

Retirement Policies & Procedures - India

1. Overview

The purpose of this policy is to set out the procedure followed by Adobe India ("the Company") for effecting retirement of the employees upon attaining the age of superannuation and provide advice and guidelines in relation to retirement.

Policy

1.1. Scope

This policy is applicable to all Regular Full-Time employees and Part-Time employees of the Company.

1.2. Policy

1.2.1 Retirement Age

- The retirement age for all India employees is 60 years.
- The actual date of relieving from the services of the Company due to retirement shall be on the closing hours of the Company's last working day of that calendar month in which the retiring employee's 60th birthday falls (As defined by proof of age/birth document submitted at the time of joining).

Note - An employee can be retired at any age before attaining the age of sixty years during their tenure at the Company if they are unable to continue in service satisfactorily due to any form of physical or mental infirmity or not able to perform given work. The decision of Adobe in this regard shall be final and binding on the employee.

1.2.2 Process of Retirement

Phase 1: Notice of Retirement to the Business:

- ERC to initiate the process by notifying the retiring employees' manager/BU Leader/HRBP 1 year in advance from date of impending retirement.
- Manager to drive the transition plan at-least 6months in advance of the retirement Date in partnership with BU Leader while keeping the HRBP informed
- In case of any change in the retirement date due to business-critical reasons, the Business should inform ERC within 3 months from the date of notification sent to the Business.

Phase 2: Notice of Retirement to the Employee:

- ERC to notify the retiring employee 6 months in advance from date of impending retirement marking the Manager and HRBP.

Phase 3: Initiation of Exit Formalities:

- ERC to contact the Manager 3 months in advance of retirement date for exit related formalities.
- ERC to conduct 1:1 meeting with the retiring employee 3 months in advance of retirement date to explain the exit formalities and other processes.

Phase 4: Retirement Closure:

- ERC to connect with the retiring employee on the retirement date for final closure and handing over the exit letter
- Final settlement and retirement benefits will be payable as per applicability within 30 days or as per prevalent legislations and guidelines at the time of retirement.

2. Exceptions

None

3. Benefits Entitlement upon Retirement

All employees shall avail regular benefits of Provident Fund, Gratuity, leave encashment, and other admissible benefits as per company policy.

For details refer to Retirement Resource Directory on Inside Adobe/Benefits Portal. <Link will be embedded>

4. Violations

Anyone who violates this policy in any manner may be subject to disciplinary action up to and including termination of employment or contract.

The Company reserves all rights to making changes to this policy at its sole discretion which when effected, the impacted stakeholders will be notified.

5. Definitions

For purposes of this policy, the following terms have the meanings indicated below:

- Retiring employee – for purposes of this policy, all regular (including part time) Adobe employees, irrespective of their role.
- Retirement age - the age of retirement is defined as the completion of 60 years (based on data available with the Company on Workday/as defined by proof of age/birth document submitted by employee at the time of joining)
- Date of retirement: The date of retirement will be the Company's last working day of the calendar month in which the employees' 60th birthday falls.

6. Responsibility and Related Documents

The groups indicated below are responsible for the following:

| Stakeholders | Responsibilities |
|------------------------------|---|
| VP, Total Rewards Team | - Governance of the policy |
| Total Rewards Team, India | - Ensure updates to policy and procedures are performed periodically as needed |
| ERC | - Initiates the Retirement Intimation process & managing the Exit Formalities |
| Retiring employee | - Ensure compliance with the terms of this policy - Cooperate with ERC and Manager on work transition plan and retirement date |
| Manager of retiring employee | - On receiving advance notification from ERC, initiate a formal discussion with the relevant parties (BU Leader, HRBP, retiring employee) with regards to retirement date and work transition plan - Keep retiring employee apprised of the retirement date/ actionables as applicable and ensure compliance with the terms of this policy - In the manager's absence, provide an alternate reviewing authority to ERC so no delays occur |

The following documents are related to this policy: Retirement Resource Directory (hosted on Inside Adobe/Benefits Portal)

7. Document History

| Version | Issue Date | Changes | Approval |
|---------|---------------|---------------------|---|
| 1.0 | November 2020 | Policy Introduction | Reviewed and approved by Total Rewards, Legal & ERC |