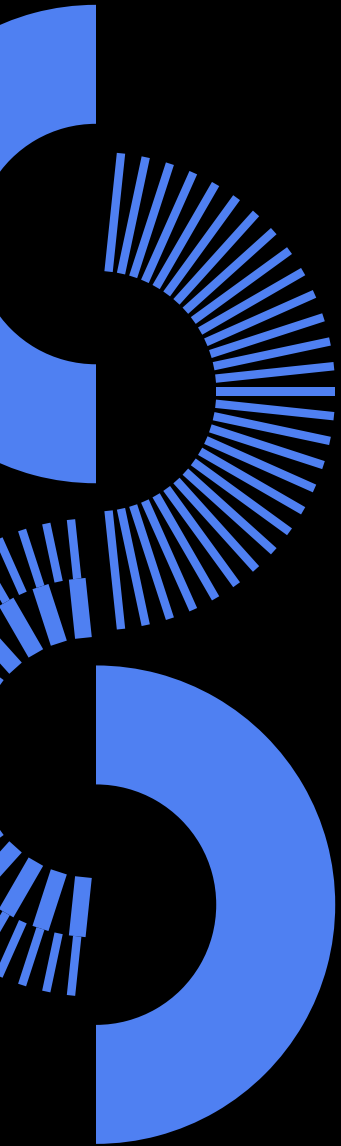


OMNICOM

EMPLOYEE HANDBOOK



OMNICOM
EMPLOYEE HANDBOOK

UPDATED APRIL 2026

CONFIDENTIAL –
NOT FOR EXTERNAL
DISTRIBUTION

INTRODUCTION	4
EMPLOYMENT POLICIES & PRACTICES	5
At-Will Employment	5
Employment Categories	5
Equal Employment Opportunity	5
Policy Prohibiting Harassment, Discrimination and Retaliation	6
Complaint Form	13
Lactation Policy	15
Violence in the Workplace	15
References and Employment Verifications	15
Relocation	16
Reinstatement/Rehiring	16
Employment of Relatives and Dating	17
In-Office Policy	17
EMPLOYEE CONDUCT	18
Employee Conduct and Work Rules	18
Business Code of Conduct	19
Confidential and Proprietary Information	19
Unsolicited Ideas	20
Communication with the Media and Press Releases	21
Document Retention	21
Computing Resource Usage and Security Policy	21
Electronic Communications and Information Systems Policy	21
Social Media	23
Dress Code	29
Solicitation Policy	30
Policy on Drugs and Alcohol in the Workplace	31
Smoking	32
COMPENSATION AND BUSINESS HOURS	33
Salary and Salary Review	33
Performance Reviews	33
Paydays	33
Overtime and Timekeeping for Non-Exempt Employees	33
Meal and Rest Periods	34
Direct Deposit	34
Talent Mobility Policy	34



BENEFITS	37
Health and Welfare and Retirement Plans	37
Workers' Compensation Insurance	37
Disability Insurance Benefits	37
Tuition Reimbursement	38
Application for Tuition Reimbursement Program	40
Employee Referral Awards	42
PAID TIME OFF	43
Holidays	43
Vacation	43
Sick and Personal Time	45
LEAVES OF ABSENCE	48
Family and Medical Leaves of Absences (FMLA)	48
Military Leave	52
Bereavement Leave	52
Jury and Witness Duty Leave	52
Voting Leave	52
Other Medical Leaves	53
Other Legally Required Leaves Of Absence	53
Salary Continuation—Medical Leave and Parental Leave	54
Flexible Return to Work Policy	56
Personal Leave of Absence	56
TERMINATION OF EMPLOYMENT	59
Job Abandonment	59
Resignation	59
What Happens Upon Termination of Employment?	59
Severance Policy	59
BUSINESS TRAVEL & EXPENSE POLICY	61
FOR YOUR SAFETY	62
Work-Related Injuries	62
Fire Emergencies	62
Security Procedures	62

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As an employee of an Omnicom Group Inc. (“Omnicom”) affiliated agency, the policies in this Employee Handbook (“Handbook”) are designed to provide general information about applicable policies and benefits while working at the agency you are employed by (“Company” or “your agency”)¹. This Handbook replaces and supersedes any previous Employee Manual or Employee Handbook, and to the extent inconsistent, any previous understanding, practice, policy, or representation concerning the subject matters addressed in this Handbook.

You are expected to abide by the policies in this Handbook, as well as any other policies that management communicates to you. Failure to do so may result in corrective action, up to and including, termination.

At all times, the Company remains solely responsible for the interpretation of the provisions in this Handbook, and their applications.

Employees should also review their applicable state addendum enclosed with this Handbook. Where the policies in the state addenda and this Handbook conflict, the Addenda are controlling.

Occasionally, it may become necessary to modify, update, replace or even terminate the policies outlined in this Handbook, and the Company reserves the right to make changes at any time at its discretion. Generally, you will be informed about any changes, but changes can also be made without notice. The language contained in this Handbook does not and is not intended to create any contractual rights or obligations—it is not a contractual agreement—and is provided for informational purposes only. Although we hope that your employment here will be mutually rewarding, both you and the Company retain the right to end the employment relationship at any time with or without cause or notice. Please understand that any agreement with you for employment for any specified period, or any promises or commitments contrary to the foregoing, must be in a writing signed by a duly-authorized Company officer.

If you have any questions about this Handbook, please do not hesitate to contact Human Resources.

¹ For the avoidance of any doubt, Omnicom and the agency that employs you are separate and distinct legal entities, and at all times, only the agency specifically listed in your offer letter or paystub is your employer. Nothing herein renders Omnicom as your employer.



AT-WILL EMPLOYMENT

Unless you have an individual, negotiated agreement signed by an authorized officer of the Company that states otherwise, your employment relationship with the Company is at will. This means you are free to resign and likewise, the Company may terminate your employment at will at any time, with or without notice or cause. At will employment also means that the Company may make decisions regarding other terms of employment, including but not limited to demotion, promotion, transfer, compensation, benefits, duties, and location of work at any time, with or without cause or advance notice.

EMPLOYMENT CATEGORIES

Throughout this Handbook you will find mention of several categories of employment. To clarify these for you, in the U.S., the Company staff includes:

- **Exempt Employees** are employees who are exempt from the overtime provisions of the Fair Labor Standards Act (hereafter referred to as “FLSA”) and any applicable state overtime laws. The Company intends to maintain the salary basis of all of its salaried exempt employees. Exempt employees will generally be paid on a salary basis, which means that these employees will receive their full salary for any week in which they perform any work without regard to the number of days or hours worked. The Company, however, may make deductions from exempt employees’ salaries for full-day absences when such employees do not have remaining paid time off. Any exempt employee who feels that an improper salary deduction has been made should alert Human Resources. All complaints will be investigated, improper deductions will be repaid, and good faith efforts will be made to assure improper deductions do not happen again.
- **Non-Exempt Employees** are those whose positions do not meet exemptions tests and are subject to the overtime provisions of the FLSA or any applicable state overtime laws.
- **Regular Full-Time Employees** are those who regularly scheduled to work at least thirty (30) hours a week and have no end date for their employment or the employee’s end date is one year or more from the employee’s hire date.
- **Regular Part-Time Employees** are those who work fewer than thirty (30) a week, and maintain a continuous, regular employment status.
- **Non-Regular or Temporary Employees or Contingent Workers** work on special assignments for a defined period of time, either on a full or part-time basis, including interns. These temporary employees do not receive any of the Company’s benefits, other than those required to be provided by applicable law. Most Contingent Workers will be on a third party employer’s payroll as determined by the Company.

EQUAL EMPLOYMENT OPPORTUNITY

The Company is an equal opportunity employer and administers all personnel actions without regard to race, color, religion, sex, sex stereotyping, pregnancy, gender,

gender identity, gender expression, national origin, age, mental or physical disability, ancestry, medical condition, marital status, military or veteran status, alienage, citizenship status, sexual orientation, genetic information, or any other protected class under federal, state, or local laws. This policy applies to all areas of employment, including recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, discipline, termination, compensation, benefits, and all other privileges, terms, and conditions of employment.

The Company also makes reasonable accommodations for qualified applicants and employees with disabilities unless doing so creates an undue hardship, in accordance with all legal requirements. Any applicant or employee who requires an accommodation to perform the essential functions of the job should contact Human Resources to request that accommodation. The Company will work with that individual to attempt to identify a reasonable accommodation that will not impose an undue hardship on the Company. The Company will also provide reasonable accommodations for the sincerely-held religious beliefs of employees, upon request, in accordance with applicable law and provided that the accommodation(s) do not cause an undue hardship on the Company's business. Employees who may need such an accommodation should contact Human Resources.

The Company will not discharge or in any other manner discriminate against any employee because they have inquired about, discussed, or disclosed the compensation of other employees. This provision shall not apply to instances in which an employee, who has access to the compensation information of other employees or applicants as a part of the employee's essential job functions, discloses the compensation of other employees or applicants to individuals who do not otherwise have access to such information, unless the disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the Company, or consistent with the Company's legal duty to furnish such information.

All employees must follow this policy. Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment. The Company will not tolerate retaliation against individuals because they have engaged in or may engage in filing a complaint of discrimination or retaliation; assisting or participating in an investigation; opposing any act or practice made unlawful by any local, state, or federal law; or for exercising any other legally protected right.

If you have questions or feel that you have been discriminated against because of your protected status, have been improperly denied a reasonable accommodation, have experienced retaliation, or have witnessed or been subjected to conduct that is otherwise inconsistent with this policy, then you must follow the reporting procedures outlined in the Policy Prohibiting Harassment, Discrimination and Retaliation below. All reports will be investigated promptly and effectively in accordance with the procedure outlined in the Company's Policy Prohibiting Harassment, Discrimination and Retaliation below.

POLICY PROHIBITING HARASSMENT, DISCRIMINATION AND RETALIATION

The Company strictly prohibits and does not tolerate discrimination against employees, applicants, interns, or any other covered persons because of age, ancestry, ethnicity, color, religious creed (including religious dress and grooming practices), disability (mental and physical) including HIV and AIDS, marital status, partnership status, medical condition (cancer and genetic characteristics), genetic information, citizenship

military and veteran status (including past, current, or prospective service in the uniformed services), national origin, race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), sexual orientation, sexual and reproductive health decisions, gender (including gender nonconformity and status as a transgender individual, gender identity, and gender expression, caregiver status, criminal history, domestic violence, and any other characteristic protected under applicable federal, state, or city law (collectively, “Protected Characteristics”). The law prohibits discrimination and harassment not just because of one Protected Characteristic, but also because of the combination of two or more Protected Characteristics. Unlawful discrimination is prohibited by all employees, including coworkers, supervisors and managers, as well as third parties with whom the employee comes into contact.

Sexual Harassment and Protected Class Harassment

The Company is committed to maintaining an environment that is built on mutual respect and is free from discrimination and harassment. In keeping with this goal, the Company will not tolerate sexual harassment or protected class harassment of any kind of its employees by anyone, including, but not limited to any supervisor, manager, co-worker, volunteer, as well as third parties with whom employees come into contact in connection with their employment (including vendors, visitors, clients or customers). Likewise, the Company strictly prohibits any employee from engaging in sexual harassment or protected class harassment against an applicant for employment, intern (whether paid or unpaid), independent contractor, subcontractor, vendor, consultant, temporary worker, gig worker, or any other individual conducting business with or providing services to the Company (collectively referred to as “third parties”). This policy applies regardless of an individual’s immigration status. Additionally, this policy applies not only while an individual is on Company premises, but also in any setting related to the individual’s employment and/or engagement with the Company, including but not limited to events, meetings, and/or travel outside the office or via communications on personal devices, text or social media, or when working remotely including in virtual meetings or calls.

To achieve our goal of providing a workplace free from sexual and protected class harassment and discrimination, we have included in this policy definitions and examples of conduct that will not be tolerated and have provided a procedure by which employees who believe they have encountered harassment can formally complain. The intent of someone’s behavior is not a defense to violating this policy. The impact of the behavior is what counts.

Sexual Harassment

The Company specifically prohibits workplace sexual harassment, which it considers a form of employee misconduct. Workplace or work-related sexual harassment, which constitutes sex-based or gender-based discrimination, is illegal under federal, state and local laws, and will not be tolerated by the Company. The prohibition against sexual harassment applies equally to all individuals regardless of their sex or gender identity. Sexual harassment includes harassment where the harasser and the victim are of the same or different sexes or gender identities.

Sexual harassment also includes harassment on the basis of sexual orientation, self-identified or perceived sex, gender expression, gender identity and transgender status. Understanding and respecting gender diversity is essential to an inclusive workplace and preventing sexual harassment. The gender spectrum is nuanced, but the three most common ways people may identify are: (1) cisgender (gender aligns with their

sex assigned at birth, which generally aligns with the binary of male or female), (2) transgender (gender is different than the sex they were assigned at birth), and (3) non-binary (the person does not identify exclusively as man or woman; might identify as both, in between, or outside the gender binary).

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a third party's engagement;
- ii. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or engagement (such as favorable reviews, salary increases, promotions, increased benefits or continued employment); or
- iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment, even if the complaining individual is not the intended target of the sexual harassment.

Although it is not possible to list all examples of conduct that constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances:

- Unwelcome sexual advances—whether they involve physical touching or not
- Requests for sexual favors in exchange for actual or promised job benefits, such as a favorable review, salary increase, promotion, etc.
- Touching in a way that may make an individual feel uncomfortable, such as kissing, hugging, patting, pinching or intentional brushing against another's body
- Making obscene gestures
- Displaying sexually suggestive objects, pictures, posters, cartoons, screensavers, calendars, etc.
- Sending email or voicemail messages containing sexual content or references
- Use of sexual epithets, jokes, vulgar or offensive conversations, teasing, or gossip regarding one's sex life, deficiencies, or prowess, or that of another
- Commenting about a person's physical appearance in a suggestive manner
- Inquiries into one's sexual experiences or discussion of one's sexual activities
- Sex or gender-based stereotyping, i.e., judging a person's conduct or personality traits because they may not conform to others' ideas or perceptions about how individuals of a particular sex should act or look, including but not limited to: (a) remarks regarding an individual's gender expression; or (b) asking individuals to take on traditionally gendered roles
- Other conduct directed toward a person because of their gender, gender identity, gender expression, or sexual orientation, including but not limited to: (a) intentional misuse of an individual's preferred pronouns or (b) creating different expectations for individuals based on their perceived identities
- Other verbal or physical conduct of a sexual nature

Protected Class Harassment

Harassment on the basis of any protected characteristic is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their Protected Characteristics, and that:

- i. Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- ii. Has the purpose or effect of unreasonably interfering with an individual's performance; or
- iii. Otherwise adversely affects an individual's economic opportunities.

Although it is not possible to list all examples of conduct that constitute protected class harassment, the following are some examples of conduct which, if unwelcome, may constitute harassment depending upon the totality of the circumstances:

- Use of derogatory words, phrases, epithets, jokes, slurs or negative stereotyping
- Committing threatening, intimidating or hostile acts towards an individual or group based on a protected class trait
- Sending e-mail or voicemail messages containing derogatory statements regarding a particular ethnic group, race, religion or other legally protected status
- Demonstrations of a racial or ethnic nature such as use of gestures, pictures or drawings which would offend a particular protected individual or group
- Comments about an individual's skin color or other racial/ethnic characteristics
- Making disparaging remarks about an individual's gender that are not sexual in nature
- Negative comments about an individual's religious beliefs (or lack of religious beliefs)
- Expressing negative stereotypes regarding an individual's birthplace or ancestry
- Negative comments regarding an individual's age
- Derogatory or intimidating references to an individual's mental or physical impairment

Please note that while this policy sets forth our goals of promoting a workplace that is free of unlawful harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Retaliation Is Prohibited

Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a harassment or discrimination claim and is prohibited by federal, state, and local law.

Federal, state and local laws protect any individual who has engaged in "protected activity." Protected activity occurs when a person has: made a complaint of harassment or discrimination, either internally or with any government agency; participated in an investigation of a harassment or discrimination complaint; testified or assisted in a proceeding involving harassment or discrimination under applicable law; opposed unlawful harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment or discrimination; reported that another employee has been harassed or discriminated

against; or encouraged a fellow employee to report harassment or discrimination. Even if the alleged harassment or discrimination does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, this retaliation provision is not intended to protect persons making intentionally false charges of harassment or discrimination.

Examples of retaliation may include, but are not limited to:

- Implementing an unwarranted demotion or termination that is not based on a legitimate business and non-retaliatory reason;
- Issuing an unwarranted performance improvement plan or negative evaluation;
- Directing social isolation;
- Publicly releasing personnel files; or
- Undermining an individual's immigration status.

Retaliation against any employee for reporting discrimination or harassment, supporting another's complaint, or for participating in an investigation of a claim of discrimination or harassment is a serious violation of this policy and will result in the violator being subject to disciplinary action, up to and including termination of employment. Further, retaliating against third parties who have complained about harassment or discrimination or cooperated in an investigation of a harassment or discrimination complaint is strictly prohibited under this policy.

Complaint Procedure

The Company requires the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have experienced or witnessed conduct that they believe is contrary to the Company's policy must report such issues to Employee Relations (Employeerelations@omnicomgroup.com) or your Human Resources Business Partner. Complaints may be made verbally or in writing (including via email). Complaints may also be made using the Complaint Form enclosed with this policy. The Company will protect the confidentiality of discrimination, harassment, and/or retaliation complaints to the extent possible.

Employees must be aware that gossip, hearsay, rumors and similar sources are difficult, if not impossible, to investigate. The more specific and detailed a complaint is, the better able the Company is to investigate it and take corrective action.

Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment or discrimination. The Company requires the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The Company will make every effort to stop alleged harassment or discrimination, but can only do so with the cooperation of its personnel.

All supervisors and managers who receive a complaint or information about suspected discrimination, or unlawful harassment, or observe, become aware of, or receive information about conduct that might violate this policy, must contact Employee Relations (Employeerelations@omnicomgroup.com) or your Human Resources Business Partner so the Company can try to resolve the claim internally.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that their behavior is unwelcome and requesting that it stop. The Company encourages

but does not require individuals who believe they are being harassed to promptly notify the offender that their behavior is unwelcome.

Bystander Intervention

In the event someone witnesses harassing behavior that violates this policy, in addition to utilizing the above internal complaint procedure, depending on the circumstances and their comfort level they may use the following bystander intervention methods:

- Interrupt the harassment by engaging with the victim and distracting them from the behavior;
- Ask another party present to help intervene;
- Confront the wrongdoer and state the behavior is inappropriate; and/or
- Check in with the victim after the incident to see how they are feeling and let them know how to report the behavior by utilizing the Company's internal complaint procedures.

Investigation

Any reported allegations of discrimination, harassment or retaliation will be promptly investigated in a fair, timely and thorough manner that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. The investigation may involve a review of the allegations, as well as the collection of relevant records and the implementation of interim measures, as necessary. It may also include interviews with the parties involved in the complaint, coworkers, former employees and other witnesses who may have knowledge of the situation.

All employees of the Company are required to cooperate in any investigation conducted by the Company concerning complaints or allegations related to this policy. Refusal to cooperate may result in disciplinary action.

Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with an adequate investigation and appropriate corrective action, however, absolute confidentiality may not be possible.

The Company's complaint and investigation process strives to maintain confidentiality, to the extent possible, provide timely responses, conduct impartial and timely investigations by qualified personnel, document and track investigations for reasonable progress, engage in appropriate options for remedial actions and resolutions, and provide for timely closures.

Upon completion of the investigation, a determination will be made as to whether the conduct at issue violates the policy, and/or the nature of the disciplinary action or other corrective measures, if any, to be imposed. When the Company has completed its investigation, to the extent appropriate, it will inform the person(s) filing the complaint and the person(s) alleged to have committed the conduct of the results of the investigation. If the investigation finds that that inappropriate conduct has occurred, the Company will act promptly to eliminate the offending conduct and the offending party will be subject to corrective action up to and including termination of employment.

Corrective Action

Any conduct that violates this policy—including engaging in harassment and, with respect to managers and supervisors, failing to report and/or allowing any such conduct

to continue—will subject the individual engaging in such misconduct to corrective action. Corrective action may include, for example, mandatory training, referral to counseling, monitoring of the offender and/or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay, or termination of employment, as the Company believes appropriate under the circumstances. Please be aware that sexual and/or other unlawful harassment is considered a form of employee misconduct and sanctions will be enforced against individuals engaging in such behavior and any supervisory and managerial personnel who allow such behavior to continue.

Other Legal Protections

Employees in California, Illinois, Massachusetts, Maine, New York, Oregon, Rhode Island, and Vermont should refer to their applicable state addendum for further information regarding the Company's anti-harassment policies and applicable protections under their state laws.



COMPLAINT FORM

If you believe that you have been subjected to sexual harassment or other unlawful harassment, you are encouraged to complete this form and submit it to Employee Relations (Employeeerelations@omnicomgroup.com) or your Human Resources Business Partner.

Once you submit this form, the Company will investigate any claims pursuant to its Policy Prohibiting Harassment, Discrimination and Retaliation. If you are more comfortable reporting verbally or in another manner, the Company will also investigate any claims pursuant to the policy above. You will not be retaliated against for filing a complaint.

COMPLAINANT / YOUR INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: Email Phone In Person

SUPERVISOR INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION AND DETAILS

1. Your complaint of sexual and/or other harassment is made against:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment and/or other unlawful harassment occurred:

4. Is the sexual harassment and/or other unlawful harassment continuing?

Yes No

5. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last question is optional, but may help our investigation.

6. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature:

Date:

LACTATION POLICY

Lactating employees will be provided reasonable break time each day to express breast milk for their nursing child. The Company will also provide lactating employees with the use of a room or other location, other than a toilet stall, in close proximity to the employee's work area, for the employee to express milk in private. The Company prohibits discrimination against any employee for exercising their rights under this policy. Employees in need of a lactation accommodation should contact Human Resources.

Employees in New York, California, Georgia, Illinois, Maine, Massachusetts, Kentucky, Minnesota, New Hampshire, New Jersey, New Mexico, Rhode Island, South Carolina, and Virginia should refer to their state addendum for further information regarding lactation accommodations.

VIOLENCE IN THE WORKPLACE

The Company prohibits all employees from making or implying threats of physical violence, engaging in threatening behavior or engaging in violent acts on Company premises or while on Company business or at Company-related events or activities. In addition, subject to legally protected exceptions, no individual may possess a weapon on Company property or while on Company business, or at Company-related events or activities. This prohibition applies even in states that permit "open carry." Exceptions will only be made to this policy to the extent required by applicable law (e.g., employees in certain states with proper permits may be able to store a concealed weapon in their vehicle for lawful purposes). Employees should refer to their state addendum for any exceptions.

Compliance with this policy and the Company's commitment to a "zero tolerance" policy with respect to workplace violence is every employee's responsibility. Employees are required to notify Human Resources of any threats that they have witnessed, received, or been told that another person has witnessed or received. Any manager who is advised of a threat or threatening behavior must also contact Human Resources.

A threat or threatening behavior may consist of words or actions that create a perception that there may be intent to harm persons or property, or actions or words that actually bring about harm. A threat can be explicit or implied. A threat can be the result of verbal, written, or nonverbal actions. Statements made in the guise of a joke may be considered threatening in some circumstances.

In appropriate circumstances, an employee against whom a complaint is made may be suspended pending the outcome of an investigation. Any employee found to have engaged in threatening behavior is subject to disciplinary action, up to and including termination. An employee who fails to cooperate in an investigation is subject to disciplinary action, up to and including termination.

All investigations will be handled in as discreet and confidential a manner as possible.

REFERENCES AND EMPLOYMENT VERIFICATIONS

Employees are prohibited from providing any references (positive or negative) for any current or former employees. All reference requests regarding a current or former employee should be referred to Human Resources. No employee may offer employment verifications. It is the Company's policy to confirm only dates of employment and last position held.

RELOCATION

The Company may, in its sole discretion, pay for relocation expenses of employees who are transferring to another Company location/city for business reasons. This policy serves as a guideline used by the Company to help manage the relocation if the Company decides in its sole discretion to provide such payment.

Not all employees are eligible for relocation assistance. In the event you are offered relocation, and should you resign or be terminated for cause within a certain period of time, the Company reserves the right to seek repayment of all paid relocation costs. After the designated repayment period, you will not be further obligated to repay any monies spent for relocation.

The Company does not provide cash advances for transferees.

The Company retains the right to disallow relocation expenses if they are not within the approved policy scope and exceptions have not been approved in advance.

The Company will report taxable relocation events (“reimbursements as compensation”) to the IRS, in accordance with Section 217 of the IRS Tax Code. The Company does not give tax advice and will direct individuals to their personal tax advisers if such advice is requested.

REINSTATEMENT/REHIRING

If you leave the Company and are rehired within a six (6) month period, you will be considered reinstated rather than rehired. The break in service will be considered a personal leave without pay and your original date of employment will apply for credit towards vacation and severance, less whatever vacation and severance has previously been paid to you. The effect on any Omnicom Group benefit plan or program, including but not limited to, the Retirement Savings Plan, and the Health and Welfare Plan, will be subject to the terms of those Plans.

If you are rehired by the Company after an absence of over six (6) months, you will be entitled to a prior service credit equal to your previous full years of service (for instance, seven (7) years and seven (7) months of previous service will count as seven (7) years). This service credit is designed solely to help you regain your prior vacation benefits. It will NOT count toward severance pay or any employee benefit, policy or procedure that is based on continuous service, other than as required by law. With respect to the Omnicom Group Retirement Savings Plan, service credit from any other Omnicom-affiliated company is subject to the terms of the Plan.

To be eligible for the prior service credit, you must meet the following criteria:

- You may only be rehired and credited for past service once. If you leave the Company again and subsequently return, you will lose any credit from past service and will begin your employment with your most recent hire date for all purposes (e.g. vacation accrual, severance).
- You must be rehired within five (5) years of the date you left. However, if your previous service with the Company exceeded five (5) years, you must be rehired within that number of years. For example, if you have seven (7) years of previous service, you must be rehired within (but no later than) seven (7) years from your original departure date.

Service as a non-regular, temporary employee or contingent worker does not count as prior service, unless required by law or any applicable plan document.

EMPLOYMENT OF RELATIVES AND DATING

If appropriate, the Company may employ a relative of an employee, provided that the individual meets the qualifications required for the position and is determined by management to be the best candidate for the job. An employee may not work under the direct or indirect supervision of a relative, or hold a position which has authority over a relative's hiring, promotion, salary administration, termination, or other employment or personnel considerations.

For the purpose of this policy, the term "relative" is defined as: spouse or life partner, son or daughter (natural, adopted, step- or foster, life partner), father or mother (natural, step- or foster, life partner), sibling (natural, step- or foster, life partner), grandparents (natural, step- or foster, life partner), uncle or aunt, nephew or niece, or cousin. Any employees in a romantic or sexual relationship (e.g. dating, engaged, etc.) will be considered "relatives" under this policy, including if such employees start such relationship after they start working for the Company,

If the marriage or romantic relationship of two employees results in a violation of this policy, an attempt may be made to transfer one of them to another department or area, provided a position is available and the individual to be transferred is qualified for the position. If no such position is available, then one of the employees will be required to leave the Company. The decision as to who shall leave will typically be made by the spouse-employees, subject to the approval and discretion of the Company.

If any of these above situations exist, then both employees (or at a minimum the higher-ranked employee) must bring the relationship to the attention of Human Resources immediately.

The Company also reserves the right to refuse to hire persons whose employment by the Company could, in the sole judgment of the Company, create an appearance of impropriety or conflict of interest.

IN-OFFICE POLICY

Please see the full policy on the Omnicom Hub.

EMPLOYEE CONDUCT AND WORK RULES

Employees must observe the highest standards of professionalism at all times. To ensure orderly operations and provide the best possible work environment, all employees must follow rules of conduct that will protect the interests and safety of all employees and the Company.

These guidelines are fundamental in nature and are matters of judgment and common sense. Since it is impossible to list guidelines to cover every situation, the absence of an illustration from this list will not prohibit the Company from taking disciplinary action, up to and including immediate dismissal when the Company believes, in its sole discretion, such action is warranted. These guidelines do not in any way alter your at-will relationship with the Company. This means the Company may terminate your employment at any time with or without cause or notice.

Types of behavior and conduct the Company considers inappropriate include, but are not limited to:

1. Violation of Company rules, policies, or practices as set forth in this Handbook or elsewhere.
2. Dishonesty, or making or knowingly using a falsified document (e.g., time card, delivery receipt, etc.) or the filing of a fraudulent document or claim for benefits.
3. Possession, distribution, sale, transfer, use, or working under the influence of alcohol or illegal drugs on Company property, or while on duty, or while operating Company vehicles or equipment.
4. Fighting or threatening violence or bodily injury to another in the workplace.
5. Negligence or improper conduct leading to damage or loss of Company property or the property of other employees.
6. Insubordination.
7. Violation of the Company's Policy Prohibiting Harassment, Discrimination, and Retaliation.
8. Possession of dangerous or unauthorized materials, such as explosives or firearms or other weapons, on Company property or while on duty.
9. Excessive absenteeism or tardiness (excluding legally-protected absences or tardiness) or any absence without appropriate notice, subject to legally-required exceptions.
10. Giving, selling, publishing or assisting in the giving, selling or publishing, or otherwise disclosing any confidential, proprietary or trade secret information of the Company.
11. Unsatisfactory performance or conduct.
12. Failure to cooperate fully or provide truthful information in a Company investigation.
13. The theft of Company property or the property of another person.
14. Failure to observe safety rules as posted and common sense safety in the operation of equipment and general performance of duties.

Should your performance, work habits, conduct or demeanor become unsatisfactory in the sole judgment of the Company, based on either violations of the above or any other Company policies, or for any other reason in the discretion of the Company, you will be subject to disciplinary action, up to and including termination.

BUSINESS CODE OF CONDUCT

All employees are required to follow the Omnicom Group Code of Business Conduct, found at <https://www.omc.com/about/corporate-governance/>. In addition, employees are encouraged to report any suspected violation of Omnicom policy (including violations of accounting or auditing policies) or laws governing our business by Omnicom employees.

If you have any doubts about whether an employee is adhering to these principles, you should feel free to discuss the matter with your supervisor, the financial manager for your unit, or Omnicom's General Counsel's office. If you feel uncomfortable doing that, or just want to remain anonymous, you can use one of the methods we have established to discuss suspected violations:

Call: 1-800-306-7508 (if calling from inside the United States) or
+1-212-415-3364 (if calling from outside the United States); or

Email: legal@omnicomgroup.com

Mail to: Omnicom Group Inc.,
Attention: General Counsel
280 Park Avenue,
New York, New York 10017

Employees will not be disciplined or suffer retaliation for reporting suspected violations honestly and in good faith. You will not be required to identify yourself if you prefer not to. All reports will be confidential except as necessary to conduct investigations.

CONFIDENTIAL AND PROPRIETARY INFORMATION

Employees are expected to maintain any information they receive that is of a nonpublic, or confidential character, in the strictest of confidence, and may not disclose such information to any unauthorized person, or misuse any confidential information concerning the Company, its parent Company, affiliates, or any of their clients. The obligation to maintain the confidentiality of Company matters is a condition of employment, and the responsibility for not disclosing confidential information received during the course of employment continues even after employment with the Company ceases.

You may not disclose to third parties any information relating to the internal policies and practices of the Company or its business dealings with clients. Information relating to clients' business is confidential and may not be disclosed to third parties either during employment, or following departure from the Company.

Examples of confidential information include, but are not limited to, the following:

- Compensation received from Company clients
- Service development plans
- Buying rates
- Financial information

- Marketing strategies
- Pending projects and proposals
- Research and development strategies
- Information on internal systems, diagrams, data analysis methods, proprietary systems, etc.
- Any other non-public information that might be of use to competitors or harmful to the Company or its clients if disclosed

You are also responsible for the internal security of such information. Put away all materials when you are not at your desk.

Please remember that keeping the Company's confidential and proprietary information secure is a condition of your employment with the Company and all employees are required to sign an agreement prohibiting the disclosure of such information to others. Violation of this policy is a serious matter and may lead to disciplinary action, up to and including termination. It may also result in legal action against you by the Company. If legal action is necessary, the Company may seek monetary damages from you and anyone acting in concert with you attributable to any wrongful actions; an injunction against you and all those acting in concert with you; and all other relief the Company deems appropriate.

Please note that this policy should not be interpreted to prohibit you from reporting violations of law or regulations to any appropriate government agency or otherwise limits your rights under any applicable whistleblower statute or regulation. In addition, please note that nothing in this policy or Handbook, or any agreement you sign as part of your employment, prohibits you from reporting violations of law or regulations to any appropriate government agency or otherwise limits your rights under any applicable whistleblower statute or regulation or otherwise (i) prohibit you from lawfully making reports to or communicating with any government agency or law enforcement entity regarding possible violations of federal law or regulation in accordance with the provisions and rules promulgated under Section 21F of the Securities and Exchange Act of 1934 or Section 806 of the Sarbanes-Oxley Act of 2002, or of any other express whistleblower protection provisions of state or federal law or regulation; (ii) require notification or prior approval by the Company of any reporting described in clause (i) hereof; or (iii) limit your right to receive an award for any reporting, providing any information, or filing described in clause (i) hereof.

Finally, nothing in this policy or any other policy in this Handbook (including but not limited to the Social Media Policy) prevents you from engaging in protected concerted activity under Section 7 of the National Labor Relations Act ("NLRA") or similar state law such as joining, assisting, or forming a union, bargaining, picketing, striking, discussing compensation and other terms and conditions of employment, filing a charge, participating or cooperating with any investigation or proceeding before the National Labor Relations Board or participating in other activity for mutual aid or protection, or refusing to do so; this includes using or disclosing information acquired through lawful means regarding wages, hours, benefits, or other terms and conditions of employment, unless the information was entrusted in confidence as part of an employee's job duties.

UNSOLICITED IDEAS

People who work for communications agencies occasionally receive unsolicited ideas for advertising campaigns, slogans, new products, and so on. Ideas may come from friends or total strangers. The Company has a policy not to consider or review

unsolicited ideas from third parties. If you receive an unsolicited idea from a third party, please notify your department head immediately.

COMMUNICATION WITH THE MEDIA AND PRESS RELEASES

Because of the highly sensitive and confidential information we hold, it is our policy that only those authorized by the Company (e.g., CEO, President) speak to the press on behalf of the Company regarding any matters. Please be sure to speak to your Managing Director, or equivalent, regarding any contacts you receive from the press. All articles, interviews, speeches, public appearances and answers to queries regarding the Company's position on any matter should be cleared in advance. No employee may address any media subject if there is any way that such communication could imply they are speaking on behalf of the Company. Any such communication may only be sent with prior clearance. Please send all media inquiries to your agency or capability communications leader.

DOCUMENT RETENTION

It is every employee's responsibility to properly maintain corporate records in accordance with the Omnicom Group Records Management Policy. The policy and accompanying records schedules are located on IT Central.

The Records Management Policy is designed to ensure that Records (as defined by the Policy) are created, managed, and disposed of in accordance with applicable state and federal legal and regulatory record-keeping requirements and the Company's business needs and the Company satisfies its legal duty to retain and preserve materials that might be requested in a pending or anticipated legal proceeding, audit or investigation. Creating, managing, and disposing of Records in accordance with this Policy will make relevant information more readily accessible for legitimate business use, avoid the unnecessary retention of duplicate Records and reduce expenses by eliminating the storage of unnecessary and outdated Records.

COMPUTING RESOURCE USAGE AND SECURITY POLICY

The Company provides computing resources to its employees at a considerable expense to the business to help you do your best work. As an employee, you must read, understand, and comply with the User Information Security Manual or such similar policies or manuals as the Company may issue from time to time.

All policies are located on IT Central and are updated from time to time. Security training is mandatory and will be assigned to you annually, or more frequently depending on your role. Awareness campaigns will keep you informed of any changes to the security and threat landscape facing the company and any changes in expectations from you as an employee.

Your understanding and cooperation help keep our systems secure.

ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS POLICY

The Company provides employees with computer and electronic equipment, including but not limited to telephones, laptop and/or desktop computers, mobile phones and other portable electronic devices, and access to internal and external networks,

systems and servers, including the Internet (collectively, the “Technology Resources”), so that employees may communicate more efficiently, serve clients, and accomplish the Company’s business goals.

Use of the Technology Resources is subject to the following general conditions:

- Your use of the Technology Resources should be for Company purposes only, although occasional personal use is permitted so long as it does not interfere with your job responsibilities or otherwise violate any of the Company’s policies.
- Employees have no expectation of privacy and the Company has the right to and may monitor employees’ use of the Technology Resources, or any other form of information, that is accessed, transmitted to, received from, or stored on the Technology Systems, including without limitation telephone conversations or transmissions, electronic mail or transmissions, instant messenger chats, phone calls, internet access or usage by an employee of any Technology Resource (including any Company electronic device or system). This includes monitoring at any and all times and by lawful means of all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee of any Company electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems.
- All information stored on the Technology Resources is considered Company property.

The Company specifically prohibits using the Technology Resources for any illegal purpose, whether in the course of business or otherwise, for example (but not limited to):

- Gaining unauthorized access to or intentionally damaging other computer systems or networks or the information contained within them.
- Committing theft, fraud or other criminal acts of any kind.
- Distributing or obtaining illegally copied software, graphics, sounds, text or other material.
- Sending or posting harassing or threatening messages or pornographic or patently indecent content.

The Company will cooperate with law enforcement authorities to prosecute offenders. You must report any suspected, accidental, or intentional illegal action.

To protect the Company from infringement actions, you may not download or save any material from any on-line source, however retrieved, unless (a) you have taken measures to verify source reliability, and (b) the material is legally permitted to be downloaded without violation of copyright or trademark.

Artificial intelligence and automation technologies are valuable tools that can enhance the way we work, but they must be used responsibly and in line with Company policies. When using AI, employees are expected to comply with all applicable laws, regulations, and Omnicom policies, including those related to data protection, privacy, intellectual property, and anti-discrimination. Only approved AI tools may be used, and prohibited tools or uses are strictly forbidden.

Downloading data, information, images, and the like from an outside source increases the risks to our computers of viruses and other damaging digital agents. You should not retrieve material from outside sources, particularly from sources not known to you, unless you have a good business reason to do so. Any material downloaded from an outside source should be checked immediately for viruses and other damaging elements.

Use only Company-approved software. All software must be used in accordance with applicable license agreement(s).

No employee shall give Company software to any outsiders. No employee shall install any software on Company computers except the software provided by the Company for installation. No employee shall establish a password or encryption protection on a Company computer without authorization from the Company or without providing such password or the key to such encryption to the Company.

Any employee who suspects or has determined that there may be a purposeful or accidental violation of the above policy within the Company shall notify Human Resources.

SOCIAL MEDIA

Introduction

As marketing and sales professionals, we recognize the significant impact social media has on our business. This social media policy provides guidance to assist you in navigating your use of social media, both professionally and personally.

The successful use of social media, in any environment, is based on the concepts of trust and transparency. Clients and other stakeholders look to us as trusted advisers who define and demonstrate best practices for communications. Therefore, we must hold ourselves to very high standards when engaging in social media as part of our duties.

Important Note: Please be aware that, given the evolving nature of social media, this policy will likely evolve over time to reflect current best practices and legal developments.

How Do We Define Social Media?

Social media encompasses all digital platforms and tools where content is created, shared, and engaged with by communities of users. This includes a wide range of formats and platforms—far beyond traditional blogs and networking sites.

You've participated in social media if you have:

- Created or shared content on TikTok, Instagram (including Reels, Stories, or posts), YouTube (including Shorts), LinkedIn, X (formerly Twitter), Facebook, or Threads
- Posted, commented, or engaged with content on Reddit, Discord, or online communities
- Shared photos, videos, or participated in live streams on any platform
- Written or commented on blogs, newsletters (such as Substack), or Medium posts
- Posted reviews, ratings, or recommendations on platforms like Google Reviews, Yelp, Trustpilot, or Amazon
- Participated in live audio conversations (e.g., Spaces on X, LinkedIn Audio Events)
- Created or engaged with short-form video content (TikTok, Instagram Reels, YouTube Shorts, Snapchat)
- Used BeReal, Snapchat, or other ephemeral or authenticity-focused platforms
- Engaged with AI-generated content tools (e.g., ChatGPT, Midjourney, DALL-E) for social media creation

- Participated in virtual worlds, gaming communities, or metaverse platforms
- Shared opinions via polls, Q&As, or interactive features on any platform
- Used platform-specific creator tools such as Instagram’s “Paid Partnership” tag, TikTok’s “Branded Content” toggle, or YouTube’s “Includes Paid Promotion” disclosure
- Posted on LinkedIn articles, newsletters, or creator mode
- Engaged with or created user-generated content (UGC) campaigns
- Participated in trending challenges, memes, or viral content
- ... and so much more!

Philosophy

The Company believes that social media and digital technologies are an essential part of how businesses communicate. Consequently, it is essential our employees understand how to use these platforms effectively and responsibly in both personal and professional contexts.

We expect that:

- Your personal use of social media will not adversely impact your professional productivity.
- Your online activity—personal or professional—will not negatively affect client reputations, Company reputation, or business relationships.

Ultimately, the assessment of your professional productivity will be determined by the manager(s) of your office.

Given the permanence and viral nature of online content, use these guidelines and your best judgment when publishing any/all personal or professional content in the digital environment.

Objective

The objective of our social media policy is to help you responsibly and effectively engage in social media.

Company’s Social Media Golden Rule

Before publishing or transmitting any content using social media, be able to answer “yes” to the following question every time:

“Is this the right place and time to publish this content?”

Personal Use of Social Media

Even in your personal use of social media, you should assume you will be identified as a Company employee. Therefore, keep the following in mind in regard to your personal use of social media:

1. Your clients, manager, direct reports, peers and others may see what you post. Inappropriate content including discriminatory remarks, harassment, threats of violence or similar unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

2. You should not post anything that disparages our clients and our affiliates' clients or clients' businesses, personnel, products, or services. When engaging on social media, use good judgment and avoid using statements, images or media that could reasonably be viewed as malicious, obscene, slander, libel or harassment. Examples of such conduct might include offensive posts intentionally meant to harm a client's reputation or to discriminate on the basis of race, sex, disability, religion or any other status protected by law or Company policy.
3. Consider what you post as you would consider what you might say to a journalist or a public audience. If you would not say it in these situations, don't say it online.
4. Never provide any confidential or other proprietary information meant to be private or internal to the Company or its affiliates, our clients, employees, or vendors. This is especially true for financial, health, and personal information and any information of a competitive nature.
5. Employees should not promote, endorse, review or rate a client's products or services on their personal social media unless they receive express written permission from management and follow all applicable disclosure requirements.
6. There are many things we cannot mention as part of a publicly owned company. Talking about our revenue, future plans, the share price or any material non-public information could get you and the company in legal trouble, even if it is just your own personal view.
7. Do not provide references or reviews about current or former Company employees via social media, including sites like LinkedIn.
8. If you choose to use social media during business hours, use your judgment to ensure work productivity is not compromised.

Professional Use of Social Media

Please follow these basic principles when using social media professionally on behalf of the Company and/or Company clients:

1. When using social media, you are responsible for any/all content published or transmitted digitally. Because of your relationship with the Company, third parties may consider you to be a representative of the Company, regardless of whether that is your intent. The Company reserves the right to determine the appropriateness of any/all employee-published content made as a part of your work duties, and that we reasonably believe reflects upon our reputation, our clients and their reputations, and our business (including employees and vendors).
2. Content that you create, email or post via Company systems, devices or accounts remains Company property and may not be private. This rule applies to personal as well as professional posts.
3. Be aware that what you publish or transmit digitally could be captured and may be viewable forever. Also assume any content (even if you believe it to be anonymous) can be traced back to you.
4. Be careful to publish accurate, factually correct information. If you mistakenly publish or transmit content on behalf of the Company or a client that involves incorrect information, immediately alert your manager, address and correct the issue transparently, and note that you have changed the content.
5. You must respect applicable privacy/publicity rights, copyright, trademark, and other intellectual property laws. This means not posting materials (such as logos,

photographs, video clips, music, articles, etc.) unless you have the requisite permission or rights (which could include rights of the individual who created the materials or who is featured in them).

6. Always identify yourself—your name and, if relevant, client affiliation—when you discuss the Company or client-related matters via social media. Specific disclosure requirements are further outlined below. Disclosure of your status as a Company employee or that you worked with a specific client are typically required when you post content that may be viewed as an endorsement or testimonial of Company, Company’s marketing campaigns, or Company’s clients and/or client products and services. An endorsement or testimonial includes statements, demonstrations, or use of your name or likeness in connection with content about Company or its clients which viewers are likely to believe reflects the opinions, beliefs, findings, or experiences of someone other than Company or its clients. Examples include posting content to promote Company, its clients, or our work for a client, sharing or retweeting Company or client content, posting content using campaign hashtags, posting reviews of or otherwise rating client products or services.
7. Never provide any confidential or other proprietary information meant to be private or internal to the Company or its affiliates, our clients, employees, or vendors. This is especially true for financial, health, and personal information and any information of a competitive nature.
8. Always represent yourself in a civil, respectful manner in the social media environment.
9. Do not provide references or reviews about current or former Company employees via social media, including sites like LinkedIn.
10. Be aware that content shared about or on behalf of our clients may carry the requirement that the Company control it at all times, which may require that all client data must stay on Company servers. Make sure you know how this is addressed in your client contract.
11. Where applicable, defer public comment and response to appropriate spokespeople, especially during a crisis, controversy or sensitive situation.
12. Understand your clients’ policies and community guidelines and abide by them. Don’t engage with social media on behalf of a client without their knowledge, permission and guidance.
13. Do not post any client content or materials onto any site or social media channel as a representative of the Company, whether yours, the Company’s, or anyone else’s, without making sure you have the requisite rights and authority to do so. This may include obtaining consent/permission from the client, from Company or from a third party.
14. Know and follow the Company’s existing operating policies. They all apply in the digital environment, and they contain certain specifically applicable policies as well (e.g., internet and email use, blogger compensation, online communications, etc.). You must not include any harassing or discriminatory content, and never harass, threaten, or knowingly libel or defame fellow professionals, employees, clients, competitors or anyone else as further set forth in this Handbook.
15. Proofread before you post. Typographical and formatting errors, misspellings, and grammatical errors may reflect poorly on you, the Company, and Company clients.
16. Employees are prohibited from (1) rating any products or services of Company or any one of our clients (for example, employees should not provide “star” ratings

for Company's clients on Yelp, or other similar websites) and (2) reviewing any products or services of Company's clients or any of their direct competitors without disclosing that they are employed by Company.

The following social media disclosure requirements have been approved with respect to your professional use of social media.

REQUIRED DISCLOSURE LANGUAGE:

Solicited Posts: Posts that are written by Company or its clients, or where Company or its client had substantial input into the content:

- Disclosure Option 1: "Ad"
- Disclosure Option 2: "#[Client Name]Agency" or "I work with [Client] and..."

Unsolicited Posts: Posts not requested or approved by Company, but mention Company, its clients and or any work for either of them:

- *If Mentioning Company*
Disclosure: "#[Company Name]Employee" or "I work for [Company Name] and..."
- *If Mentioning a Client or Work for a Client*
Disclosure: "#[Client Name]Agency" or "I work with [Client] and..."
- Employee must give their truthful, honest, and impartial opinion. For example, content about the products or services of Company's clients, should reflect your actual experience with the product or service.
- Do not post content that contains statements or claims about a client's products or services that you know are false and/or misleading.

The above hashtags and statements are the only pre-approved disclosures. Generic disclosures that do not clearly communicate the connection between the employee and Company (such as a hashtag which is only the client product, promotion or event name) are not sufficient. If you want to use a disclosure that is different from those pre-approved above, you must obtain approval from your manager.

DISCLOSURE STYLE, FORMATTING AND PLACEMENT REQUIREMENTS:

All Disclosures Must:

- Appear at beginning of each post. Disclosures cannot appear at the end of a post, below the fold or behind/underneath a "See More" link. Social media users should not be required to scroll, click or do anything extra to reach the disclosure.
- Appear before any links in the post.
- Not be buried or included in a string of hashtags, they should be separate from all other hashtags.
Example: #[Company Name]Sweepstakes #fun #[Company Name]Employee is not acceptable
- Appear in the same post as the rest of the message (e.g., not in a follow-up post, or in a hyperlink (e.g., a "legal," "more information," "about" or "bio" link)).
- Appear in the same size, font, and color as the rest of the text of the post.
Example: "#[Company Name]Employee Check out this exciting news from [Company Name]! [Hyperlink]"
- In live streams and videos, on-screen disclosures must appear for at least 3 seconds and in an easy-to-read font, size, and color.

- Carry over in the thumbnail when the post is shared (e.g., when sharing a YouTube video in a Twitter post, the disclosure should be made early enough in the tweet such that it carries over in the thumbnail from YouTube to the Twitter post).
- It can be made organically within the post and not via a hashtag.
Example: “I am a [Company Name] employee and love our client’s new commercial [link].”

Additional Requirements For Disclosures In Livestream and Video:

Livestream Disclosure Must:

- Appear at the beginning and again at regular intervals throughout the live streaming video content (e.g., on-screen for at least 3 seconds or in the audio).
- Appear in the video description (e.g., in the text of the post accompanying the streaming content).

Video Disclosure Must:

- Appear at beginning of video (e.g., on-screen for at least 3 seconds or in the audio).
- Appear in the video description above the fold (e.g., early in the post accompanying the video on Facebook or in the description field on YouTube).

Local Policies & Customs

The Company will comply with applicable local legal social media requirements (as long as the requirements do not violate U.S. law) and may choose to adopt regional or country-specific social media policies.

Always keep in mind that social media is not contained to geographic boundaries and content that may be acceptable in some regions and/or markets may be offensive in others.

Questions or Concerns

If you are aware of or have concerns that non-compliance with this policy is occurring or if you have any questions about how to comply with this policy or whether your activities fall within this policy, please feel free to contact your manager or Human Resources. Ultimately, however, you have sole responsibility for what you choose to post on social media. If you become aware of any violation of this policy, you are required to notify Human Resources immediately.

General

We may monitor employees’ posts and, subject to applicable law, reserve the right to request that an employee modify or remove a post which is violation of this Policy. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Nothing in this policy or any other policy in this Handbook prevents you from engaging in protected concerted activity under Section 7 of the National Labor Relations Act (“NLRA”) or similar state law such as joining, assisting, or forming a union, bargaining, picketing, striking, discussing compensation and other terms and conditions of employment, filing a charge, participating or cooperating with any investigation or proceeding before the National Labor Relations Board or participating in other activity for mutual aid or protection, or refusing to do so; this includes using or disclosing information acquired through lawful means regarding wages, hours, benefits, or other terms and conditions of employment, unless the information was entrusted in confidence as part of an employee’s job duties.

DRESS CODE

Professional Appearance Policy

The Company embraces a smart casual dress code that balances professional presentation with comfort and personal expression. Your appearance should reflect our creative, collaborative culture while maintaining the professional image appropriate for client interactions—whether in-person, via video conference, or in hybrid work settings.

We trust employees to use good judgment in selecting attire that is appropriate for their daily responsibilities, scheduled meetings, and work environment.

General Guidelines

Smart Casual Attire: The Company's standard dress code is smart casual, which allows for comfortable, contemporary workplace attire.

This includes:

- Jeans (in good condition, any wash) paired with professional tops
- Business casual slacks, chinos, or trousers
- Dresses, skirts, or professional jumpsuits
- Clean sneakers, loafers, boots, or other closed-toe professional footwear

Video Conference Standards

For video meetings—whether internal or external—dress as you would for an in-person meeting:

- Ensure your on-camera appearance is professional and polished
- Consider lighting, background, and overall presentation
- Remember that what you wear contributes to your credibility and our brand image

Tip: Even in a hybrid work environment, maintaining professional standards for video calls helps create consistency and professionalism across all interactions.

Unacceptable Attire

Regardless of whether you're working in-office or remotely attending video meetings, the following items are not appropriate for the workplace:

- Athletic wear (e.g., athletic tank tops and athletic shorts)
- Sleepwear or lounge clothing
- Beach wear (e.g., flip-flops)
- Clothing with offensive, profane, or inappropriate graphics or text
- Excessively revealing clothing (including visible undergarments, bare midriffs, or plunging necklines)
- Clothing that is excessively worn, stained, or torn (unless part of an intentional, professional style)
- Any attire that could create a safety hazard in the workplace.

About Jeans

Jeans are acceptable workplace attire for normal office days.

This includes:

- Any wash (light, medium, or dark)
- Various styles that are workplace-appropriate
- Jeans in good condition, regardless of whether they have intentional distressing or designer details

Jeans should be clean, in good condition, and worn in a manner consistent with a professional appearance. Excessively baggy, sagging, or overly distressed styles that detract from a professional image should be avoided.

Flexibility and Inclusion

We recognize that professional appearance varies across cultures, personal styles, and individual expression. The Company values self-expression, and this policy is designed to be flexible while maintaining our professional standards.

Reasonable accommodations will be provided for religious dress and grooming practices.

If you have questions about whether specific attire is appropriate, or if you need an accommodation, please speak with Human Resources.

Use Your Judgment

When in doubt, ask yourself:

- Would I feel confident wearing this in front of a client?
- Does my appearance reflect the Company's professional brand?
- Am I dressed appropriately for today's schedule and responsibilities?

Our goal is to create a workplace where everyone feels comfortable being their authentic selves while representing the Company professionally. We trust you to make thoughtful choices that balance personal comfort with professional presence.

SOLICITATION POLICY

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, except in the performance of their jobs, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Working time includes the working time of the co worker doing the soliciting or distributing and the co worker to whom the soliciting or distributing is being directed, but does not include meal periods, scheduled breaks, times before or after a shift, sending of email while not on duty, or other times when co workers are properly not performing their job duties. Furthermore, employees may not distribute hard copy literature or printed material of any kind in working areas at any time.

Non-employees are likewise prohibited from distributing material or soliciting employees on Company premises at any time.

POLICY ON DRUGS AND ALCOHOL IN THE WORKPLACE

The Company recognizes a responsibility to help provide a safe and productive work environment for all employees. Working under the influence of alcohol or illegal drugs can affect an employee's productivity and efficiency and jeopardize the safety of the employee, co-workers and the public. Illegal drugs include controlled substances that are not being used or possessed under the supervision of a doctor or other licensed health care professional.

Whenever employees are working, operating Company vehicles, machinery, or equipment, present on Company premises, or present in any other location performing services for the Company, they are prohibited from:

- using, possessing, buying, selling, manufacturing, distributing, dispensing or transferring illegal drugs;
- being under the influence of illegal drugs or alcohol; and
- possessing or consuming alcohol.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol.

"Illegal drugs" are drugs or controlled substances which are (1) not legally obtainable, or (2) legally obtainable, but not obtained in a lawful manner.

In addition, even legal drugs may affect the safety of the employee, co-workers, or members of the public. Therefore, employees should not report to work under the influence of any legal drug that might affect their safety or the safety of others. "Legal Drugs" are those prescribed or over-the-counter drugs that are legally obtained by the employee and used for the purpose for which they were prescribed and sold.

Employees with drug and alcohol problems are encouraged to seek help before they become subject to discipline for violating this or other Company policies. The Company will support, assist, and accommodate such employees to the extent required by applicable law. Management can assist employees in a confidential manner, by referring them to bswift for their EAP, providing them with information about community resources for evaluation, counseling, and treatment, and helping them utilize any available employee benefits. Employees will not be disciplined by the Company because they request assistance. Employees may not, however, escape discipline by requesting assistance after they violate the Company's policies. In addition, employees who request assistance will not be excused from complying with the Company's policies, including its standards for employee performance and conduct.

The Company also prohibits the consumption of alcohol on Company premises and being under the influence of alcohol while on Company property. However, alcohol may be served at appropriate business social events for employees of legal drinking age who choose to drink it in moderation. Where alcohol is served, or available, at a Company-sponsored event, you are expected to conduct yourself in a responsible and professional manner at all times. All employees are required to obey state and local laws concerning drinking and driving. If you believe you have an issue with drugs or alcohol, please contact Human Resources and/or the Employee Assistance Program.

Employees who violate this policy will be subject to appropriate disciplinary action up to and including termination of employment. Depending on the circumstances, an employee's return to work, reinstatement and/or continued employment may be conditioned on the employee's successful participation in and/or completion of any and all evaluations, counseling, treatment, and rehabilitation programs, passing of return-to-duty and follow-up drug and alcohol tests, and/or other appropriate conditions as determined by the Company.

The Company reserves the right to conduct reasonable suspicion and other drug and alcohol tests in accordance with the requirements of applicable law. The Company also reserves the right to inspect all parts and aspects of its premises for illegal drugs, alcohol or other contraband. All employees and visitors may be asked to cooperate in inspections of their persons, work areas and property (such as purses, tool boxes, lunch boxes, briefcases, desks, lockers or cars) that might conceal illegal drugs, alcohol or other contraband.

SMOKING

The Company is committed to enforcing the provisions of public health and smoke free air laws (including, without limitation the New York Public Health Law and New York City Smoke-Free Air Act), and other laws applicable to our offices. Accordingly, smoking and the use of e- cigarettes is not allowed in the Company's offices. E-cigarettes include e-hookahs, e-cigars, vape pens and similar products.

Employees with any complaints regarding violation of this policy should report the matter to Human Resources without fear of retaliation. No retaliatory adverse action will be taken against anyone who attempts to exercise their rights under this policy.



SALARY AND SALARY REVIEW

As permitted by Company finances and business considerations, salary reviews will generally be conducted on an annual basis, except for employees earning a salary of \$250,000 or more, in which case any salary reviews will be every two years.

For a salary increase to be granted, an approved performance review must have occurred within the preceding 12 months and timesheets must be current. An approved performance review, however, does not guarantee an increase (the performance management process is not timed to coincide with salary reviews).

Any salary increases will be made at the Company's sole discretion, including but not limited to, based on an employee's performance and business considerations. Employees who are not in compliance with their agency's office/remote work policy will not be eligible for a salary review or increase. A positive performance review does not guarantee any salary increase. No increase in any given year, or at any time, constitutes a promise for any future increase or continued employment.

PERFORMANCE REVIEWS

We are very interested in your growth and development in the Company. Our performance and development process has been designed to provide you with a formal evaluation of your performance as related to the specific responsibilities of your position. Unless exceptions are made to the contrary, reviews will generally occur annually. Management reserves the right to amend this policy at any time. A positive review is not a guarantee of a raise or continued employment.

PAYDAYS

There are twenty-four (24) paydays each year. They occur on the fifteenth (15th) and the last day of the month, or if the payday falls on a weekend or a holiday, the first preceding workday. Pay periods are the first (1st) through the fifteenth (15th), and the sixteenth (16th) through the last day of the month. The cost of benefit plans in which you elect to participate will be deducted from your semi-monthly paychecks.

OVERTIME AND TIMEKEEPING FOR NON-EXEMPT EMPLOYEES

Overtime may be necessary to address work overflows encountered during peak periods or resulting from unanticipated events. Overtime pay will be provided only for actual hours worked by eligible nonexempt employees as follows: One and one-half times the regular rate of pay for actual time worked in excess of 40 hours in any workweek, or as otherwise required by applicable state law. All overtime by nonexempt employees must be authorized in advance (in writing) by your supervisor. In the event that an employee finds that they are unable to complete an assignment within the



scheduled time and must work overtime, the employee must advise their supervisor immediately and record all hours worked.

The Company's workweek begins each Monday at 12:01 a.m. and ends the following Monday at 12:00 a.m. Overtime pay is based on actual hours worked within a workweek. Hours worked do not include meal periods, vacation or sick days, holidays or any leave of absence. Employees may not work through their meal periods without written permission from their supervisor.

Non-exempt employees must fill out and submit timesheets on a daily basis and must include all time worked. The beginning and end of each meal period or break should also be recorded. Under no circumstances should employees perform work off-the-clock. Employees must record their work time accurately. Altering, falsifying or tampering with timekeeping records, recording on your time card hours not worked, having someone else record your time or recording another employee's time, and performing overtime work not specifically authorized in advance are all violations of Company policy which may result in disciplinary action, up to and including termination. If there is a mistake or other change to an employee's time record, the employee must inform their manager.

Employees should record time spent attending mandatory work-related events (i.e., trainings, client events). Employees should also record any time spent before or after working on-site doing administrative tasks, such as responding to work-related emails, texts, and/or calls.

MEAL AND REST PERIODS

The Company abides by all applicable laws concerning meal and rest breaks. Employees should consult their state addendum or speak with Human Resources for further information regarding meal and rest break entitlements.

DIRECT DEPOSIT

For the convenience of our employees, the Company has instituted a system of direct deposit for employee paychecks. You can elect to have your paycheck deposited into your checking or savings account at any bank and thereby avoid the hassle of going to the bank, and also ensure that your net salary has been deposited into your account. Do note that it may take two to three pay periods for this to go into effect, once you have elected this feature.

TALENT MOBILITY POLICY

Purpose

At Omnicom, each agency's people are their greatest asset. We believe that empowering agency talent to grow, evolve, and explore new opportunities across the Omnicom network strengthens both individual careers and our collective capability to deliver transformative work for clients.

This policy provides a consistent framework for internal career movement across geographies, agencies, and disciplines. It ensures equitable access to opportunities, transparency in process, and alignment with our shared values of collaboration, inclusion, and professional growth.

Eligibility

All employees are encouraged to explore internal opportunities once they have:

1. Been in their current role for at least one (1) year
2. Maintained good performance standing, not currently on a Performance Improvement Plan (PIP)
3. Completed all mandatory and role-specific training
4. Ensure remote/in-office attendance policy compliance

Eligibility applies to regular, full-time employees across all Omnicom agencies and global markets, subject to local labor regulations and employment terms.

Process for Exploring Opportunities

Employees can explore internal opportunities through Omnicom Roleseeker, our U.S. talent mobility platform.

1. Access the internal job portal via OneWP and log in using your single sign-on credentials (Okta).
2. Browse open positions across the Omnicom network, filtering by market, agency, discipline, or client.
3. Apply directly to roles that align with your skills, interests, and career goals.

If you are interested in a new role within your current agency or region, you are encouraged to speak with your HR Business Partner or Talent Lead. For global moves or cross-agency exploration, contact the Omnicom Talent Mobility Concierge at talentmobility@omnicomgroup.com.

Interview and Selection

The process is designed to be transparent and respectful of both the employee's current responsibilities and future potential.

- **Initial Screening:** The Recruiter or Talent Partner will review applications and schedule an initial conversation.
- **Hiring Manager Interview:** If qualifications align, candidates will meet with the hiring manager. Constructive feedback will be shared with those not selected to help guide development for future opportunities.
- **Panel or Final Interview:** Depending on the role, additional interviews may be scheduled with leadership or cross-functional partners.
- **Timely Communication:** Employees can expect feedback within two (2) business days of each interview stage.

Please note that applying for a role does not guarantee that you will be selected. All candidates will be evaluated based on their qualifications to perform the job duties for the applicable position and business needs.

Offer and Transition

If an offer is extended and accepted, the transition process will be coordinated between the current and new managers to ensure continuity for both teams.

- **Notice Period:** Standard transition time is 2–4 weeks, or as required by local policy or contractual terms. Executive Directors and up, should anticipate a minimum of 4 week transition period.
- **Relocations:** For international transfers, additional time may be required to accommodate work authorization, visa processes, and relocation logistics.
- **Client Considerations:** Employees must not transfer between accounts representing competing client categories, in line with Omnicom’s client conflict policies.

Global Alignment and Local Adaptation

Omnicom’s global mobility framework recognizes that each market operates within unique legal, cultural, and business contexts. As such, regional HR teams for each agency may adapt elements of this policy to comply with local laws, employment practices, and client structures while maintaining consistency with Omnicom’s overarching principles of fairness and opportunity.

Our Commitment

We are committed to creating an environment where every employee has the ability to grow within Omnicom—across borders, brands, and disciplines. Mobility is not just about changing roles; it’s about expanding perspectives, fostering collaboration, and strengthening our shared culture of creativity and inclusion.

For more information or personalized guidance, reach out to your local HR representative or email talentmobility@omnicomgroup.com.

HEALTH AND WELFARE AND RETIREMENT PLANS

The Company offers to eligible employees a full array of health care and wellness benefits which currently includes: medical, dental, vision, prescription, life and AD&D insurance, short and long-term disability insurance, flexible spending accounts, health savings accounts, pre-tax Commuter Transportation program, EAP program, Legal Services Plan, Identity Theft Protection plan, Business Travel Accident (BTA) Insurance, and various discount programs.

The Company's benefits program is managed by Omnicom Group and administered by bswift. For copies of applicable Summary Plan Descriptions and further information on benefits, visit www.omnicom.bswift.com or call the Service Center, toll-free at 1-888-977-8490, which is the primary source of information for employees and their dependents regarding the Company's benefits program. The Company also maintains a communications website at omnicombenefits.com with additional information on the Health and Welfare plans. While these resources provide helpful information, all benefits programs and offerings (including eligibility) are governed by the terms and conditions of applicable benefits plans.

The Company also participates in the Omnicom Group Retirement Savings Plan, which is administered by Fidelity Investments. Eligible employees can review plan details on the Fidelity NetBenefits website at www.netbenefits.com. The plan's Summary Plan Description (SPD) is also available on the NetBenefits site. In the event of any discrepancy between the SPD and the Omnicom Plan document, the Plan document shall govern.

Complete details of our plans, including all eligibility requirements, are contained in official plan documents, such as insurance contracts and master plan documents. To the extent there is any conflict between the benefits summaries/policies in this Handbook or bswift and the applicable plan documents, the plan documents shall govern.

WORKERS' COMPENSATION INSURANCE

As required by statute, the Company provides Workers' Compensation coverage for all of its employees. Under the provisions of the statute, you may receive reimbursement for medical expenses and certain other compensation arising out of an injury on the job, or an illness resulting from the job.

If you are injured on the job, or get a job-related illness, it is very important that you notify Human Resources immediately. Failure to promptly report on-the-job injuries or job-related illnesses may jeopardize your workers' compensation claim. Employees can report workplace injuries and illnesses without fear of retaliation, which is strictly prohibited by this policy.

DISABILITY INSURANCE BENEFITS

State Short-Term Disability

In some states, Short-Term Disability (STD) insurance benefits must be provided by law to employees by the employer for periods they are unable to work due to a medical condition. These are called State Mandated benefits.

Long-Term Disability

The Omnicom Group Health and Welfare Benefits Plan provides basic Long-Term Disability (LTD) insurance that pays 60% of an employee's base salary, up to \$15,000 per month and makes available Supplemental LTD coverage that can increase the coverage to 67% of the employee's base salary plus bonus and commissions paid (subject to a cap per month) and based on an annual average over the two calendar years preceding the disability date (if applicable). There is a cost for this coverage and provided the employee has not waived this coverage, benefits are generally payable after they are disabled for 13 weeks. LTD benefits paid in the event of a disability are generally non-taxable. Review the Omnicom Plan documents, including the Long-Term Disability Plan Overview, for complete information on LTD coverage and benefits.

TUITION REIMBURSEMENT

Omicom believes in continual learning. Our Tuition Reimbursement program is designed to provide eligible employees with financial assistance to help achieve and enhance professional career goals through company approved formal education. If eligible, the program will reimburse **100% of tuition and tuition-related expenses up to a combined amount of \$5,000 per calendar year** and a total lifetime maximum reimbursement of \$25,000. All expenses are subject to approval by Human Resources.

Covered Expenses

- Courses, degrees, and certifications from an accredited academic university, college, or equivalent educational institution.
- Books, supplies, and class fees related to approved courses.

Eligibility

- Employees must be regular, full-time employees and employed for more than 6 continuous months.
- Employees must not be on a performance improvement plan at any time while enrolled in the course(s).
- Employees must be employed at the time of reimbursement and not have given notice of resignation or received notice of termination of employment.
- The coursework should be relevant to the current role or probable future role at an Omnicom agency. Required courses taken as part of a degree program that are not related to the current role or future role at Omnicom will not be eligible for reimbursement (i.e., English Composition for a Finance Degree).
- If a full Degree/Certificate program is determined NOT to be relevant, individual courses within the program may still be reimbursable based on the applicability of those courses to the employees' role.
- Reimbursement submissions must be made within **60 days after the end of the course(s)** and within the calendar year of course completion.

Considerations

- Employees who resign or are terminated for cause within 1 year of receiving reimbursement will repay the company any reimbursement received as of the date of resignation.

- Employees terminated without cause will be reimbursed for the full amount of costs incurred up to the date of termination, subject to the applicable cap in this policy.
- Class work cannot interfere with presence at work or detract from the successful and timely completion of responsibilities. Classes and study assignments must be completed outside of regular working hours. Unsatisfactory job performance during a period where the employee is attending an approved course(s) may result in forfeiture of tuition reimbursement or other disciplinary action, up to and including termination of employment.

Application Process

Please access the tuition reimbursement application form [here](#).

Part 1: Enrollment Approval

- At least 1-month prior to the start of the course, review the proposal with your manager and department head. Obtain department head signature on the application indicating alignment. Include the following documents with the application:
 - Course description
 - Degree, certificate, or course program overview and requirements
 - Class schedule
- Send manager/department head-approved application and documents listed above to your Senior Human Resources Business Partner for approval of reimbursement program enrollment.
- Upon approval, the Senior Human Resources Business Partner will provide the employee with the approved form.

Part 2: Reimbursement Approval

- Upon completion of the course(s), send the below documentation and complete Part 2 of the application and send to your Senior Human Resources Business Partner for reimbursement approval. This should be sent within **60 days after the end of course(s)** and within the same calendar year as course completion.
 - Copies of receipts for course cost, books, supplies, or class fees
 - Unofficial transcript
 - Grades of A or B will be considered for reimbursement
 - A grade of “Pass” will only be accepted if there is no other grade available for the course
 - Numerical equivalents of a letter grade may be accepted if the Company receives what it considers to be adequate assurances from the accredited institution that the numerical grade is equivalent to a letter grade
 - If the course does not assign any form of grades, a letter from the instructor confirming the successful completion of the course must be obtained and submitted.
 - Once the Degree/Certification application has been approved, employees must submit the Reimbursement form each time they seek reimbursement for individual course(s) within the approved program.
 - After an application is approved for reimbursement, the Finance department will process it as soon as administratively practicable.



OMNICOM
APPLICATION FOR TUITION
REIMBURSEMENT PROGRAM

UPDATED APRIL 2026

CONFIDENTIAL –
NOT FOR EXTERNAL
DISTRIBUTION

APPLICATION FOR TUITION REIMBURSEMENT PROGRAM

Part 1: Enrollment Approval

Date:

EMPLOYEE INFORMATION

Name:

Job Title:

Department:

COURSE INFORMATION

Course Name(s):

Name of Institution:

Degree/Certification:

Estimated Degree/Cert Completion Date:

Course Date(s)

DEVELOPMENT OBJECTIVE

What long-term goal is this program intended to help you reach and what value does it provide to Omnicom?

By signing below, I agree that I have read the Tuition Reimbursement Policy and understand that if this request is approved, reimbursement will be contingent upon successful completion, continued strong work performance, and a 1-year commitment to Omnicom after the completion of the course reimbursement was awarded for. I agree to provide evidence of completion and proof of payment.

Employee:

Date:

Department Head:

Date:

Senior Human Resources Business Partner:

Date:

Part 2: Reimbursement Approval

TUITION EXPENSE

Class Title:				
Tuition:	Registration:	Fees:	Books & Supplies:	Total:

Class Title:				
Tuition:	Registration:	Fees:	Books & Supplies:	Total:

Class Title:				
Tuition:	Registration:	Fees:	Books & Supplies:	Total:

Class Title:				
Tuition:	Registration:	Fees:	Books & Supplies:	Total:

Total Tuition Expense:	
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DOCUMENT CHECKLIST

Confirm receipt of the following documents prior to submitting to payroll for reimbursement:

- Course description
- Degree, certificate, or course program overview and requirements
- Class schedule
- Unofficial transcript
- Receipts for tuition, registration, fees, books & supplies

FINAL APPROVAL

Senior Human Resources Business Partner:

Date:

EMPLOYEE REFERRAL AWARDS

Employee referrals are an important source of candidates. Regular, full-time employees may be eligible to receive a referral award when they refer a candidate who is hired as a regular full-time employee and remains employed for six (6) months.

Referral Award Amounts

- \$1,000 for referrals hired at the Manager level and below
- \$2,500 for referrals hired above the Manager level

All referral awards are subject to applicable taxes and withholdings.

Eligibility Requirements

To receive a referral award:

- The candidate must list the referring employee's name on the employment application
- The referred candidate must be hired into a regular, full-time role and remain employed for at least six (6) months
- The referral award will be paid within thirty (30) days after the referred employee's six (6)-month anniversary, provided that both the referring employee and the referred employee are actively employed and in good standing at that time, and neither has given or received notice of termination
- A referral award is not considered earned until it is paid by the Company.

Employees Not Eligible for Referral Awards

The following employees are not eligible to receive referral awards under this policy:

- Employees at the Director level and above
- Employees in Human Resources or any role reporting through HR (including HR Generalists, HR Business Partners, Benefits, HRIS, Payroll, and Learning & Development)
- Employees whose job responsibilities include recruiting

Situations Where Referral Awards Do Not Apply

- The referred candidate would be the referring employee's direct supervisor or would report to the referring employee
- The candidate has worked for an Omnicom or IPG company within the preceding six (6) months
- The candidate has already been referred by another employee, recruiter, or source, or is already in the interview process
- The candidate is hired as a temporary or contingency worker and later converted to regular, full-time status
- If more than one employee refers the same candidate, the referral award will be granted to the employee whose referral is received first via the applicant tracking system

HOLIDAYS

The following is a listing of holidays typically observed by the Company. However, the specific holidays observed may be changed at any time in the Company's sole discretion. An announcement will be made in December of each year regarding the holiday schedule for the following year and the specific date(s) observed for each holiday.

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day (including the Friday before Memorial Day)
- Juneteenth
- Independence Day
- Labor Day (including the Friday before Labor Day)
- Thanksgiving and Day after Thanksgiving
- Christmas Eve and Christmas Day

All regular full-time employees and exempt employees are eligible for paid holidays. A regular part-time non-exempt employee who works at least twenty (20) hours per week will be paid for holidays under the same terms. However, the holiday must fall on a day on which you would normally have worked in your shortened workweek.

Holidays are not cumulative and may only be used as they occur. To be eligible for holiday pay, an employee must work the last day before and first day after the holiday, unless you have an approved day off (e.g., vacation day). You are not eligible to receive holiday pay when you are on a leave of absence.

Additionally, the Company may announce, at its sole discretion, further discretionary closings (including early closings) in addition to the listed holidays above. Such discretionary closings only apply to the specific dates provided and do not necessarily mean similar dates will be granted in the future.

The Company may, from time to time, close early (ex: half day, 2 PM closing, etc.) prior to a holiday or holiday weekend. Employees wishing to take the entire day off must utilize vacation time.

VACATION

Regular full-time employees outside of California and Nebraska and regular, part-time employees are eligible for paid vacation time in accordance with this policy. Temporary employees are not eligible for vacation under this policy, however they may be eligible for paid time off or paid sick time in accordance with applicable law. Regular full-time California employees and regular exempt Nebraska employees are not covered by this vacation policy and should instead refer to the Flexible Vacation policy in the California

addendum and the Flexible Time Off policy in the Nebraska addendum (as applicable) for further information.

Our vacation year runs from January 1 to December 31.

Vacation Accrual

Vacation is based on years of service, as set forth in the schedule specified below.

Years of Service	Annual Vacation Allotment	Accrual Rate
Less than 2 years	10 days/80 hours per calendar year	6.67 hours accrued at the beginning of each month
2-9 years	15 days/120 hours per calendar year	10 hours accrued at the beginning of each month following your 2nd anniversary
10+ years	20 days/160 hours per calendar year	13.34 hours accrued at the beginning of each month following your 10th anniversary

Vacation accrual is pro-rated for new hires according to their hire date. Regular, part-time employees accrue vacation on a pro-rata basis. For example, a part-time employee who works 2.5 days per week will accrue vacation at one half of the above rates.

Use of Vacation

Due to the demands of business and to ensure adequate coverage during your absence, all vacation requests must be approved in advance by your supervisor in writing. Employees should request vacation time as far in advance as possible, with preferably no less than 15 days advance notice. In doing so, employees should submit a vacation request to your manager for approval through the vacation tracking system used by your agency.

Every effort will be made to permit you to use your accrued vacation at the time you desire. However, vacations cannot interfere with your department's operation and is subject to manager approval. The Company reserves the right to require you to move a scheduled vacation or take your vacation at a time set by the Company. Except in extenuating circumstances, no more than 10 working days (2 full weeks) of vacation will be approved at one time.

Employees in their first year of hire cannot use accrued vacation time until they have been employed by the Company for at least 90 days.

Unless otherwise prohibited by applicable law, employees who have provided notice of resignation are not permitted to use or take any vacation days.

Vacation Carryover and Payout Upon Termination

Accrued vacation days must be used in the year it is granted, otherwise it is forfeited. Unless otherwise required by applicable law, any accrued, unused vacation days do not carry over into the following calendar year.

Unless otherwise prohibited under applicable law, upon termination of employment, employees will not be paid out for any accrued but unused vacation days.

Employees in California (regular part-time employees), Colorado, Illinois, Louisiana, Massachusetts, Maine, Montana, North Dakota, Nebraska, New Mexico, Nevada, and Rhode Island should refer to their state addendum for further details and exceptions to this policy's vacation accrual, usage, carryover and/or payout terms.

SICK AND PERSONAL TIME

The Company provides 80 hours (10 days) of sick/personal time per calendar year for regular, full-time and regular, part-time employees which can be used for the covered reasons below. These 80 hours/10 days are frontloaded on January 1 of each year. No more than 5 of these days may be used for the narrow qualifying personal reasons discussed further below. Regular, full-time and regular, part-time employees in their first year of hire will be frontloaded no less than 80 hours of sick/personal time immediately upon hire, and there is no waiting period before usage of such time.

Covered Reasons

Sick/personal days can be used for the following sick/safe time reasons ("Covered Reasons"):

1. An employee's mental or physical illness, injury or health condition or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care;
2. Care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventive medical care;
3. Closure of the office by order of a public official due to a public health emergency or such employee's need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency; or
4. To do any of the following on behalf of the employee or employee's family member who is a victim of a family offense matter, sexual offense, stalking, or human trafficking:
 - To obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, sexual offense, stalking, or human trafficking;
 - To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future family offense matters, sexual offenses, stalking, or human trafficking;
 - To meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
 - To file a complaint or domestic incident report with law enforcement;
 - To meet with a district attorney's office;
 - To enroll children in a new school; and/or
 - To take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.
5. Any other covered reason under applicable sick/safe leave laws.

For purposes of this policy, a “family member” includes a child (including biological, adopted, or foster child, a legal ward, or child of an employee standing in loco parentis), parent, stepparent, sibling (including a half, adopted or step sibling), grandparent, grandchild, spouse, domestic partner, or the child or parent of an employee’s spouse or domestic partner, any other individual related by blood to the employee, or whose close association with the employee is the equivalent of a family relationship.

As noted above, up to a maximum of 5 of these days can be used only for the following specific and limited qualifying personal events: religious or legal holidays the Company does not observe, childcare or eldercare emergencies, children’s school activities, to supplement an employee’s bereavement time, an employee’s moving day, or the employee’s birthday. If the sick/personal day is used for a birthday, it must be taken on the employee’s actual birthday if it falls on a weekday (if the birthday falls on a weekend or holiday when the office is closed, it must be taken on the business day before or after the birthday). The Company reserves the right to request that an employee provide confirmation that personal days are being used in accordance with this policy in any situation it deems appropriate.

Sick/personal days are not to be used as vacation time or general paid time off (including a day to just relax or blow off steam) and cannot be used for any reasons not set forth by this policy.

Notice/Usage Procedures for Sick/Safe Time

Eligible employees should provide reasonable notice of use of sick/personal days. Where such need is foreseeable (e.g., a pre-scheduled doctor’s appointment, or court date), employees should give reasonable advance notice to their manager in writing. Where such need is not foreseeable, employees should provide notice as soon as practicable by either emailing or calling your manager or Human Resources.

Unless otherwise prohibited by applicable law, for an absence of four (4) or more consecutive work days of Covered Reasons, employees will be required to provide reasonable documentation that the time off was used for Covered Reasons, including a doctor’s note. The Company will not require the disclosure of details relating to an employee’s or their family member’s medical condition or require disclosure of details relating to an employee’s or their family member’s status as a victim of family offenses, sexual offenses, stalking, or human trafficking as a condition of using sick/personal time. Health information about an employee or an employee’s family member, and/or information concerning an employee’s or their family member’s status or perceived status as a victim of family offenses, sexual offenses, stalking or human trafficking obtained by the Company in connection with an employee’s use of sick/personal time under this policy will be treated as confidential and will not be disclosed, except as authorized by the employee and/or as required by law.

Sick/personal time must be used in no less than hourly increments or the smallest increment used by the Company’s time tracking system for absences, whichever is less.

The Company may take disciplinary action, up to and including termination, against an employee who uses sick/personal time for purposes other than Covered Reasons or qualifying personal events. Indications of abuse may include, but are not limited to a pattern of (i) use of unscheduled sick/safe days on or adjacent to weekends, regularly scheduled days off, holidays, vacation, or pay day and/or (ii) taking scheduled sick/safe days on days when other leave has been denied.

Carryover and Payout

Up to 80 hours/10 days of accrued, unused sick/personal time carries over at year-end to the following year, however, employees may not use more than 80 hours/10 days of sick/personal time in a year, unless otherwise permitted under applicable law, and with the exception that all accrued paid sick/personal time in an employee's bank may be applied towards a Company-approved extended leave of absence (e.g., FMLA leave). Employees in Chicago, San Francisco, Santa Monica, Emeryville, Berkeley, Oakland, Minnesota, and Washington, should refer to their state addenda regarding exceptions to this annual usage limit in accordance with their jurisdiction's sick leave laws.

Sick/personal time is not paid out upon termination of employment or at any other time.

When there is a separation from employment and the employee is rehired within twelve (12) months of separation, previously accrued unused sick/personal days will be reinstated and such employee will be entitled to use such accrued time at any time after such employee is rehired.

State Sick/Safe Time

Temporary employees who are not covered by this policy will be eligible to accrue paid sick/safe time in accordance with any applicable state or local paid sick/safe time laws. Employees in the following locations should refer to their applicable state addendum for further information on how they can use sick/personal time in accordance with their location's sick/safe leave laws: Arizona, California, Colorado, Connecticut, District of Columbia, Illinois, Maryland, Massachusetts, Michigan, Minnesota, Nebraska, New Jersey, New Mexico, New York, Oregon, Pennsylvania, Rhode Island, Vermont, and Washington.

Eligible employees who assert their rights to receive or use paid sick/safe time will not be retaliated against. Eligible employees will receive all paid sick leave required by law, and this policy will be interpreted and applied, in accordance with applicable law. The Company retains all rights and defenses under applicable law, whether or not specifically set forth in this policy.

There are situations where employees may need to take extended time off from work.

The following section summarizes the types of leaves available to qualifying employees of the Company. For more information, please contact Human Resources. Employees in certain states may be entitled to other types of leaves under applicable laws including those described in their state addendum.

FAMILY AND MEDICAL LEAVES OF ABSENCES (FMLA)

The Company provides eligible employees unpaid family leave and medical leave in accordance with the federal Family and Medical Leave Act of 1993 for any of the following reasons:

Family Leave

- the birth of an employee's child and in order to care for such child.
- the adoption of a child by an employee or the placement of a foster child in an employee's home.
- in order to care for an employee's spouse, child or parent who has a serious health condition.
- because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of an employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces ("Qualifying Exigency Leave").
- to care for a Covered Servicemember with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin of the employee ("Military Caregiver Leave").

Medical Leave

- for your own serious health condition that makes you unable to perform the functions of your job.

Definitions

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is under 18 years of age, or over 18 years of age and incapable of self-care because of a mental or physical disability. "Parent" means a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child. It does not include in-laws.

A "serious health condition" generally means an illness, injury, impairment or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider. For a more specific definition, consult the applicable FMLA regulations.

"Covered Service Member" means a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the

National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which they are undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list.

“Qualifying exigency,” “active duty,” “serious injury or illness,” and any other term not defined in this policy shall be defined in accordance with the applicable FMLA regulations.

Eligibility

You are eligible for family and medical leave pursuant to the FMLA only if (a) you have been employed by the Company for at least twelve months, (b) you have completed at least 1,250 hours of service in the twelve month period immediately prior to your request for the leave of absence, and (c) you are employed at a worksite where the Company employs at least 50 employees within 75 miles of that worksite.

Entitlement

Under the FMLA, you are entitled to up to twelve (12) weeks of family and medical leave, in total (26 weeks for Military Caregiver Leave), in any rolling 12-month period. Because the total leave time is limited, you should coordinate your family and medical leave time if you plan to take both types of leave in the same 12-month period. Any employee who is eligible for and takes any period of family and medical leave will have that leave designated as family and medical leave and counted against their total leave allotment.

An employee’s entitlement to family leave for birth of a child, adoption or placement of a foster child expires at the end of the 12-month period beginning on the date of the birth, adoption or placement.

Payments and Benefits While on Leave

For any type of family or medical leave, any applicable vacation and sick/personal days will continue to accrue, if the employee is covered by such policy. If you have any accrued but unused vacation or sick days, you may substitute all of this paid time-off for all or part of your unpaid leave of absence. However, the unpaid leave (both medical and family leave) and the paid time-off (vacation or sick days, salary continuation, and other paid leave time) used during the leave of absence, in total, still may not exceed the maximum twelve weeks (26 weeks for Military Caregiver Leave) in the 12-month period.

During your family or medical leave, the Company’s medical insurance will continue as if you were actively employed, unless you elect not to continue your coverage. As such, during the medical or family leave, you are required to pay your portion of the cost of such coverage. If you continue to receive pay while on leave, the cost of your coverage will automatically be deducted from your pay, as it is while you are working. If you stop receiving pay while you are on leave, you must send the payment to the Company every month. Alternatively, you may pay the entire cost of your coverage at the beginning of the leave or when automatic deductions cease. Except in certain limited circumstances, the Company may recover premiums it paid for maintaining group health plan coverage during any period of unpaid family or medical leave if you fail to return to work after your family or medical leave has expired.

During your family or medical leave, the Company’s other group insurance benefits will continue as if you were actively employed.

Notification

Where foreseeable, you are required to give at least thirty days written advance notice of the family or medical leave of absence to Human Resources. If it is impossible to provide thirty days advance notice, you must provide notice as soon as is practicable. It generally should be practicable for an employee to provide notice of unforeseeable leave within the time prescribed by the usual and customary notice requirements applicable to such type of leave. Your notice must explain the reasons for the leave in sufficient detail so as to allow the Company to determine whether the leave actually qualifies as FMLA leave. You do not have to share a medical diagnosis, but must provide enough information so the Company can determine if the leave qualifies for FMLA protection. Sufficient information could include informing the Company that the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the Company if the need for leave is for a reason for which FMLA leave was previously taken or certified.

With regard to Qualifying Exigency Leave, in any case in which the necessity for such leave is foreseeable, whether because the spouse, or a son, daughter, or parent, of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee must provide such notice to the Company as soon as is reasonable and practicable.

Once the Company becomes aware that your need for leave may qualify for the FMLA, we will notify you whether you are eligible for FMLA leave (and if ineligible, the reasons you are ineligible), including providing a notice of rights/responsibilities. If leave is granted, the Company will notify you whether your leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Certification

At the time you request leave, you will be asked to provide a certification from your, or your family member's, health care provider on a form provided by the Company. If you do not supply the Company with the completed and signed certification at the time you make the request for the leave, or within 15 days of the request, your leave request will be denied until you provide the proper certification. If the Company determines that the certification is incomplete, it will provide a written notice indicating what additional information is required.

You may also be asked, during your family leave of absence, to have the treating health care provider provide re-certification of the continued necessity of your leave.

For purposes of confirmation of family relationship or confirmation of the adoption of a child or placement of a foster child, the Company may require you to provide reasonable documentation or statement of family relationship. Employees taking Qualifying Exigency Leave must provide complete and submit the form that is given to them by the Company.

The Company may require an examination by a health care provider of the Company's choosing to confirm the necessity for the leave, as well as its duration.

Intermittent or Reduced Schedule Leave

A medical leave or a family leave may be available on an intermittent or reduced schedule basis if you or your family member is receiving treatment for a serious health condition and it is medically necessary for you to take the time off on this basis. The

Company will require certification from the health care provider for the need for you to take time off on this basis, including that such leave is medically necessary, the expected duration and schedule of such leave, and (if applicable) that the leave is necessary to care for the ill family member or will assist in the family member's recovery. If you do not supply the Company with the certification at the time you make the request for the leave, or within 15 days of the request, your leave will be denied until you provide the proper certification. If the leave is foreseeable based on medical treatments, you are required, if reasonably possible, to schedule the treatments so as not to disrupt unduly the operations of your department. The Company may, at its option, temporarily transfer you to an available alternative position with equivalent pay and benefits if you request intermittent leave or a reduced work schedule and the need for leave is foreseeable based on planned medical treatment, provided you are qualified for that alternate position and it better accommodates recurring periods of leave than your regular position. Intermittent leave is not available under the FMLA for leave taken for the birth or adoption of a child, or placement of a foster child.

Reinstatement

On your return from family or medical leave pursuant to the FMLA, you are generally entitled to the same position you held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. You should note that you have no greater right to reinstatement or to other benefits and conditions of employment than if you had not taken the leave (e.g., if due to economic conditions you would have lost your job regardless of whether or not you went on leave, you will not be entitled to reinstatement). The Company also reserves the right to deny reinstatement to "key" employees, as permitted under applicable law. Employees will be notified at the time of their leave if they are key employees.

After an approved medical leave, you will be asked to provide certification of your ability to return to work from your health care provider. The Company will not allow you to return to work if you fail to submit a fitness for duty report.

If you are not well enough to work after exhausting the entire allowable medical leave, you may be eligible to take an unpaid medical leave of absence. In such a case, your leave will become a medical leave of absence not covered by the Family and Medical Leave Act and you will not be entitled to any rights and benefits under this policy.

If you fail to return to work after an approved family or medical leave and are not authorized to take any additional leave time, then your position at the Company will be considered abandoned. This will be treated as a voluntary termination of employment on your part.

Legal Compliance

Employees have the right not to be retaliated or discriminated against for exercising their rights under the FMLA, including the right to take FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division (1-866-4-USWAGE or www.dol.gov/whd), or may bring a private lawsuit against an employer.

This policy will be interpreted and applied in accordance with the Federal Family and Medical Leave Act, regulations thereunder, and all other applicable laws, and to the extent that this policy may conflict with those laws they are controlling over this policy. Further, the Company retains all rights and defenses under applicable law, whether or not specifically set forth in this policy. The FMLA does not affect any federal or state law

prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

MILITARY LEAVE

The Company will comply with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) and all applicable state laws regulating absence from work for military service. USERRA protects job rights and benefits for veterans and members of the reserves. USERRA prohibits discrimination against employees, and provides reemployment protection and other benefits for veterans and employees who perform military service. Employees will be paid for up to two weeks during a military leave. Different issues may arise concerning employee rights during military leave. As military leave situations arise, employees should consult with Human Resources regarding their military leave rights.

BEREAVEMENT LEAVE

The Company understands that employees will need time off for a loss in their family. Employees are entitled to three (3) paid days off for the death of family members. The term “family member” is defined as an employee’s: spouse, domestic partner (including same-sex committed partners), children, parents, siblings, parent-in-law, and grandparents.

In the event an employee needs to take bereavement time, the employee must contact their supervisor or Human Resources as soon as they realize the need for the leave.

JURY AND WITNESS DUTY LEAVE

The Company encourages their employees to fulfill their right and duty if an employee is summoned to serve on Jury Duty or Witness Duty, or appear in court in a domestic violence matter. Time-off will be granted for the duration of the Jury or Witness Duty, or to appear in court for a domestic violence matter.

Employees are required to provide the Company with reasonable notice of the summons to jury or witness duty. Unless circumstances prevent an employee from doing so, the Company considers reasonable notice to be at least two (2) weeks. Timely notice is required so that proper arrangements can be made to cover job duties in an employee’s absence. Employees will be required to provide a copy of the jury/witness summons when requesting leave. Also, if you are summoned to serve on a jury at a time that is inconvenient for your department or the Company, the Company may submit a request to the court to reschedule your jury duty service.

Employees will receive their full salary for up to two (2) weeks of scheduled hours missed while on Jury/Witness Duty. Compensation is based on scheduled hours missed during jury/witness duty, not to exceed the normal hours worked in a day. Employees will also be eligible to maintain their employee benefits during jury/witness duty, as if they were actively at work.

Employees are required to provide proof of attendance.

VOTING LEAVE

The Company encourages employees to participate in statewide/national elections. Any employee whose work schedule on the date of a statewide/national election does

not leave sufficient time for him/her to vote may be entitled to up to four (4) hours of Voting Leave (hours and availability vary depending on the state). Generally, leave is to be taken at the beginning, or end, of the shift to minimize the loss of time on the job while still permitting the employee sufficient time to cast a vote. Employees who are aware that their work schedule will interfere with their ability to vote are required to provide the Company with two (2) days-notice of their desire to use Voting Leave, unless otherwise prohibited by applicable law. Voting Leave is unpaid, unless the employee taking leave is exempt from overtime compensation, or payment is required by state law.

OTHER MEDICAL LEAVES

Employees may take an unpaid medical leave if necessary to reasonably accommodate a qualifying disability within the meaning of federal and/or state law. This may apply if an employee is not eligible for FMLA leave or they have already exhausted their FMLA leave rights and the leave does not cause an undue hardship on the Company. To be eligible for such leave, employees will be required to submit medical certifications in support of their leave requests (which must be submitted to the Hartford, the Company's leave administrator).

Leaves taken as reasonable accommodations for disabilities may vary in length, in accordance with applicable law.

Though leave under this policy is generally unpaid, employees may be eligible to receive disability benefits or salary continuation under other Company policies during a medical leave. The Company's group health plan (medical, dental, vision insurance and health care flexible spending account) continues for a maximum of 12 months from when an employee's medical leave started (even if the beginning of such leave was FMLA-concurrent and not covered by this policy). After that time, unless prohibited by law, you will be given an opportunity to continue health care coverage under COBRA at 102% of the cost of such coverage. You must make payments every month to maintain the coverage.

While reinstatement is not guaranteed, the Company will make an effort to allow you to return to your former position (if it is available) or another available position for which you are qualified. Please note that business conditions, among other reasons, may preclude reinstatement.

If you fail to return to work after an approved medical leave and are not authorized to take any additional leave time, your position at the Company will be considered abandoned. This will be treated as a voluntary termination of employment on your part.

For a full explanation of leave duration and reinstatement rights, employees should contact Human Resources and the Hartford, the Company's leave administrator.

OTHER LEGALLY REQUIRED LEAVES OF ABSENCE

Employees will be granted other leaves of absence as required by applicable law and should consult with their state addendum for additional information regarding additional leave entitlements under state law. Employees are required to provide reasonable advance notice of any need for such leave and should contact Human Resources in the event they need to take a leave.

Please note that all leaves of absences are granted at the discretion of the Company and in accordance with applicable laws. To the maximum extent permitted under applicable law, failure to comply with leave procedures (including but not limited to

providing requested certification to the Company's leave administrator) and receive proper authorization from the Company could result in an unauthorized absence from work, which can result in disciplinary action being taken, up to and including, termination of employment.

You may not, under any circumstances, engage in other employment, including self-employment, or otherwise perform any services for another business, while on a leave of absence, unless prior authorization is provided.

SALARY CONTINUATION—MEDICAL LEAVE AND PARENTAL LEAVE

The Company provides salary continuation to eligible employees during an eligible medical or parental leave. Only regular, full-time employees are eligible for salary continuation under this policy. For purposes of this policy, a regular, full-time employee is an employee who is regularly scheduled to work thirty (30) or more hours per week and has no end date for their employment or the employee's end date is one year or more from the employee's hire date. Part-time and temporary employees (including without limitation those employees hired for a project lasting less than one year) are not eligible for salary continuation under this policy.

The number of weeks of salary continuation is dependent upon the employee's continuous length of service with the Company or an Omnicom affiliated company, as well as the reason for which the employee is taking the leave. A break in service from an Omnicom affiliated company of more than thirty-one (31) days following the loss of coverage under the Omnicom Group Health and Welfare Benefit Plan will result in a new eligibility date for salary continuation eligibility and the employee's rehire date will be used to calculate the employee's years of service for purposes of salary continuation.

Any salary continuation payments made are considered a Company "payroll practice" and are not part of the Omnicom Health and Welfare Benefit Plan.

Medical Leave Salary Continuation

Regular, full-time employees of the Company are eligible for a paid medical leave the first of the month following their date of hire. Paid medical leaves of absence are available only for a regular, full-time employee who (1) is determined to be disabled and whose disability claim is approved by the Company's leave administrative services provider (the "Leave Administrator"); and (2) needs to take leave for the employee's serious health condition, as defined under the Company's Family and Medical Leaves of Absence policy and the FMLA regulations. Such employees will be paid during their leave based on the salary continuation schedule below.

Medical leave salary continuation under this policy is contingent on the employee submitting their disability claim to the Company's Leave Administrator (including submission of documentation from a medical provider certifying the disability and need for a leave) and the disability claim being approved.

Salary continuation payments under this policy will begin following a 7-day waiting period (i.e., after the employee has been absent for 7 calendar days). During this 7-day waiting period, the employee may apply their accrued paid time off (e.g., vacation, or sick/personal days).

MEDICAL LEAVE SALARY CONTINUATION SCHEDULE

Your Service to the Company as of the 1st day of Medical Leave*	Maximum Salary Continuance
Start date and up to 1 year from start date	2 weeks per calendar year, per medical condition
Over 1 year and up to 6 years from start date	8 weeks per calendar year, per medical condition
Over 6 years from start date	12 weeks per calendar year, per medical condition

*Service as a non-regular employee is included as long as there is no break in service.

The duration of payments is limited to the period for which the Leave Administrator determines that the employee is disabled and will be subject to the maximum salary continuation periods set forth in the above schedule.

If an employee is eligible for state-mandated or insurance paid disability benefits, the employee must first apply for such payments with the insurance carrier and/or directly with the state (as required by the state and/or the Company or the Leave Administrator). Any salary continuation payments the employee receives under this Company policy will be offset by any disability benefits or any other income from other sources that may apply so that the employee does not receive more than 100% of their regular weekly compensation.

Paid medical leave under this policy will run concurrently with FMLA leave and any other disability or medical leave under applicable state or local law if the employee is eligible for such leaves. Salary continuation under this policy does not extend the period of leave permitted under the FMLA or any applicable disability or medical leave under state or local law, if the employee is eligible for such leaves.

Parental Leave Salary Continuation

Ten (10) weeks of paid parental leave of absence is available for regular, full-time employees upon the birth, foster placement, or adoption of the employee's child.

Parental Leave Salary Continuation must be used as a single continuous leave and taken in full within twenty (20) weeks of the birth, adoption, or foster placement of the employee's child, or if the parent is disabled at the time of the child's birth, adoption, or placement, within twenty (20) weeks of the conclusion of the parent's disability period.

Parental Leave Salary Continuation under this policy will run concurrently with FMLA leave and any other family or parental leaves under applicable state or local law, if the employee is eligible for such leaves. Parental Leave Salary Continuation under this policy does not extend the period of leave permitted under the FMLA or any applicable family or parental leave under state or local law, if the employee is eligible for such leaves.

If an employee is eligible for state or insurance paid family or parental leave benefits (e.g., Paid Family Leave in New York), the employee must first apply for such payments with the insurance carrier and/or directly with the state to be eligible for Parental Leave Salary Continuation under this policy. Any salary continuation payments the employee receives under this policy will be offset by any state or insurance family or parental leave benefits the employee receives from the state or insurance carrier.

Important Information Pertaining to Company–Paid Medical and Parental Leaves

- You can only receive your allotment of Parental Leave payments under this policy once in any calendar year. If an employee’s parental leave spans across two calendar years, the maximum period of parental leave salary continuation they are entitled to receive under this policy during such parental leave is ten weeks.
- Parental Leave or Medical Leave Salary Continuation under this policy will only be provided for a single continuous leave and eligible employees will not receive salary continuation on an intermittent basis for either a medical or parental leave.
- Where foreseeable, employees should notify the Company at least thirty (30) days in advance of the paid medical or parental leave. If it is impossible to provide thirty (30) days advance notice, the employee must provide notice as soon as is practicable.
- If your leave is FMLA concurrent, your vacation and sick/personal days will continue to accrue, in accordance with the Company’s Family and Medical Leave of Absence policy.
- You are not entitled to Parental Leave or Medical Leave Salary Continuation, even if previously approved, unless you intend to return to active service with the Company following the paid leave.
- Simultaneous, multiple births, or adoptions, entitle you to only one (1) Parental Leave per year.
- Paid holidays that occur during a Company paid leave, are considered to be included in any salary continuation payment. Paid holidays are not available during an unpaid leave.

Paid parental leave for San Francisco employees is different as required by San Francisco law. If you are a San Francisco employee, please see the California addendum to the Handbook.

FLEXIBLE RETURN TO WORK POLICY

In order to assist and support new parent relationships, the Company may in its sole discretion and depending on the employee’s role and job requirements, offer employees returning from a parental leave up to two (2) weeks of flexible working arrangements. A flexible working arrangement may include a reduced work schedule (e.g., working half a day or only a certain number of days per week). Prior to entering into such flexible working arrangement, the arrangement must be agreed to in writing by Human Resources and the employee’s manager.

PERSONAL LEAVE OF ABSENCE

Unpaid personal leaves of absence may be granted, at the Company’s sole discretion, if you wish to take leave for an extended period of time to deal with unusual and/or compelling situations that cannot be handled on a normal work schedule and is not otherwise covered by other Company leave policies.

Normally, personal leaves may be granted to an employee when that employee has a need to take time off from work to attend to a personal and/or family-related situation where the employee (1) has not met the eligibility requirements for an FMLA-type leave, (2) has exhausted their FMLA leave rights, or (3) their reason for the requested time off does not entitle them to a leave under the FMLA or other applicable leave laws or other Company leave policies.

During an unpaid personal leave, you must use all earned, but unused paid time (i.e., vacation/sick days) except where limited under the applicable vacation/sick day policies and only to the extent permitted by applicable law.

All requests, including the length of such absences, will be considered on a case-by-case basis at the discretion of Company management, and each one will not be considered as setting a precedent. Except for a leave of absence provided under applicable state or federal law, all leaves of absence, and any extensions, are granted at the sole discretion of the Company: the employee's length of service, attendance record and work performance, the demands of the employee's job, the reason for the request, and the business needs of the Company are factors typically considered in deciding whether a leave or an extension will be granted. A request for a personal leave of absence will be granted only if the employee is not eligible for any other type of leave.

How to Request a Personal Leave

Subject to legally-required exceptions, a request for an unpaid personal leave of absence must be submitted in writing by you to Human Resources. If the reason for the personal leave is foreseeable, you must submit your request thirty (30) days in advance of the anticipated start date. If it is impossible to provide such advance notice, you must submit your request as soon as practicable, or at a minimum, the same day or the next business day after the unforeseen event, subject to legally-required exceptions. Your request should include the reasons for the leave and dates to be taken. All requests for personal leaves will be forwarded to Human Resources for approval. If you do not submit your request in accordance with this policy, your leave will be denied, subject to legally-protected exceptions.

Length of Personal Leaves

Personal leaves may be granted for up to a maximum of six (6) months. Any request for extension of the leave must be submitted in writing to Human Resources no later than two (2) weeks prior to the original leave end date. A determination on the extension will be made at the Company's sole discretion and must receive final approval from Human Resources, Department Head and appropriate senior management.

Except as otherwise stated in this policy or as required by law, during a personal leave, you will not earn any employee benefit time (i.e., vacation days).

Benefits During a Personal Leave

To the maximum extent permitted under applicable law, during a personal leave, the Company's group health plan (medical, dental, vision insurance and health care flexible spending account) will continue through the end of the month in which the leave begins, as if you were actively employed (at active rates), unless you elect not to continue your coverage. After that time, unless prohibited by law, you will be given an opportunity to continue health care coverage under COBRA at 102% of the cost of such coverage. You must make payments every month to maintain the coverage.

During your personal leave, the Company's other group insurance benefits (life, supplemental life, short and long-term disability, supplemental accident insurance and dependent care flexible spending account, etc.) will not continue unless required by law. You will be offered the opportunity of conversion or portability for any life, long-term disability and/or supplemental accident insurance in effect at the time your coverage expires.

During any period of unpaid leave, you may not continue to make contributions to 401(k) Retirement Savings Plan. However, your period of absence will be treated as

continued service under the Omnicom Group Retirement Savings Plan, subject to the terms of that Plan.

When Your Personal Leave Ends

Upon returning from a personal leave of absence, reinstatement is not guaranteed, unless otherwise required by law. However, the Company will make an effort to allow you to return to your former position (if it is available), or another available position for which you are qualified. Please note that business conditions, among other reasons, may preclude reinstatement.

If you fail to return to work after an approved personal leave and are not authorized to take any additional leave time, your position at the Company will be considered abandoned. This will be treated as a voluntary termination of employment on your part. If you do not return to work and if coverage under the health & welfare plans has not already ceased, you will cease to be covered under such plans. At such time, you will be given an opportunity to continue health care coverage under COBRA (if not already offered), and will be offered the opportunity of conversion or portability for any life, long-term disability and/or supplemental accident insurance in effect at the time your personal leave expires. The Company reserves the right to recover premiums it paid for maintaining any group plan coverage in which you were participating during any period of your leave.



TERMINATION OF EMPLOYMENT

JOB ABANDONMENT

Subject to legally protected exceptions, after three (3) consecutive unapproved business days of not reporting to work, the Company will terminate your employment and consider it a voluntary resignation.

RESIGNATION

Should you decide to resign, we request that you provide the Company with at least two weeks' written notice. The Company may, at its sole discretion, waive in whole or in part this notice period without any obligation to the employee. Human Resources may conduct an exit interview before you leave.

WHAT HAPPENS UPON TERMINATION OF EMPLOYMENT?

Upon termination from the Company, all reports, files, memoranda, any Company-owned equipment, records, software, door and file key, computer access codes, digital data of any type, instructional manuals and/or other physical or personal property which you have received or prepared or helped prepare in connection with your employment with the Company, as well as any copies, duplicates, reproductions or excerpts thereof must be returned by you on or before your last day of work.

Any monies owed to the Company, must be repaid by the employee immediately upon voluntary or involuntary termination.

Employees must return all Company property, including technical and electronic equipment, Company ID cards, etc. upon their last day of employment, or at any other time as requested by the Company. You are not permitted to retain or have a copy of any Company materials upon termination of your employment.

When you leave the Company, all benefits in which you participate will end on the last day of the month in which your employment or eligibility ends.

SEVERANCE POLICY

The Company may decide in its sole discretion to provide severance benefits ("Severance") and/or an extended notice period ("Notice") to regular, full-time employees in connection with an involuntary termination. Severance/Notice is not guaranteed just because an employee is terminated from service. The Company may, in the sole discretion of its management, grant Severance/Notice to regular full-time employees as follows:

Length of Service	Severance/Notice
More than six months and less than 2 years	1 week
More than 2 years and less than 3 years	2 weeks

More than 3 years and less than 4 years	3 weeks
More than 4 years and less than 5 years	4 weeks
etc...	to a cap of 12 weeks

The Company shall, at its discretion, choose to offer Severance, Notice, or a combination of the two.

You will be credited with a month of service only if you are employed by the Company on each business day of such month. Severance/Notice, when provided, is based on your base annual salary at the time of termination notice. This policy is a guideline and any Severance/Notice may be changed or denied at the Company's discretion without any further obligation to the employee. **The receipt of any Severance/Notice under this policy is conditioned on the employee's signing of and non-revocation (if applicable), and compliance with, a separation agreement and a general release prepared by the Company.**

In addition, Severance/Notice under this Policy is available only to regular, full-time employees who are involuntarily terminated from the Company, excluding full-time employees of the Company who are (i) terminated for misconduct, cause, or unsatisfactory performance in the Company's sole discretion; (ii) terminated pursuant to an employment contract that has expired; (iii) terminated upon a sale or merger of part of or all of the Company; (iv) offered a transfer or transferred to a corporation or other business organization that wholly or partially owns the Company, or to a wholly or partially owned subsidiary of such corporation or other business or business organization; or (v) offered a transfer or transferred to any division or wholly or partially owned subsidiary of the Company.

Any Severance/Notice under this policy will cease if you obtain employment with an affiliate of Omnicom Group.

Any payments under this policy may, at the Company's discretion, be offset by any amounts that you owe to the Company, as well as payments that may be required by the Worker Adjustment Retraining Notification Act (i.e., the "plant closing law") or any similar federal, state or local statute, and any amounts you receive from alternative employment.

IPG Employees: From 1/1/26 – 11/25/26, certain employees who were employed by an IPG agency as of Omnicom's acquisition may be entitled to different severance benefits, the details of which will be provided as and when applicable.

BUSINESS TRAVEL & EXPENSE POLICY

OMNICOM
EMPLOYEE HANDBOOK

UPDATED APRIL 2026

CONFIDENTIAL –
NOT FOR EXTERNAL
DISTRIBUTION

Please see the full policy on the Omnicom Hub.



The Company has set up these emergency and security measures for your own safety, for the safety of our possessions and equipment, and for the security of our clients and other confidential information. The Company counts on you to help others and help yourself by observing these rules, especially where confidentiality is concerned. Violation of these procedures may subject you to disciplinary action up to and including termination.

Remember, always do your best to stay calm and take the appropriate action steps regardless of the situation. Whether the situation is fire/smoke, illness/injury, theft or trespasser, you should think before you act. Your safety and well-being are important to the Company, so please review the following carefully.

WORK-RELATED INJURIES

Employees are required to immediately report any work-related injury or illness to management, or any suspected work related injury or illness to management as soon as the employee becomes aware of the injury or illness. Reporting work-related injuries and illnesses is critical to the wellbeing of Company employees, and enables the Company to ensure appropriate medical care and treatment are provided to injured or ill employees and to investigate and correct potential hazards in the workplace. Employees are subject to discipline for violations of these safety rules. Please note that it is a violation of Company policy for any employee who reports an injury or illness to be retaliated against because the employee has reported a work-related injury or illness.

FIRE EMERGENCIES

The Company urges all employees to adopt a common-sense approach to fire prevention. Aisles and hallways are to be kept clear of cartons, furniture, debris, etc. Employees should familiarize themselves with the fire exits on their floors.

In the unlikely event of a fire, you should follow the Fire Safety Plan of your respective office building designed by the local Fire Department that assures the systematic, safe and orderly evacuation of personnel through specific procedures and methods of exit.

Remember to never use elevators to evacuate a floor! The only exception is if stairways serving the fire floor or any of the floors above are unusable, the local Fire Department may authorize the use of elevators they know to be safe. Should an employee discover a fire, do not attempt to fight it. Close all doors to the fire area. Alert a designated office Fire Warden or Fire Department at 911, if available in your location.

SECURITY PROCEDURES

The Company has established security guidelines so that all employees may enjoy a safe and secure work environment. All employees, for the welfare of the Company, as well as, secure and safe practices regarding the Company's client materials, must observe the following procedures. Be sure to keep personal and business valuables in a safe place. Desks and cabinet drawers should be locked, and keys should not be left in an unlocked drawer.

Company Property

You are personally responsible for any Company property that you utilize and you should therefore exercise care to safeguard such property.

Personal Property

You are personally responsible for any personal property kept on Company premises. The Company does not assume any responsibility for loss, damage or repairs.

Visitors

Company receptionists or building security are generally responsible for screening everyone who enters our office space. Please be cognizant of and comply with your respective building's visitors policy as well.

Inspection

The Company wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Company prohibits the possession, transfer, sale, or use of such materials on its premises and it requires the cooperation of all employees in administering this policy.

The Company discourages theft or unauthorized possession of property belonging to employees, the Company, and visitors. Accordingly, although the Company may provide offices, furniture, desks, lockers, file cabinets, files, computer disks and files, and other storage devices for its employees, they remain the sole property of the Company at all times, and they, as well as any articles found within them, can be inspected by any agent or representative of the Company at any time, with or without prior notice.

To facilitate enforcement of this policy, the Company reserves the right to conduct inspections, at management's discretion, of: (1) the contents of all packages, bundles, boxes, tote bags, knapsacks, purses, suitcases, briefcases, lunch pails, tool boxes, or other containers taken into or out of Company premises; (2) all offices, desks, lockers, and work stations; and (3) all motor vehicles on Company premises. A refusal to permit an inspection requested by management may result in immediate termination. Because an inspection might result in the discovery of an employee's personal possessions, all employees are encouraged to avoid bringing into the workplace any personal property that they do not wish to reveal to the Company.