



**Adobe Singapore**

**Employee**

**Handbook**

## TABLE OF CONTENTS

Introduction .....	3
About Adobe Systems Incorporated .....	3
Adobe Core Values .....	4

### **PART ONE – TERMS AND CONDITIONS OF EMPLOYMENT**

1. Travel (updated, 08/08) .....	5
2. Compensation & Benefits (updated, 08/08) .....	5
3. Your Pay (updated, 10/09) .....	5
4. ESPP and eTrade (updated, 08/08) .....	6
5. Expenses (updated, 08/08) .....	6
6. Retirement (updated, 08,08) .....	6
7. Conflict of Interest (updated, 08/08) .....	6
8. Personal Phone Calls/Emails/Visitors (updated, 08/08) .....	7

### **PART TWO – BENEFITS**

1. Medical (updated, 08/08) .....	7
2. Medical Check-Up (updated, 08/08) .....	7
3. Vision Benefits (updated, 08/08) .....	7
4. Business Travel Insurance (updated, 08/08) .....	7
5. Annual Leave (updated, 08/08) .....	8
6. Public Holidays (updated, 08/08) .....	8
7. Sick Leave (updated, 08/08) .....	9
8. Other Leaves (updated, 08/08) .....	9
9. Medical Leave (updated, 08/08) .....	9
10. Maternity Leave (updated, 08/08) .....	9
11. Paternity Leave (updated, 08/08) .....	10
12. Childcare Leave (updated, 08/08) .....	10
13. Bereavement Leave (updated, 08/08) .....	10
14. Marriage Leave (updated, 08/08) .....	10
15. Exam Leave (updated, 08/08) .....	10
16. Personal Leave (updated, 08/08) .....	10
17. Employee Product Purchasing (updated, 08/08) .....	11
18. Employee Referral Program (updated, 08/08) .....	11
19. Fitness Subsidy (updated, 08/08) .....	12
20. Internet Subsidy (updated, 08/08) .....	12
21. Educational Reimbursement Program (updated, 08/08) .....	12

### **PART THREE – COMPANY POLICIES**

1. Equal Opportunities and Harassment Prevention (updated, 08/08) .....	12
2. Workplace Bullying (updated, 08/08) .....	15
3. Grievance Procedure (updated, 08/08) .....	15
4. Electronic Communications Policy (updated, 08/08) .....	16
5. Occupational Health and Safety (updated, 08/08).....	16

### **PART FOUR – PERSONAL CONDUCT**

1. Personal Information (updated, 08/08) .....	17
2. Dress Code (updated, 08/08) .....	17
3. Security of Personal Property (updated, 08/08) .....	18
4. Loans and Advances (updated, 08/08) .....	18
5. Drug and Alcohol Free Workplace (updated, 08/08) .....	18
6. Outside Committees/Boards (updated, 08/08) .....	18

### **PART FIVE – PERSONAL DEVELOPMENT**

1. Recruitment/Hiring Process (updated, 08/08) .....	19
2. Talent Development (updated, 08/08) .....	19
3. Corporate Tutorials (updated, 08/08) .....	19
4. Internal Job Transfers (updated, 08/08) .....	19

## **INTRODUCTION**

This Handbook outlines the policies and procedures relevant to your employment with **Adobe Systems Pte Ltd or Adobe Systems Software Ireland Ltd, Singapore Branch** (referred to in this Handbook as "Adobe" or "the Company"). The Handbook can be found at: <http://hrweb.corp.adobe.com/hr/main/health.aspx>. It has been developed to provide you with information regarding your terms and conditions of employment, as well as general company policies and benefits. You should familiarise yourself with the Handbook's contents.

Please note that the specific terms of your individual employment are set out in your Offer Letter. In the event that there is any conflict between the terms of your Offer Letter and this Handbook, the terms of your Offer Letter will prevail.

If a policy is not addressed in this Handbook or your Offer Letter, please refer to the Employment Policies page at Inside Adobe. If you have any further queries, please contact HR.

The Company reserves the right to change, in whole or in part, the contents of the Employee Handbook. Any major change, in whole or in part, to the contents of the Employee Handbook shall be valid and effective upon notice to you. The Handbook remains the property of the Company and must be returned to the Company upon demand or upon termination of employment.

You are expected to read through this Handbook and comply with it. A breach of the policies in this Handbook is a serious matter and may result in disciplinary action.

We hope you will find this Handbook useful. If you have any questions regarding information found in this Handbook, please contact Human Resources or your manager.

## **ABOUT ADOBE SYSTEMS INCORPORATED**

Adobe Systems Incorporated offers business, creative and mobile software solutions that revolutionise how the world engages with ideas and information. Adobe customers include enterprises, knowledge workers, creatives and designers, OEM partners, and developers worldwide.

Adobe Systems Incorporated was founded in December 1982 by Charles Geschke and John Warnock. It was incorporated in October 1983 in California and reincorporated in Delaware in May 1997. The Initial Public Offering occurred on August 20, 1986 at a split-adjusted share price of US\$.17. The Company was named after Adobe Creek which ran behind Warnock's home in Los Altos, California. The corporate headquarters are in San Jose, California, USA. Charles Geschke and John Warnock are Chairmen of the Board. Some major acquisitions of the Company include Aldus in 1994, Frame Technology in 1995, GoLive in 1999, Accelio in 2002 and Macromedia, Inc. in 2005.

Adobe has approximately 7000 employees worldwide. More than half of Adobe's revenue is generated outside the United States. Adobe® Flash® Player and Reader® software combined are installed on more than 700 million connected PCs and devices worldwide. Adobe Reader software is distributed in

26 languages on 10 major platforms worldwide. The world's top 10 PC manufacturers ship their systems with PDF technology pre-installed. Over 250 million PDF files exist on the web. Subsets of PDF such as PDF/Archive and PDF/X have been ratified by international standards bodies. More than 300 million Flash technology-enabled devices have shipped worldwide. One million designers and developers use Adobe Flash. Adobe Dreamweaver® software has more than 3 million active users. More than 90% of creative professionals have Adobe Photoshop® software on their desktops.

## **ADOBE CORE VALUES**

When Adobe was founded in 1982, the founders wanted to build a company that was technologically innovative and prosperous. But, they also wanted to create a workplace based on honesty, trust, and a belief in treating others as we would like to be treated. While it sounds so simple, it is extremely rare in these fast-paced times.

Adobe has historically been recognised as an employer of choice. This has been the result of many individual, day-to-day efforts by people who embody Adobe's core values and beliefs. The following are Adobe's Core Values:

### **Genuine**

We are sincere, trustworthy and reliable.

*Operating with integrity, being ethical and treating others with respect is at the heart of Adobe's culture.*

### **Exceptional**

We are committed to creating exceptional experiences that delight our employees and customers.

*At Adobe, good enough is not good enough.*

### **Innovative**

We are highly creative and strive to connect new ideas with business realities.

*Ideas come from everywhere in the company.*

### **Involved**

We are inclusive, open and actively engaged with our customers, partners, employees and the communities we serve.

*People are our greatest asset.*

## **PART ONE – TERMS AND CONDITIONS OF EMPLOYMENT**

### **1. Travel**

You may be required in the course of your employment to travel, either locally or overseas on Adobe business. Any such travel must be carried out in accordance with any relevant Adobe policies governing travel, personal conduct and expense claims procedures. These policies can be viewed at: [http://corpprocedures.corp.adobe.com/common.jsp?pcat=acc\\_fin](http://corpprocedures.corp.adobe.com/common.jsp?pcat=acc_fin)

Employees needing to travel should obtain approval in advance from their manager for all business travel.

### **2. Compensation & Benefits**

Adobe is proud to offer employees a comprehensive compensation and benefits program.

Adobe is founded on the belief that we will grow and thrive through our people's ability to work together to innovate new technologies, deliver high quality products ahead of the competition and define new markets.

For further information on Compensation, please refer to:

<http://hrweb.corp.adobe.com/hr/shared/display.aspx?NodId=183&Source=92>

#### **2.1 ANNUAL PERFORMANCE REVIEW**

Performance management is an important part of Adobe's success. By guiding and developing our employees, we all share in the success of Adobe. Adobe has an Annual Performance Review process. This process commences at the start of Q1 with an effective date of February 1.

Pay increases are not automatic; an increase is based on a variety of factors, including, but not limited to, performance, position, market conditions, placement within the salary range, etc. Approved pay increases will take effect by February 1.

#### **2.2 BASE SALARY**

Adobe provides a base salary to all employees that is established based on position, qualifications and experience.

### **3. Your Pay**

Adobe will deposit your pay automatically into your designated bank account. The pay cycle is monthly and is paid on or about the 15<sup>th</sup> of each month. You will receive pay slips outlining your monthly pay.

#### **3.1 THIRTEENTH MONTH PAY**

Currently, Adobe does NOT pay out a "13th" month of pay in December or during the Lunar New Year. Our variable compensation plans which include the the Sales Compensation Plan (eligible employees only) and the Management Incentive Plan (eligible employees only), provide a bonus structure that is fair

within the local labour market and within the APAC region. In addition, when we look at the Singapore salary surveys, we look at the total compensation numbers rather than the base salary numbers. This allows us to factor in a "13th month of base salary" component when we establish salary ranges.

#### **4. ESPP & eTrade**

##### **4.1 EMPLOYEE STOCK PURCHASE PLAN (ESPP)**

Adobe's Employee Stock Purchase Plan (ESPP) enables you to invest in the company you're helping to build. Through convenient payroll deductions, you may purchase Adobe stock at a discount of at least 15% on the date the shares are purchased. If you are covered by the Employment Act, any payroll deduction made by Adobe will be subject to approval by the Ministry of Manpower.

Further information regarding the Employee Stock Purchase Plan can be found at: <http://hrweb.corp.adobe.com/hr/main/stock.aspx>

##### **4.2 eTRADE**

An employee is automatically set up with an eTrade account once they have been granted stocks or begun participating in the ESPP. The eTrade website allows employees to access Adobe equity and ESPP shares. Proceeds from selling shares are deposited into your etrade account. The eTrade log in page can be found at the following URL: <https://us.etrade.com/e/t/home>

Following the grant date of your stocks, etrade will send you a Smart Alert within 2-4 weeks following grant date to accept the terms and conditions of the grant.

#### **5. Expenses**

The Employer will reimburse you for all reasonable business expenses properly incurred by you in the course of the performance of your duties. This is subject to you providing the proper receipts or other evidence of expenditures in accordance with the Company's prevailing procedure.

For further information on this, please refer to:

[http://corpprocedures.corp.adobe.com/common.jsp?pcat=acc\\_fin](http://corpprocedures.corp.adobe.com/common.jsp?pcat=acc_fin)

#### **6. Retirement**

Adobe will make the contributions to the Central Provident Fund (CPF) as required under Singapore law, for Singaporeans and permanent residents. Eligibility and contribution levels are determined by the Singapore government and are subject to change.

#### **7. Conflict of Interest**

You must not put yourself in a position where your interests conflict with those of Adobe and you must at all times comply with Adobe's Code of Conduct which may be found at:

[http://corpprocedures.corp.adobe.com/common.jsp?pcat=leg\\_cor](http://corpprocedures.corp.adobe.com/common.jsp?pcat=leg_cor)

## **8. Personal Phone Calls/Emails/Visitors**

It is understandable that some personal calls must be made during business hours. However, the number and duration of these calls must be kept to a minimum.

Personal visitors to the office should be met in an area where other employees will not be distracted and the meeting should be kept as brief as possible.

## **PART TWO – BENEFITS**

### **1. Medical**

Adobe has established a comprehensive medical plan in order to provide protection for you and your family. You and your family are eligible to enrol beginning with your first day of employment and only full time employees are eligible for medical benefits. "Your family" refers to an employee's spouse and/or dependant children of the employee. Children must be between the ages of 14 days and 19 years old. If the child is receiving full time education at an institution accredited by or registered with the Singapore Ministry of Education, the maximum coverage age is extended to 25 years old. institution, the maximum coverage age is extended to 25 years old. There are several components to the medical coverage; further information is provided through a summary that you will receive from the benefits provider.

The first component covers Group Hospital & Surgical. The second component covers Major Medical. The third component covers Dental. And the fourth component is Outpatient Benefits. The covers are subject to the schedule of benefits.

### **2. Medical Check-Up**

Adobe self-insures an annual medical check up benefit for employees only. This is for the employee's preventative health check-up (body screening) only, and not for the medical check-up for the treatment of specific illness. Family members are not eligible for this medical check-up benefit. You are free to choose the clinic or hospital for your check-up.

### **3. Vision Benefits**

Adobe also self-insures a vision reimbursement for employees only. Coverage includes preventative eye exam, prescribed glasses/lens and contact lens. Exclusions are cosmetic surgery, laser surgery, eye surgery that requires specialist care, contact lens solution, sunglasses etc. Family members are not eligible for this vision reimbursement benefit.

### **4. Business Travel Insurance**

Adobe has a business travel insurance policy which provides you with three times your salary, up to a maximum of US\$500,000. The program pays benefits if you die or become disabled as a result of an accident while travelling on business for

Adobe. The business travel insurance also includes a global medical program that covers any medical emergency for up to US\$250,000 maximum. No evidence of insurability is required for this insurance. Please note that this payout is subject to the benefits provider's terms and conditions.

## **5. Annual Leave**

You will earn leave time on a monthly basis. The leave time can be used at your discretion and with the approval of your manager. Adobe encourages you to use your annual leave time, as it is an opportunity to rest and rejuvenate. Our program allows you to accrue annual leave under the following terms:

- Accrue 10 hours a month or 15 days a year for years 1 through 3 of service.
- Increase by (1) day each year thereafter up to a maximum of 22 days at 10 years of service.
- You can not borrow and use the annual leave that has not accrued yet.
- The accrual of annual leave will cap at 240 hours, or 30 days of accrued time. Once you use some of your annual leave, you will accrue hours once again. Unconsumed leave from the previous calendar year can be carried over.
- There may be cases where business reasons do not allow you to take annual leave time and your cap may be extended above 30 days. Prior approval is required by the Vice President of the division and the Human Resource Manager.
- If you leave your employment with Adobe for any reason, your unused accrued leave will be adjusted and converted to cash proportionately, in accordance with your base salary pay and will be credited to your final paycheck. You cannot extend your last day at Adobe by the amount of annual leave time you have remaining.
- Adobe will not pay out your annual leave time except in cases of resignation and termination. Adobe believes that annual leave is a benefit to be used, and that annual leave is not part of your cash compensation package.
- You must schedule your annual leave time in advance with your manager.
- To schedule your annual leave, please complete an annual leave form, obtain your managers approval and send the form to your Human Resources Manager.

## **6. Public Holidays**

Adobe Singapore will observe 11 public holidays. Generally, the office will be closed on these days and you will receive full base salary pay for the public holiday. If a public holiday falls on a Saturday or Sunday, the immediate following Monday will be a day off.

The following are the public holidays that Adobe Singapore will observe:

New Year's Day  
Hari Raya Haji  
Chinese New Year (2 days)



Good Friday  
Labour Day  
Vesak Day  
National Day  
Deepavali  
Hari Raya Puasa  
Christmas Day

## **7. Sick Leave**

In addition to annual leave accrual, you will receive (14) days per year to be used as sick time. If you are ill and require time away from work, you may use your sick time. If you are not covered by the Employment Act, this time may also be used to care for an ill family member. If you are covered by the Employment Act, Adobe is statutorily bound to ensure that you are entitled to 14 days of sick leave per year, and as such does not have the flexibility to allow the sick leave to be utilised for the care of an ill family member. If you should be hospitalised, you may receive (60) days of sick pay at your full base salary. Sick leave does not accrue and will be refreshed to (14) days at the beginning of each calendar year. If you should leave Adobe for any reason, you will not be paid out for your sick leave.

## **8. Other Leaves**

Adobe understands that from time to time you may need time away from work for a variety of reasons, such as medical, personal, bereavement, military, etc. A leave of absence is defined as an approved absence from work for a specific reason (other than annual leave), if the absence exceeds five consecutive business days. To apply for a Leave of Absence, you must fill out the leave form; obtain the signature of your manager and your Human Resource Manager.

## **9. Medical Leave**

If you should become ill and require time away from work, you have your sick time available for you to use. If you are away from work for more than five business days, you will be required to provide a note from your physician. If you plan on being away from work for more than 5 days for medical reasons, please complete the leave form, obtain a note from your physician, have your manager sign and forward the form to your Human Resources Manager. If you are in hospital, you are eligible for up to (60) days of sick leave per year, paid at 100% of base salary. If you use all of your sick time in a year, then you will not be paid for your time away. If you are away from work for more than 180 days, then Adobe cannot hold your position for you and your employment will be terminated.

## **10. Maternity Leave**

In order to care for the birth, or adoption of a child, you are eligible for up to sixteen weeks of maternity leave at your full base salary rate of pay. This time may be split between prenatal and postnatal time as may be mutually agreed by Adobe and you. Additional leave may be taken with the approval of your manager and can be used as either annual leave or unpaid leave. Prior to the

birth of the child, please complete the leave form, attach a note from your physician stating the expected delivery date, have your manager sign the form and send the form to your Human Resources Manager.

### **11. Paternity Leave**

In order for a father to care for the birth or adoption of a child, Adobe provides a paternity leave of five business days. Additional leave may be taken with the approval of your manager and can be used as either annual leave time or unpaid leave time.

### **12. Childcare Leave**

In order to care for your children, Adobe provides childcare leave of 6 calendar days per year, if you have any child below 7 years old. For the avoidance of doubt, childcare leave shall be in addition to a female employee's entitlement to maternity leave.

### **13. Bereavement Leave**

To offer support following a death in your immediate family, Adobe provides up to five business days of paid leave. Immediate family includes any person living in your household, or children, siblings, parents, grandparents, or in-laws. If you need more time away from work, discuss the matter with your manager or Human Resources.

### **14. Marriage Leave**

To celebrate your marriage, Adobe will provide a minimum of five paid business days off. If you need more time away from work, you may use your available annual leave. Please discuss the matter with your manager.

### **15. Exam Leave**

To offer support during your examination period, Adobe provides up to five business days of paid leave per fiscal year. You must be enrolled in a degree program and provide proof of the exam.

### **16. Personal Leave**

If you wish to take time off for personal reasons, you may request an unpaid personal leave of absence. To be eligible, you need to have worked for Adobe as a permanent employee for at least one year. Personal leaves are granted at the discretion of Adobe management and are determined by business conditions. Because the APAC geography is small and growing very rapidly, personal leaves will not normally be granted. Adobe cannot guarantee your position when you return from a personal leave of absence; business conditions may necessitate Adobe filling your position. You may apply for other available positions within the company but you will compete equally with other qualified candidates. Please consult with your Human Resources Manager for information concerning how your benefits will be handled while on a personal leave of absence.

## 17. Employee Product Purchasing

As an employee, you have the opportunity to purchase Adobe software at a greatly reduced price. You may not resell the product for profit, exchange or trade the product for other goods and services. Gifts and donations are an acceptable form of exchange.

You may purchase up to five of each product line, regardless of platform or upgrade per calendar year. Certain products may be subject to further restrictions. Additional information and ordering is handled through the Adobe internal web site, under "Employee Purchasing".

## 18. Employee Referral Program

We know Adobe's success is due to the incredible talent we have on board. Our future growth and success depends on our ability to continue to attract talent of the caliber of our current team. Our Employee Referral program is an integral source of future growth. It is the opportunity for employees to help a friend, as well as the Company. Eligible employees will be compensated for their efforts.

This Employee Referral Program website has many features to help facilitate the referral process. Search current open positions and refer suitable positions to a friend via the website. Even if there are no appropriate current positions, you can create a profile of preferred positions and you will be notified when such a position becomes available. Once your friend has applied for the referred position, you will be able to track the status of your referral through the website.

If your friend is hired, you will receive a reward for your effort. In Singapore, the Referral Bonus amount is S\$1400 (less the appropriate taxes). This applies to every referral that is hired, as long as you are an eligible employee. Eligible employees will be paid the bonus within 60 days after the start date of the referred employee.

### WHO IS ELIGIBLE?

- All regular employees, interns and co-ops, who refer a person that accepts a position as a regular employee at Adobe, and who are currently active at the time the referred employee is hired.
- All regular employees who are not described in the exceptions below
- To be eligible for the bonus, you must use the process facilitated by the Employee Referral website.
- In the case of two or more employees referring the same person, the referral bonus will be paid to the earliest submission. If the submissions are made on the same day, the bonus will be split.

### WHO IS NOT ELIGIBLE?

- Officers, Directors and above, members of the Global Talent (Staffing, L&D and Engagement), HR Consulting, managers or supervisors who are hiring within their own reporting structure, and members of the interview team.
- Any employee who refers an intern or co-op.
- Any employee who refers someone who is hired as a contingent worker and then converts to a regular employee.
- Any employee who refers a past employee of Adobe

For further information, please refer to the Employee Referral website at <http://hrweb.corp.adobe.com/Hirecom/> or contact HR.

### **19. Fitness Subsidy**

Adobe provides a fitness reimbursement, to permanent employees, of up to S\$50 per month for employees to contribute to their monthly membership fee at a fitness centre. You will be reimbursed via Adobe's expense claim procedure, upon presentation of a valid original receipt.

### **20. Internet Subsidy**

Adobe provides a reimbursement to permanent employees for use of the internet at home for work purposes. You will be reimbursed via Adobe's expense claim procedure, upon presentation of a valid original receipt. Each case will be treated individually and approved at your manager's discretion, based on the amount of work completed at home. An amount that is deemed reasonable by your manager, and subsequently Finance, will be approved.

### **21. Educational Reimbursement Program**

For permanent employees, Adobe reimburses 100% of the cost of fees, tuition, and books for eligible and approved business related course and certificate programs, up to a maximum of US \$10,000 equivalent per year. You must seek your manager's approval to be eligible for this program. Approval must be granted before you enrol in your class. Please contact HR for further information.

## **PART THREE – COMPANY POLICIES**

### **1. Equal Opportunities and Harassment Prevention**

#### **PURPOSE**

Adobe is an equal employment opportunity employer and will not tolerate unlawful discrimination or harassment in its workplace. Equal employment opportunity (EEO) means the systems and policies put in place to prevent discrimination in the workplace.

Adobe aims to provide equal employment opportunities for all applicants and advancement opportunities to all employees. Employment decisions will be based on merit, qualifications and abilities. Adobe does not discriminate in employment opportunities or practices on the basis of race, colour, religion, sex, sexuality, national origin, age, disability, marital status or any other characteristics protected by law.

Adobe's goal is to promote a workplace that is free from harassment and strongly disapproves of and will not tolerate harassment. The policy for Equal Opportunities and Harassment Prevention applies to all persons involved in the operation and prohibits unlawful harassment by any employee, including management, as well as by any person doing business with or for Adobe. Adobe will take all appropriate steps within its control to prevent the occurrence of harassment.

## SCOPE

This policy applies to all employees and contractors of Adobe. This policy applies in the workplace and to all work related off site events, including business trips, social events, business meetings and training programs within and outside normal office hours. It is the responsibility of every employee and contractor to comply with this policy.

## DISCRIMINATION

Discrimination means engaging in any conduct which results in a person being treated less favourably than others because of a particular characteristic that person has, including a person's:

- Race (including a person's colour, nationality, descent and ethnic, ethno-religious or national origin);
- Marital status (i.e., because a person is single, married, divorced or in a de facto relationship );
- Age;
- Gender or transgender status;
- Sexual preference;
- Religious beliefs;
- Pregnancy and/or breastfeeding (including because a person may become pregnant or breastfeed);
- Disability (including a disability that you think a person may have);
- Carer's responsibilities (i.e., responsibility to care for children or other family members);
- Political beliefs and/or activity;
- Union membership and/or activity.

Adobe does not permit any employee to treat a person less favourably because they have a personal association with someone who has one or more of the above attributes.

## VILIFICATION

It is against Adobe's policy to do any public act which vilifies a person on the basis of their race or sexual preference. Vilification means any public act which could encourage hatred, contempt or ridicule of a person because of their race or sexual preference. Examples of vilification include publicly making speeches or statements or wearing clothing with slogans that vilify others.

## HARASSMENT IN THE WORKPLACE

It is against Adobe's policy to harass any other person at work. Harassment includes any type of unwelcome behaviour that is based on one of the attributes listed above (for example, sex, race, disability etc) which offends, humiliates or intimidates the person being harassed. The fact that the behaviour complained of may not have been intended to humiliate or intimidate another person will not prevent the behaviour being discrimination and/or harassment.

Employees should be particularly aware of the suitability or otherwise of proposed social events, including the possibility that social behavior which they personally find acceptable may be found upsetting, intimidating or experienced as harassment by their colleagues. Disciplinary action will be taken against any person found responsible for harassment on such occasions.

The most common forms of harassment in the workplace are sexual harassment and bullying. Neither will be tolerated by Adobe and may result in summary termination.

#### SEXUAL HARASSMENT

Sexual harassment means any unwelcome behaviour of a sexual nature which a reasonable person in the circumstances would find offensive, humiliating or intimidating. Examples of sexual harassment include:

- Inappropriate physical contact, verbal comments, offensive jokes and sexual propositions;
- Communications displaying offensive material (for example, posters and/or calendars);
- Offensive emails (including jokes);
- Requests for sex or other unwelcome sexual advances;
- Unwelcome questions about a person's private life.

#### VICTIMISATION

It is against Adobe's policy to victimise or otherwise disadvantage a person who alleges that they have been discriminated against or harassed. Any employee or contractor, who victimises, threatens, intimidates or otherwise places at a disadvantage a person who alleges they have been discriminated against or harassed will be subject to disciplinary steps including the termination of their employment.

#### RESPONSIBILITY AND PROCEDURES

##### Employees

Employees are responsible for:

- Immediately notifying their manager or HR if they experience harassing or discriminatory behaviour and/or are aware of any such behaviour by any individual.
- Where possible identifying the offensive behaviour to the person engaging in the behaviour and requesting that it stop.

##### Managers

Managers are responsible for:

- Making employees aware of this policy and for preventing harassment from occurring.
- Receiving any complaints of harassment.
- Immediately reporting any complaints of harassment to Human Resources.
- Reporting to Human Resources any incidents of harassment about which they become aware, even if no complaint is made.

##### Human Resources

- HR will promptly undertake effective, thorough and objective investigation of any harassment allegations.
- HR will handle an employee complaint with sensitivity and, to the maximum extent that Adobe judges feasible, attempt to maintain confidentiality.
- HR is responsible for taking any appropriate disciplinary or remedial action in respect of a complaint.

## CONSEQUENCES OF BREACH

Any employee or contractor who engages in conduct contrary to this policy will be disciplined. Serious cases of discrimination, harassment or victimisation will result in termination of employment.

## EXCEPTIONS

There are no exceptions to this policy.

Any employees with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of their immediate Manager or Human Resources.

## 2. Workplace Bullying

Adobe will not tolerate any forms of bullying in the workplace or outside of work, amongst employees. It is unlawful and against Adobe's policy. The same consequences will apply to employees found bullying as stated above in the "Equal Opportunities and Harassment Prevention". This can be up to and including termination. As with the above policy, there are no exceptions and no single employee of Adobe is exempt from this policy.

### WHAT IS BULLYING?

Bullying is any type of behaviour, or series of similar or different behaviours, that unfairly or unreasonably puts down, belittles, undermines, controls, abuses, scares, intimidates, excludes, offends or embarrasses.

Some characteristics of Bullying:

- Deliberate bullying is generally an abuse of power
- Bullying can be overt or covert
- Bullying generally consists of more than one act
- Bullies are often serial bullies

For further information or questions, please contact HR.

## 3. Grievance Procedure

Employees may voice a grievance connected with their work to obtain a response from Adobe. Employees will not be penalised for raising a grievance in good faith. However, the abusive use of this policy, such as for example, raising unfounded allegations with malicious intent, will be treated as a serious disciplinary matter. Adobe is not strictly bound by the grievance process in all circumstances and reserves the right to accelerate, modify or otherwise determine the most appropriate grievance procedure at its absolute discretion.

### ADDRESSING ISSUES INFORMALLY

Employees are encouraged to try to resolve any concerns they have informally with those directly involved in the first instance. Where an issue remains unresolved after informal discussions, the formal grievance procedure should be used. In addition there may be issues which can only be resolved through a more formal procedure.

## RAISING A FORMAL GRIEVANCE

To raise a grievance formally, employees must put it in writing and include as much detail as possible. In most situations, the grievance should be addressed to the employee's manager. However, where the grievance is with the employee's manager, the matter should be raised with a more senior manager.

## GRIEVANCE INVESTIGATION

When a manager receives notification of a grievance, they will meet with the employee to discuss the grievance and they may conduct an investigation to gather or verify facts and/or history around the situation. Where an investigation does ensue it will be carried out thoroughly and as promptly as is reasonably possible.

## GRIEVANCE MEETING

The manager will arrange a formal grievance meeting with the employee and also meet separately with other employees who are connected with the matters raised in the grievance.

If requested by the employee, Adobe may permit a nominated support person to attend the meeting with the employee. Adobe may refuse to allow a particular person to act as a support person if it believes the person selected is inappropriate, having regard to the matters which will be discussed at the meeting.

The nominated support person's role is to act as an observer.

## FORMAL RESPONSE

Following the grievance meeting(s), the manager will meet the employee and provide a response to the grievance.

## GRIEVANCE RECORDS

All documents relating to a grievance will be held in the employee's personal file.

## **4. Electronic Communications Policy**

Adobe, as a company, and individual employees can be harmed by the misuse or abuse of electronic communications. The most up to date version of this worldwide policy can be found at:

[http://volante.corp.adobe.com:8158/legal\\_corporate\\_gov\\_business\\_prac/GEN-SOP-02-001\\_Electronic\\_Communications\\_2.1.pdf](http://volante.corp.adobe.com:8158/legal_corporate_gov_business_prac/GEN-SOP-02-001_Electronic_Communications_2.1.pdf)

Where an employee has any doubt about the provisions of this policy they should consult either their Manager or HR.

## **5. Occupational Health and Safety**

Adobe is committed to the development and maintenance of the highest degree of health, safety and welfare of its employees. Adobe regards the health and safety of all staff as of paramount importance and aims to maintain a work environment which:

- Is safe for all employees and third parties and without risk to their health;



- Provides adequate facilities for their welfare at work; and
- Establishes and maintains equipment, work practices and work organisation which are safe and minimise risk to health.

Both management and employees are responsible for ensuring the occupational health and safety of themselves and others at work and as such share the responsibility for maintaining standards in all company workplaces.

All employees and visitors to the Company must comply with this policy at all times. Failure to comply with this policy may result in disciplinary steps being taken including termination and may expose you and the Company to prosecution.

Employees are required at all times to:

- Take all reasonable steps at work to ensure their health and safety and the health and safety of others;
- Comply with all directions given in relation to OH&S issues;
- Comply with Adobe's drug and alcohol policy and all policies in relation to OH&S issues;
- Not engage in practical jokes or other conduct which may result in injury to others;
- Immediately notify their manager if they become aware of any matter which may affect the health or safety of employees or visitors to Adobe;
- Keep work areas neat and clean; and
- Not smoke in the workplace.

## **PART FOUR – PERSONAL CONDUCT**

### **1. Personal Information**

You must immediately inform HR and your manager of any change in your personal information, such as address, telephone number, name, marital status or dependants. The Company maintains a personnel file on each employee. It includes such information as the employee's Curriculum Vitae, employment contract, records of training, copies of agreements in relation to Company funded training, copies of performance reviews, salary reviews and other employment records.

Personal information about employees, including residential addresses, personal telephone numbers and details of next of kin, is treated as strictly confidential. Such information will not be released outside the Company, other than to Company advisers or as required by law, unless prior authorisation has been received from the employee concerned.

### **2. Dress Code**

All employees are required to be neat and tidy in appearance. Without prejudice to Adobe's equal opportunities policy, whenever there is any possibility that they will have direct contact with customers they must look smart and well groomed and conform to appropriate standards of business attire. Business attire must be smart, and must be suitable for the general office.

Your manager reserves the right to determine what falls within the definition of suitable business attire and you may be required to return home to change your clothing or other matters relating to your appearance if it is unsuitable. Breaches of this may also result in disciplinary action, up to and including dismissal.

### **3. Security of Personal Property**

Adobe does not accept any liability for any damage to, or any loss or theft of, any personal property on the Company's premises. Money or valuables should not be left on Company premises. Security passes must be carried at all times. Adobe reserves the right to refuse entry to Employees who are unable to produce a valid security pass on request.

### **4. Loans and Advances**

As a matter of policy Adobe does not provide loans or loan guarantees to employees.

### **5. Drug and Alcohol Free Workplace**

All employees must present for work sober and not under the influence of alcohol or non-prescription drugs.

The consumption, use, possession, sale or transfer of alcohol, illegal or non-prescription drugs or any prohibited substance at work or during work hours (including during meal breaks) is strictly forbidden.

Moderate alcohol consumption is permitted at Adobe sponsored or approved business or social functions. Intoxication at such events is prohibited. Employees are expected to maintain the highest standard of conduct and behaviour at such events and must conduct themselves in a professional manner at all times.

Failure to comply with this policy may result in disciplinary action including but not limited to summary termination.

### **6. Outside Committees/Boards**

Requests by employees to sit on outside committees/boards, such as boards of directors, advisory boards and industry committees, must be carefully handled since such participation reflects upon Adobe and may impact upon the employee's ability to perform his or her duties.

Requests of this nature must be approved by Adobe's Legal Department and be accompanied by any information Adobe may require to assess the request. Please consult with HR for more details as each request will be on a case-by-case basis.

## **PART FIVE – PERSONAL DEVELOPMENT**

### **1. Recruitment/Hiring Process**

All recruitment advertisements, both internal and external, will request only qualifications and experience which are essential to the performance of the role and will describe vacancies in such a way that no suitably qualified person is deterred from applying.

The selection process will be carried out in a fair and consistent manner at all levels.

### **2. Talent Development**

The Company is committed to ensuring that all employees should receive an equal opportunity to develop their potential and achieve career progression through a consistent approach.

All employees are encouraged to take full advantage of the in-Company training facilities.

For further information, please see the Learning and Development website at: <http://hrweb.corp.adobe.com/hr/main/training.aspx>

### **3. Corporate Tutorials**

From time to time employees may be expected to complete on-line corporate tutorials.

### **4. Internal Job Transfers**

Adobe's job posting policy is designed to encourage qualified staff members to apply for positions that become available within the company. By providing such opportunities, we hope to develop and retain talented employees as their capabilities increase and give them the opportunity to advance their career goals.

You may apply for open positions within Adobe provided you achieve your current job performance standards and have been in your current, regular employment position for 12 months.

A list of current job openings are posted on the Internal Career Opportunity website at: <http://hrweb.corp.adobe.com/Hirecom/internal.aspx>

We currently require a five-day posting period for most positions. There may be occasions where positions are not posted; higher level positions, temporary positions, in-seat promotions, etc. In general, however, we believe in making opportunities available to all employees.

To apply for an internal job posting you must meet all the criteria listed at: <http://hrweb.corp.adobe.com/hr/shared/display.aspx?NodeID=1717> and it is recommended that you take the following steps:

1. Once you have identified the position of interest, the employee should have an exploratory discussion with the hiring manager to determine if they are qualified for the role.
2. If it is determined that there is a potentially good fit by both the employee and hiring manager, the candidate should officially apply. They can do so by clicking on "submit now" after reviewing the job description on the Internal Career Opportunity website. The application will be sent to an assigned recruiter.
3. Internal candidates must notify their manager of all formal internal interviews beyond the initial exploratory discussion with the hiring manager.

Please note that there is no guarantee of an interview for any position.

For any further information please refer to the Transfer Process Document at:

<http://hrweb.corp.adobe.com/hr/shared/display.aspx?NodeID=1717> or contact HR.