

CORPORATE POLICY

Number:	30-25	Revision:	
Title:	Voting Leave Policy	Function:	Human Resources
Effective Date:	October 15, 2018		

PURPOSE

Xylem encourages all employees to fulfill their civic responsibilities by voting. This policy provides time off and income protection for eligible employees to vote if there is not sufficient time to do so outside of working hours.

SCOPE

This policy applies to all employees of Xylem. In the event this policy conflicts with any local laws and regulations, the relevant law or regulation will prevail to the employee's benefit. Employees covered by collective bargaining agreements are governed by the relevant provisions of those agreements. Consideration will be given to the execution of this policy based on local country voting practices.

POLICY

Xylem has a continuing interest in encouraging active and engaged citizenship. Employees are urged to vote in local, state and national elections either before or after work hours on Election Day or by early voting by mail. If an employee does not have sufficient time outside of working hours within which to vote, he/she may be allowed to take up to two hours off with pay for this purpose. Such time off should be taken at the beginning or end of the regular shift, whichever allows for more free time to vote.

PROCEDURES

Employees requesting leave under this policy should comply with the following requirements:

- Notify their supervisor at least two days prior to the election day of the need for time off to vote.
- Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.
- Any additional time off beyond the two hours provided by this policy will be without pay or deducted from accrued Paid Time Off, subject to local regulations.

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ROLES & RESPONSIBILITIES

The Xylem Chief Human Resources Officer is responsible for the implementation of and compliance with this policy within Xylem.

Each HR Leader is responsible for the implementation of and compliance with this policy within their respective area of responsibility.

Managers are responsible for administering this policy. It is the employee’s responsibility to provide advance notice.

1.0 SUPPORTING DOCUMENTS

Document Number & Revision	Title

2.0 SUPERSEDED DOCUMENTS

Document Number & Revision	Title

3.0 CHANGE LOG

Document all modifications to this policy in DESCENDING order (most recent to oldest), and include when policy was initially released and expired.

Date	Rev	Change Made	Reason	Name