Global Benefits & Wellbeing

Global Adoption Assistance Program

Adobe recognizes that families are formed in many ways. The Adoption Assistance Program is designed to help offset the costs associated with adopting a child. Adobe periodically reviews its Adoption Assistance Program and has extended the program to employees outside of the U.S. with effect from January 1, 2021. For India, please refer to the India Adoption Assistance Program.

The adoption assistance benefit provided by Adobe under this policy is subject to local laws and regulations. In the event of any conflict between a provision of this policy and a provision of local laws and regulations, the applicable provision of local laws and regulations should prevail.

Who is eligible

- Full-time regular employees and part-time regular employees who work the minimum hours required for benefits eligibility regardless of their marital status who:
  - have met the local legal requirements to adopt;
  - are legally adopting a child under 18 years of age (or over 18 years of age if they are physically or mentally incapable of caring for themselves); and
  - are employed with Adobe when the adoption is finalized and actively at work when reimbursement is made to receive this benefit.
- Adobe interns and Adobe-paid temporary employees are not eligible except where legally required.
- If your spouse/domestic partner works at Adobe, the expense related to the same adopted child can only be claimed once.

Benefit amount

Effective January 1, 2021, Adobe will reimburse you up to a maximum of USD 25,000 for expenses you incur directly related to the adoption of an eligible child defined under this policy. There is a maximum lifetime benefit of two adoptions (each adoption covers the reimbursement of one child only and adoption of twins or siblings will be considered two adoptions). Expenses will be reimbursed after the adoption process is fully completed according to the local regulations.

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What is covered

The program provides for reimbursement of reasonable expenses (with receipt of payment) incurred from:

- Legal fees
- Court fees
- Adoption agency fees, including foreign adoption fees
- Travel eExpenses necessary for the adoption such as flight ticket, hotel and gas
- Adoptions associated with surrogacy (applicable to countries/states which require adoption of the surrogate baby)

What is not covered

The following expenses are not eligible for reimbursement:

- Clothing and food
- Medical expenses related to the birth mother or child
- Mothering fees such as maternity-related medical and hospital costs or temporary living expenses of the birth mother during her pregnancy
- Expenses incurred in violation of local laws

Taxation

The adoption assistance benefit provided by Adobe will be treated as benefit-in-kind, and hence, it's a taxable benefit. Rules regarding the taxation of the adoption assistance benefit are complex, so we strongly recommend you review your tax withholdings and consult with your personal tax advisor for assistance when filing your tax return.

How to claim your reimbursement

For U.S. employees

Once your adoption is finalized, notify My Adobe Reimbursements (powered by Benify) by phone at 800-269-6700 or email at myadobereimbursements@stradaglobal.com.

My Adobe Reimbursements:

1. Log in to My Adobe Reimbursements website via SSO
2. Click on *My Reimbursements* > *Make a Claim* under Adoption Reimbursement
3. Click *Submit a Claim*
4. Complete required fields
5. Upload your scanned receipts and required documentation
6. Click *Continue*

7. Review your claim and review and select that you have read and accept the terms and conditions
8. Click *Confirm*

Note: All receipts must show the date you PAID in order to be eligible for claims processing.

Related expenses incurred prior to the year of placement are allowed. However, you must claim your reimbursement no later than 6 months following the date the final adoption process according to the local regulations. For example, if the adoption process started in June 2024 but finalized in August 2025, related expenses incurred during this period would be eligible for reimbursement if the claim was submitted by December 30, 2025.

Reimbursements will be issued through Payroll after you submit all receipts and your claim is approved. Depending on your claim submission date, you'll receive your reimbursement in accordance with normal pay periods and timelines for your respective country.

For employees in Australia, Austria, Belgium, France, Germany, Ireland, Italy, New Zealand, Romania, Singapore, South Africa, Spain, Sweden, Switzerland, Thailand, and UK.

Once your adoption is legally finalized, please submit your adoption claim through My Adobe Benefits (powered by Benify) and follow these instructions for reimbursement:

1. Click *Available Benefits*
2. Click *Global Adoption Assistance Program*
3. Click *Submit a Claim*
4. Complete the required fields
5. Upload your scanned receipts and required documentation
6. Click *Continue*
7. Review your claim and review and select that you have read and accept the terms and conditions
8. Click *Confirm*

Related expenses incurred prior to the year of placement are allowed. However, you must claim your reimbursement in the same calendar year when the adoption process is fully completed according to the local regulations. For example, if the adoption process started in June 2024 but was finalized in August 2025, related expenses incurred during this period would be eligible for reimbursement if the claim is submitted between August 2025 and December 30, 2025.

Reimbursements will be issued through payroll after you submit all receipts and your claim is approved. Depending on your claim submission date, you'll receive your reimbursement in accordance with normal pay periods and timelines for your respective country.

For other employees outside of the U.S.

Once your adoption is legally finalized, please submit your documents and receipts to ERC through the Support Center.

After your application is approved, please log in to Concur and follow these instructions for reimbursement:

1. Click *Create New Claim*
2. Change the Cost Center number to the Fringe Benefits Cost Center (see Appendix) in the *Create a New Expense Report* page
3. Select *Expense Type* > *Global Adoption Assistance* from the dropdown

4. Complete the required fields
5. Upload your scanned receipts or required documentation
6. Click *Save* and then click *Submit Report*

Related expenses incurred prior to the year of placement are allowed. However, you must claim your reimbursement in the same calendar year when the adoption process is fully completed according to the local regulations. For example, if the adoption process started in June 2024 but was finalized in August 2025, related expenses incurred during this period would be eligible for reimbursement if the claim is submitted between August 2025 and December 30, 2025.

Reimbursements will be issued through Payroll after you submit all receipts and your claim is approved. Depending on your claim submission date, you'll receive your reimbursement in accordance with normal pay periods and timelines for your respective country.

Adobe benefits for the adopted child

For U.S. employees

Upon obtaining custody of your child, you may add your child to your medical, dental, and/or visions plan(s). Additionally, you may want to review your other benefit choices.

- Employee Life, Employee Accidental Death and Dismemberment, Dependent Life, and Long-Term Disability Insurance: You may want to increase your coverage selections or enroll in a plan that you previously declined.
- Health Care or Dependent Care Reimbursement Accounts: You may want to enroll or increase your pre-tax contributions to either or both accounts.
- Beneficiary Designation: For Life and Accidental Death and Dismemberment, you may change the beneficiary information any time through the Adobe Benefits enrollment site. For 401(k) beneficiary changes, by federal law you must select your spouse as the primary beneficiary unless your spouse agrees otherwise in writing. Visit vanguard.com to review or change your 401(k)-beneficiary designation.
- Dependent Life Insurance: You may want to cover eligible dependents.
- Go to the Adobe Benefits enrollment site within 31 days of your child's placement to add your child as a dependent and/or make any other necessary changes to your benefits. Print a confirmation statement for your records and watch your paycheck to ensure deductions have begun.
- Your new selections will become effective the date of your child's placement. Allow at least 1 pay period for deductions to begin. If you don't enroll your child within 31 days of your child's placement, you will not be able to enroll them until the next open enrollment period.
- Review the 529 College Savings Plan.
- Please refer to benefits.adobe.com for more information.

For employees in Australia, Austria, Belgium, France, Germany, Ireland, Italy, New Zealand, Romania, Singapore, South Africa, Spain, Sweden, Switzerland, Thailand, and UK.

Within 30 days upon obtaining custody of your child, you may add your child to your medical insurance via My Adobe Benefits (powered by Benify) by following these steps:

1. Click on *My Benefit Selections*
2. Select the benefit(s) you want to add a dependent to, click *Update* and follow instructions on the screen to add a dependent or reach out to the Adobe Benefits Support team for assistance.

You may want to take time off to bond with your child. For more information, please visit the *Time Off* tab on benefits.adobe.com or Inside Adobe.

For other employees outside of the U.S.

Within 30 days upon obtaining custody of your child, you may add your child to your medical insurance via My Adobe Benefits (powered by Darwin) by the following these steps:

1. Click *Quick Link*
2. Select *Add Dependant*
3. Click *Add a Dependant*
4. Complete the required fields
5. Give your consent to provide this information and click *Save*

You may want to take time off to bond with your child. For more information, please visit the *Time Off* tab on benefits.adobe.com or Inside Adobe.

Disclaimers

- Additional documentation and certification may be required for verification purposes.
- Reimbursements under this program are payable only to eligible employees. The right to reimbursement cannot be transferred or assigned in whole or in part, either directly or by operation of law or otherwise.
- Benefits are payable solely from the general assets of Adobe.
- Adobe reserves the right to terminate or modify this program at any time and for any reason.

Appendix

Region	Country	In Concur Select Cost Center	
India, Japan, and APAC	**China**	7791107	
	Hong Kong	5488808	
	India	7890411	
	Japan	7294509	
	Korea	7497514	
	Taiwan	7792006	
EMEA	**Czech Republic**	6095503	
	Denmark	4895581	
	Finland	4795555	
	Germany	5920250 (ASEG)	5294509 (NLGM)
	Israel	7193113	
	Netherlands	5494509	
	Norway	4694509	
	Poland	6100027	
	United Arab	5488588	
LATAM	**Brazil**	7697518 (ADBZ Fringe)	
	Mexico	194509 (ADUS Fringe)	
	Chile	7698009 (ADCL Fringe)	
	Colombia	8100012 (ADCO Fringe)	
	Bermuda	5696759 (AILP Fringe)	