it during annual enrollment. To access the Group Legal Plan, please check the website www.legalplans.com or call 800-821-6400.

- For more information on the: **Adoption Assistance Policy & the Adoption Claim Form; Syensqo Cares; the Disaster Relief Loan/Grant and the disaster temporary housing reimbursement form** visit the **United States of America - Employee Policies & Forms** section.

- [Taxes \(W2 & W4 forms\)](#)
- [No Fee Banking Services](#)
- [Payroll Cycle](#)

If you don't find the answer to your question, please contact the HR support here

- **How can I change my withhold exemption?**

To change your withhold exemption, a new **W-4 Form** should be fulfilled and submitted to the Service Center by opening a ticket via [Syra](#). You can download W4 form [here](#).

- **Where do I find the gift card policy?**

To learn more about receiving gift cards and other similar items, please read our policy [here](#).

- **How to get my W2?**

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.

- [No Fee Banking Services](#)

If you don't find the answer to your question, please contact the HR support here

What payroll cycle does Syensqo use?

Currently we have multiple payroll cycles such as Weekly, Bi-weekly and Semi-Monthly, each with its own cut-off, processing, and pay dates which results in 102 payroll runs each year. We are currently planning to move all Semi-Monthly payroll employees to a Bi-Weekly cycle. For more information on this change and when it will take place, please click the appropriate question below.

Why are we doing this?

Currently we have multiple payroll cycles such as Weekly, Bi-weekly and Semi-Monthly, each with its own cut-off, processing, and pay dates which results in 102 payroll runs each year. By reducing the number of pay cycles we aim not only to harmonize payroll calendars, making it easier and simpler to keep track of, but also to gain efficiency by processing on Weekly/Bi-Weekly basis, that represents the reduction of 24 payroll runs each year. This will align our model with the US Market.

Why are we doing this now?

After the upcoming split into SYENSQO and SOLVAY companies, the US Payroll team will continue to provide their services to the two independent companies (and the split is still planned for this December). The split is the optimal time to no longer perpetuate complexities such as having multiple pay cycles for each of the future companies, so it was decided to investigate the opportunity to simplify in this area.

When will it take effect?

We expect to move everyone currently paid 24 (semi-monthly) times a year to a cycle of 26 (bi-weekly) times a year. This is planned to take effect in January 2024.

What are the advantages of a bi-weekly payroll?

From an Employee's perspective:

- Payments made every other week rather than twice a month;
- 26 Payments per year rather than 24;

From a Payroll perspective:

- The payroll process will have a reduction of 24 payroll runs each year, reduction of workload and time savings;
- Less Payroll calendars (Cut-off/Pay Dates) to keep track of;

US Market

- According to Bureau of Labor Statistics, bi-weekly (26 paychecks per year) is the most common pay frequency in the US, especially for large employers with 1000 or more employees

I'm currently being paid around the 15th and 31st of each month. When will I be paid under a Bi-Weekly payroll?

You will be paid every other Friday, 26 times a year. Most months will include two paychecks and 2 months will yield 3 paychecks based on the calendar.

How will this pay frequency transition affect my first paycheck in 2024?

The Semi Monthly pay calendar ends on December 31, 2023 and the 2024 Bi-Weekly pay calendar starts on December 25, 2023. In order to align both pay calendars, you will receive your last semi-monthly pay through December 31st, payable on December 29th and your first bi-weekly pay through January 7th, which will reflect one week of pay (January 1st through January 7th), payable on January 12th.

Am I losing a paycheck?

No, this transition will not result in a reduction or change of salary. Your pay will be spread over 26 paychecks instead of 24 so you will be paid more often but each check's size will be smaller due to wages being paid more often.

Will my benefit deductions change?

There will be no changes to your benefit deductions due to this pay frequency change.

For 2024 ONLY: January 2024 is the transition period from Semi-monthly to Bi-weekly pay frequency. Therefore, you will not have any benefit deductions (with the exception of Savings Plan deferrals) for 2024 until the biweekly check dated January 26.

As a one-time exception, the missed January benefit deduction will be captured on the May 31, 2024 check. Thereafter, in the months where biweekly employees receive three checks, the third check of the month will not have benefit deductions, with the exception of the Savings Plan deferrals and/or Garnishment deductions (if applicable).

If I have a garnishment. How does this transition to Bi-Weekly pay affect the amount deducted from my payslip?

There are two main scenarios:

- The Levy/Creditor garnishment deductions are calculated as a percentage of your earnings: In that case a deduction under the same percentage as before will occur each pay period, up to the maximum deduction allowed.
 - Child support garnishment is set up with a monthly deduction amount. Based on that the system calculates how much to deduct per paycheck.
-

How does this change in pay frequency affect my taxes?

You'll continue to be taxed according to your W-4 and state form and your tax bracket won't change. If you have questions about how this change will impact your taxes in the long term, please consult your personal tax advisor.

If I have additional questions, who should I contact?

We encourage you to add your questions into this [Question Form](#).

If your question has some level of confidentiality, we advise you to [raise a request](#), global contact center will provide assistance and reach out for Payroll /HR support if needed.

Who will be affected by this change?

Any employee who is currently paid semi-monthly (24 times a year) is affected. Semi-monthly means you are currently paid on the 15th and last working day of each month. In the US this impacts all cadre employees, as well as some non-cadres located at various sites.

How will this pay frequency transition affect my first paycheck in 2024?

The Semi Monthly pay calendar ends on December 31, 2023.

2024 Bi-Weekly pay calendar starts on January 08, 2024.

In order to align both pay calendars, you will receive a one week pay. That corresponds from January 1st until 7th. This payout will occur on January 12th. There will be no benefit deductions

Tips to prepare

You may want to adjust any auto payments and transfers due to the pay frequency change, if applicable.

Consider adding the [USA Payroll Calendar](#) to your Google Agenda in order to capture the exact payment dates.

For more information on the changes that will be taking place, please watch the [Pay Frequency Change video](#)

Learn more about the process

To better understand the cash flow between the two different pay frequencies, please check this [Salary Comparison Table](#).

If you have any additional question, please remember to submit them using the [Question Form](#). All answered questions will be displayed below, with the appropriate answer.

- [Changes Bank Details](#)
- [Employment Information](#)

If you don't find the answer to your question, please contact the HR support here

- **I am trying to change my Bank account details in My HR Services but I am receiving an error message related with dates. What should I do?**

Answer: When updating the additional Bank account details on My HR Services, the new record should have the 1st date of the new pay period. (Payroll Calendar). For semi-monthly payroll, the pay periods are always From 01(start) to 15th(end) and from 16(start) to the last day of the month.

If you don't find the answer to your question, please contact the HR support here

- **How do I get my employment verified?**

Answer: **Please send a request using [this link](#).**

- [Absences](#)

If you don't find the answer to your question, please contact the HR support here

- **How do I remove absences from my calendar?**

Answer: If it is already an approved absence, you can ask your manager to delete it. However, employees are not able to delete approved records.

- **What is considered as Short Term Disability/Extended Sick Leave?**

Answer: An absence of more than 5 consecutive working days, resulting from illness or injury, is considered Short Term Disability/Extended Sick Leave. Employees in this situation are required to contact Metlife and the appropriate Human Resource representative. If you need to file a short term disability (STD), claim (employee's own medical leave) a Family Medical Leave (FML), or a Syensqo Cares (maternity or co-parental leave), contact the MetLife Leave of Absence Reporting Line at 1-877-638-8262.. **This applies to to all active full-time or eligible part-time salaried and certain hourly non-union employees of Syensqo USA Inc. not covered under a separate agreement. Check the Policies section, under the **Short Term Disability Policy**.

- **I will be on a long sick leave, when should I inform the company?**

Answer: An absence of more than 5 consecutive working days, resulting from illness or injury, is considered Short Term Disability/Extended Sick Leave. Employees in this situation are required to contact Metlife and the appropriate Human Resource representative. If you need to file a short term disability (STD), claim (employee's own medical leave) a Family Medical Leave (FML), or a Syensqo Cares (maternity or co-parental leave), contact the MetLife Leave of Absence Reporting Line at 1-877-638-8262.. **This applies to to all active full-time or eligible part-time salaried and certain hourly non-union employees of Syensqo USA Inc. not covered under a separate agreement. Click here to access Syensqo's **Short Term Disability Policy**.

- **What should I do to request Family Leave?**

Answer: You should contact your HR Manager and Metlife. Please contact MetLife Absence Management at 1-877-638-8262. You will be notified of the approval status. To learn more about our Family Leave Policy, please check the Policies section.

- **How can I request bereavement leave?**

Answer: Syensqo provides a flexible policy towards the employees who go through this difficult situation. Click on the Policies section to learn more about our bereavement leave policy.

- **Where do I find the furlough policy?**

Answer: To learn more about Syensqo's procedures towards employees experiencing furlough, please read the company's policy section.

