

	POLICY AND PROCEDURE	
Section	Adoption / Surrogacy Reimbursement Policy	Date Created: 01/01/2017 Date Revised: 01/01/2023 Revision #: 1

Guiding Principles:

Ingredion celebrates all ways to build a family. The company recognizes the high cost of adoption and surrogacy and offers support by providing “Adoption/Surrogate Assistance” to eligible employees.

Scope:

This policy applies to all active salaried full-time, part-time, and all non-bargaining unit hourly U.S. employees. Active status is defined as: employed by Ingredion performing your work-related duties, on a work-related assignment, or away from work due to vacation, holiday, or other approved day off.

Full-time employment is defined as at least 40 hours per week and part-time employment is defined as at least 20 hours per week.

Policy:

Reimbursement up to \$10,000 per child for qualified adoption or surrogate expenses incurred after the employee’s hire date. Employees will be reimbursed for a maximum of two adoptions and/or surrogacy agreements while they are an active employee with Ingredion.

Eligibility:

All full-time and part-time active employees (excluding temporary, contractual, or seasonal employees) who are in the process of adopting a child, have adopted a child within 3 months of application, or have a legally binding surrogacy agreement, can apply for reimbursement under the Adoption/Surrogate Assistance Policy.

Employees must have at least twelve (12) months of service with the company to be eligible for Adoption/Surrogate Assistance.

Eligible qualified expenses are reasonable and necessary fees directly related to, and whose principal purpose is for, the legal adoption or legal surrogacy agreement of an eligible child and may include: adoption/surrogate agency fee; legal and court fees; temporary foster care expense; birth-related fees for medical and hospital service (not otherwise covered by insurance); immigration, child immunization and translation fees.

Process:

- Adoption/Surrogacy Reimbursement Request Form can be found on HR Connect.
- Complete the form and attach a copy of the court document approving the adoption or legal surrogacy agreement.
- Include original itemized receipts for eligible expenses (agency, placement, legal, etc.) for which you are requesting reimbursement.
- Return all paperwork to Corporate Benefits at 5 Westbrook Corporate Center, Westchester, IL 60154.
- Reimbursement will be made via payroll and will be subject to applicable taxes.
- Employee must be in active status on the date of the reimbursement.