



Rev. October 2020

**VOTING POLICY
(AND SERVICE AS AN ELECTION OFFICIAL POLICY)**

When election polling times overlap with scheduled working time, Vontier will allow employees sufficient time off to travel to or from a voting site and vote in municipal, county, state or federal elections, including primary, general or special elections. If the voting location is not open for a minimum of two (2) consecutive polling hours before or after the employee's regular work schedule, employees may take up to two (2) hours' time off with pay, including any applicable shift premium, such that employees will have a combined minimum of two (2) consecutive open polling hours available (or longer as required by state law).

Employees who serve as non-partisan election officials will be permitted time off with pay (at the employee's regular rate of pay, including any applicable shift premium) as needed to carry out those duties on election days.

Time off for voting or to serve as an election official will be counted as regular working time for all purposes except overtime pay eligibility.

Requests for Voting and Service as an Election Official Leave

Employees must contact Unum at 866-779-1054 in addition to coordinating with their manager so that it minimizes disruption to the business to obtain advanced approval of any time-away from the office, including service as an Election Official Leave.

The employee must request the time off prior to the day of the election, and Vontier can designate the specific time the employee is allowed off of work to vote. State law may provide additional leave rights relating to voting. If so, Vontier will comply with any state or local law providing greater rights. Vontier may require additional documentation from the employee to substantiate the request for leave.