

Retirement Policies & Procedures - India

1. Overview

The purpose of this policy is to outline the retirement framework within Adobe India ("the Company / Adobe") and establishes guidelines and procedures to ensure a smooth employee transition and maintain business continuity.

Policy

1.1. Scope

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

1.2. Policy

1.2.1 Retirement Age

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

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

1.2.2 Process of Retirement

Phase 1: Notice of Retirement to the Business:

- ERC to initiate the process by notifying the retiring employees' manager/BU Leader/HRBP of the impending date of retirement as per the below-mentioned timelines:
 - Director & above: 24 months prior
 - Other employees: 18 months prior
- HRBP to initiate the transition & succession planning discussion with Manager and BU Leader upon receiving the notification from ERC.

Phase 2: Notice of Retirement to the Employee:

- ERC to notify the retiring employee as per the timelines below, from date of impending retirement, keeping the Manager and HRBP informed.
 - Director & above: 18 months prior
 - Other employees: 12 months prior

Phase 3: Initiation of Exit Formalities:

- ERC to contact the Manager, 6 months in advance of retirement date for initiation of exit related formalities.
- ERC to conduct 1:1 meeting with the retiring employee 6 months in advance of retirement date to explain the exit formalities and other processes.

Phase 4: Retirement Closure:

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

2. Exceptions

Any Exception to this policy will be at the sole discretion of the Company.

3. Entitlement to Benefits upon Retirement

All employees will continue to be eligible for regular benefits viz, Provident Fund, Gratuity, Leave Encashment, and other admissible benefits as per current company policy and extant regulating laws. For details refer to the [Retirement Resource Directory](#) on Inside Adobe/Benefits Portal.

4. Violations

Violation of this policy will be dealt with actions deemed fit and proper to mitigate such violations.

5. Review and Amendment

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

6. Definitions

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

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

7. Responsibility and Related Documents

The groups indicated below are responsible for the following:

Stakeholders	Responsibilities
VP, Total Rewards Team	- Governance of the policy
Total Rewards Team, India	- Ensure timely updates to policy and procedures
ERC	- Initiates the Retirement Intimation process & managing the Exit Formalities
HRBP	- On receiving advance notification from ERC, initiate a formal discussion with BU Leader and manager on the retirement date and succession plan of the role getting superannuated.
Manager of retiring employee	- Plan on the work transition and succession for the role (along with BU leader and HRBP). - Keep retiring employees informed of the retirement date/ actionable as applicable and ensure compliance with the terms of this policy. - In the manager's absence, provide an alternate reviewing authority to ERC so no delays occur.
Retiring employee	- Ensure compliance with the terms of this policy. - Coordinate with Manager and ERC on work transition plan and retirement exit actions.

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

8. Document History

Version	Issue Date	Changes	Approval
1.0	November 2020	Policy Introduction	Reviewed and approved by Total Rewards, Legal & ERC
2.0	March 2026	Revision of Policy	Reviewed and approved by Total Rewards, Legal & ERC