

Adoption and Surrogacy Plan Document**Date: January 1, 2022****Revised Date: May 3rd 2023****HR Benefits - Corporate**

As part of Genesco's Family Building Benefits, Genesco will provide reimbursement for all or a portion of the expenses resulting from surrogacy or the adoption of an eligible child in order to support eligible employees who want to expand their families.

An eligible child is an adopted child under the age of 18 years old at the time a qualified adoption expense is paid. An eligible child includes an unrelated child, a stepchild, a child as a result of a surrogacy arrangement, or a child that may be biologically related to either parent, which is known as a kinship adoption.

ELIGIBILITY

All active full-time, benefits eligible employees with at least one (1) year of continuous service at the time of the adoption.

QUALIFIED ADOPTION EXPENSES

Eligible surrogacy and adoption-related expenses will be reimbursed up to a maximum of \$5,000 per child with a lifetime maximum for all Family Building Benefits* of \$20,000.

Most expenses directly related to the adoption are reimbursable. These include:

- Agency and placement fees
- Legal fees and court costs
- Medical expenses of the birthmother
- Medical expenses of the child, not covered by insurance
- Temporary foster care costs
- Immigration, immunization and translation fees
- Transportation and lodging

* For information about the Family Building Benefit, please reference benefitsatgenesco.com.

REIMBURSEMENT PROCEESS

To obtain reimbursement for adoption expenses, the eligible employee must submit the following documents to the Benefits team at Benefits@genesco.com within six months of finalizing the adoption:

- The completed *Adoption Assistance Reimbursement Form*, which can be requested from the Benefits team.
- Documentation of all fees, costs and other expenses incurred in connection with the adoption of an eligible child (including detailed receipts, invoices, canceled checks, etc.)
- Documentation that indicates whether the child is a citizen or resident of the United States
- For the adoption of an Eligible Child who is not a citizen or resident of the United States, a final decree of adoption by a competent authority of the foreign-sending country, as well as evidence that the child has been issued the appropriate visa from the State Department of the United States
- For the adoption of an Eligible Child who is a citizen or resident of the United States, a final decree of adoption

REQUESTS FOR LEAVE

- The employee will provide his or her supervisor and Genesco's Leave Administrator (Leave@genesco.com) with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary leave forms and provide all documentation as required by the Leave team to substantiate the request.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.

COORDINATION WITH BENEFITS

Employees will have 60 days from the time of placement to add the child to your benefits by initiating a Life Event on mygenesco.com. For questions regarding how to initiate a Life Event, please contact the Benefits team at Benefits@genesco.com or 615-367-7582.

TAXATION OF BENEFITS

Adoption reimbursements may be excluded from an employee's federal taxable income, however; these payments may be subject to social security, Medicare, and federal unemployment taxes. Please consult your tax advisor for more information. You may also obtain further information at www.irs.gov.

DISCRIMINATION AND RETALIATION PROHIBITED

The Company strictly prohibits any form of discrimination or retaliation against any employee because of their request for adoption or surrogacy assistance under this Policy. If you feel that you have been subjected to conduct that violates this Policy, the Company encourages you to report this immediately to your manager or Employee Relations Representative