

Q. Who is WINFertility?

With over 20 years of experience WINFertility will help you manage through your infertility, fertility preservation, surrogacy and adoption journey.

Q. How do I contact WINFertility?

WINFertility will be your first point of contact as you begin your family building journey. You may contact WINFertility at 844-420-6673 Monday – Friday 9:00 am – 7:30 pm (EST) or by accessing their website at <http://managed.winfertility.com/zoll>. You can also download the WINFertility companion app from the App Store or Google Play. Remember to enter employer code: **ZOLL22**

Q. Who is eligible for adoption and surrogacy assistance?

All employees that have been that have been employed by ZOLL for one year and are actively at work for ZOLL as a U.S. regular employee scheduled to work a minimum of 30 hours per week, are eligible for this program. Employees on a leave of absence are also eligible to participate (after one year of employment).

Q. How old must the child be to be eligible for the adoption assistance?

If the adopted child is under the age of 18 the employee will be eligible for adoption assistance.

Q. If I am adopting the legal children of my spouse or domestic partner am I eligible for adoption assistance?

Yes, the program covers expenses for adopting your step-child, or your nephew, niece, cousin, brother, sister or grandchild.

Q. If I am adopting a child previously in my care as a foster child am I eligible for adoption assistance?

Yes, eligible employees adopting children in a foster care program are eligible for adoption assistance.

Q. Which fees are eligible (or ineligible) for reimbursement under the adoption and surrogacy assistance program?

A complete list of eligible and ineligible expenses can be found in the 'Adoption and Surrogacy Reimbursement Program Policy' or by calling WIN at: 844-420-6673

Q. If I am on a Leave of Absence will I still be able to participate in the adoption/surrogacy assistance program?

Employees on an approved leave of absence at the time the adoption is to be finalized and who have satisfied the 12 consecutive months of employment prior to commencement of the leave are also eligible for program benefits.

Q. Is there a maximum amount that can be reimbursed per adoption/surrogacy per family?

Eligible Employees may be reimbursed for non-duplicative expenses of up to a combined total of \$15,000 lifetime maximum resulting from any legal adoption or surrogacy occurrences. If you and your spouse are both Eligible Employees, you may each be able to file for non-duplicative expenses to \$15,000 lifetime maximum per Employee, resulting from any legal adoption or surrogacy occurrences.

Q. Are the adoption/surrogacy fees that are reimbursed being taxed?

Surrogacy and Adoption expenses reimbursed by the Company are considered taxable income and are reported on the employee's W-2 form at year-end.

Q. How long do I have to submit the paperwork for reimbursement?

The employee must submit paperwork for reimbursement within 180 days year of the legal adoption/surrogacy date.

Q. How long will it take to receive my adoption or surrogacy reimbursement?

Once you have submitted all required documentation and it has been validated, your reimbursement will be processed as soon as administratively practical.

Q. When can I submit documentation for adoption or surrogacy reimbursement?

Once the adoption or surrogacy occurrence has been Legally Finalized.

- An adoption is defined as Legally Finalized when the adoptive parent(s) have been granted permanent legal custody of the child in the U.S according to the current U.S. statutes governing adoption; and the adopting parent(s) can provide a notarized adoption decree or notarized court order and U.S. Passport or U.S. Visa.
- A surrogacy is defined as Legally Finalized when the Intended Parent(s) have been granted permanent legal custody of the child and the Intended Parent(s) can provide a copy of either the certified birth certificate or a notarized court order acknowledging parentage of the Intended Parent(s) as the child's permanent legal parent(s).

Q. Do I need to submit all my expenses at one time, or may I submit them as they are incurred?

You will need to submit all expense claims at one time with the other required documents. If additional information is required, WINFertility will reach out to you to request additional documentation. If you have any questions on documentation required to request a reimbursement, you can reach out to WIN at 844-420-6673 or by visiting: <https://managed.winfertility.com/zoll/>

Q. How do I process my adoption/surrogacy assistance request?

Reimbursement requires submission of certified copies of the adoption/surrogacy papers and itemized bills to WINFertility within 180 days of the legal adoption/surrogacy date. Adoption/surrogacy papers must indicate the date of adoption/surrogacy as recorded by the state or county, the name and birth date of the child, and the name(s) of the parent(s). Reimbursement request forms and submission process details can be obtained from by contacting WINFertility at 844-420-6673

Q. My spouse and I both work for ZOLL. If we adopt a child can we both submit requests for adoption assistance for the same adoption?

Yes. The maximum allowable reimbursement per eligible employee is \$15,000 lifetime maximum for non-duplicative expenses.

Q. Are adoption expenses prior to 12/31/21 eligible for reimbursement under this program?

No; expenses incurred prior to 12/31/21 are not eligible under this program.

Q. What constitutes a legal adoption or surrogacy agreement?

We strongly recommend working with an attorney to ensure that your particular agreement is a legal and valid arrangement in your jurisdiction. Depending on your jurisdiction, a copy of the surrogacy contract must be filed in court in the county where the child is born, or anticipated to be born, the county where the intended parent(s) reside, the county where the surrogate resides, the county where the contract was executed, or the county where medical procedures pursuant to the contract are to be performed.

Q. I am currently a surrogate (gestational carrier) for another individual. May I claim surrogacy reimbursement?

No. This benefit is intended to support the employee who is the intended parent. ZOLL employees who are surrogates are not eligible to participate in this benefit program.

Q. My surrogate (gestational carrier) was unable to complete the terms of the surrogacy agreement, but I have already incurred expenses. May I file a surrogacy reimbursement claim?

No. ZOLL will only reimburse the intended parent once the adoption or surrogacy occurrence has been legally finalized and the intended parent has been granted custody of the child(ren).