

Cision U.S. Adoption Assistance Program Policy

Cision recognizes that families are formed in many ways. The Adoption Assistance Program is designed to help offset the costs associated with adopting a child.

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 Cision when the adoption is finalized and actively at work when reimbursement is made to receive this benefit.
- Cision Interns and Cision-paid temporary employees are not eligible.
- If your spouse/domestic partner works at Cision, the expense related to the same adopted child can only be claimed once.

Benefit Amount

Cision will reimburse you up to a maximum of USD 5,000 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.

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 Expenses necessary for the adoption such as flight ticket, hotel and gas

What Is Not Covered

The following expenses are not eligible for reimbursement:

- Clothing & 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 Cision 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

Once your adoption is finalized, notify Cision's benefits team via email hr.support@cision.com.

You will need to provide:

- Finalized birth certificate or decree
- Applicable receipts for services incurred under the "What is Covered" section.

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 2021 but finalized in August 2022, related expenses incurred during this period would be eligible for reimbursement if the claim was submitted by December 30, 2022.

Reimbursements will be issued through payroll.

Cision Benefits for the Adopted Child

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 & Dismemberment, you may change the beneficiary information any time through the Cision 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 401k.com to review or change your 401(k)-beneficiary designation.
- Dependent Life Insurance: You may want to cover eligible dependents.
- Go to the Cision 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.
- Please refer to benefitsatcision.com for more information.

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.
- Cision reserves the right to terminate or modify this program at any time and for any reason.