

Disaster Recovery Paid Time Off Guidelines

Purpose: To provide a process by which employees can request paid time off to deal with personal matters, or to volunteer to assist other persons, in the recovery from Hurricane Harvey.

Guideline Owner: Human Resources

Effective Date: September 4 through December 31, 2017

The Company reserves the right to revise, supplement or rescind this program in its discretion in accordance with the requirements of applicable law, its collective bargaining agreements, or for any other lawful reason.

1. Introduction

Considering the events of Hurricane Harvey, some employees may need additional time away from work for personal recovery, or some employees may want to volunteer in the communities impacted. This guideline, along with the communications and FAQs that accompany it, addresses how participating employees are paid during these situations.

2. Applicability

Active employees personally impacted by the Hurricane Harvey disaster will be eligible to apply for personal time off. In addition, active employees will be eligible to apply for personal time off to perform volunteer work in the communities that are designated as natural disaster areas impacted by Hurricane Harvey.

To the extent any aspect of this guideline is contrary to applicable local or national law, the Company will comply with and enforce this guideline to be consistent with such law.

This guideline supersedes any prior policy or program as well as any other written or oral statements or representations by the Company that are inconsistent with this guideline.

3. Definitions

“Company” or “LyondellBasell” means, collectively, all of the U.S.-based employer subsidiary entities of LyondellBasell Industries, N.V., including Equistar Chemicals LP, Lyondell Chemical Company, and Houston Refining LP.

4. Provisions

Employees who have been directly impacted by Hurricane Harvey may request additional time off for personal needs. Examples of personal needs include, but are not limited to, the following:

- Clean up of employee's personal property
- Arrangement of temporary housing
- Attending appointments with an insurance agency, attorney, etc. related to damage of personal property from the hurricane

Employees may be granted up to 36 hours paid time off for personal recovery under this guideline. This time off can be used in full days or incremental hours with supervisor approval. This time off will be considered excused and not counted adversely towards attendance.

Employees who would like to volunteer in the community to assist with the recovery efforts may be granted up to a total of 8 hours paid time off or equivalent shift hours. This time off can be used in a full day or incremental hours with supervisor approval. This time off will be considered excused and not counted adversely towards attendance.

For an employee needing time off due to his/her own serious health condition or to care for a child, spouse, or parent with a serious health condition may be entitled to leave under the Family and Medical Leave Act. Please refer to the Short-Term Disability and Family and Medical Leave policies for these situations.

5. Approval Process

Employees must request time off approval from their Supervisor. Supervisors are responsible for reviewing and approving requests and, for hourly employees, ensuring that time is appropriately coded to ensure pay is received. Supervisors are also responsible for advising Human Resources of any employee requesting paid time off under this program. HR Business Partners will work with Supervisors to track and monitor the paid time off.