

Adoption Assistance Program

Introduction

Chemours will provide eligible employees with financial assistance toward payment of the costs associated with the legal adoption of a child. The financial assistance available per adoption will be a maximum of \$5,000.

Section 1 – Scope

All U.S. regular full-time and regular part-time employees are eligible to participate.

Eligibility for benefits under this program for employees in a bargaining unit represented by a union is dependent upon the outcome of collective bargaining negotiations.

Expenses must be incurred in connection with a legal adoption while an individual is an employee of Chemours. The employee must be an active, regular employee at the time of claiming reimbursement.

Section 2 – Definitions

Adoptee – An adopted son or daughter who is not the step-child of you or your spouse. The adoptee must be under the age of eighteen (18) at the time the court order affecting the adoption is entered.

Section 3 – Responsibility and Authority

The Company reserves the right to determine eligibility for benefits and to interpret the provisions of the Adoption Assistance Program. The Company also reserves the right to modify, amend, suspend, or terminate this program at any time.

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Section 4 – Program Requirements

Financial Assistance

Individuals meeting the eligibility requirements may request reimbursement for the adoption-related expenses listed below:

- Agency fees
- Placement fees
- Legal fees
- Court costs
- Reasonable and necessary foster care before placement of the child
- Medical expenses of the natural mother when not considered under the Chemours Medical Plan
- Medical expenses of the child when not considered under the Chemours Medical Plan

No other expenses are eligible for reimbursement. Examples of non-reimbursable expenses are travel and lodging, deductibles or coinsurance under the Chemours Medical Plan or voluntary donations to a non-profit agency or to a natural mother.

Adoption Assistance payments must be requested within 90 days after the court order affecting the adoption is final. Reimbursement requests must be submitted, supporting itemized bills, when requesting payment. Please contact your Human Resources manager with questions and how to submit your expenses. Financial assistance payments will be issued via direct deposit or check.

The Adoption Assistance benefits are taxable income, subject to withholding; however, current legislation may allow a tax credit for certain expenses. Employees should consult their personal tax advisor for information on tax treatment.

Adoption Assistance Payment Process

- All eligible employees who meet the eligibility requirements must submit their request for reimbursement within 90 days after the court order affecting the legal adoption is final.
- Submit the report Concur for payment approval. Adoption Assistance can be found under “**08. Misc. Non-Travel Expenses**”.
- Managers will validate that the expenses meet the stated criteria of the policy and that the expenses have not been submitted previously or duplicated.
- Once approved, the employee will receive their Adoption Assistance payment via direct deposit to their designated bank account or via check through the U.S. mail, if they do not have direct deposit.

Chemours reserves the sole right to interpret the program and will make the final decision in the event that questions arise. While Chemours intends to continue the program, Chemours reserves the right to modify or discontinue this program at its discretion