

Language program Procedure for LATAM

Applies to:

All full-time employees with regular status.

1. Introduction and Purpose:

Continuous education allows Solventum to stay competitive in an ever-changing business environment. By investing in the professional development of our employees, we not only enhance our skills and competencies but also foster innovation and adaptability. In addition, it demonstrates Solventum's commitment to the growth and well-being of our employees.

Solventum is an organization that looks after the development of its employees, and offers the possibility of training in languages: Spanish, English and Portuguese, the training should apply to the following conditions:

- Support the employee's current skills and requirements.
- Prepare the employee for future responsibilities.
- Align with the employee's business needs and career goals.

2. Eligibility Requirements:

- i. The colleague has been with the company for more than one year.
- ii. Maintain at least an effective performance, evaluated through annual performance reviews and reflected in Workday.
- iii. The language program should be related to the employee's current or future role and contribute to their professional and personal development.
- iv. The employee must comply with the rules and policies of the company, the study program, and maintain a high level of quality and professional ethics. He/she should not be in PIP (Performance Improvement Plan) for at least one year or active investigations.
- v. The employee must obtain the approval of his or her direct supervisor.

3. Types of Studies Included:

- a. Language Training:
 - a. English:
 - i. Individual + eLearning
 - ii. Group classes + eLearning

- b. Spanish
 - i. Individual + eLearning
 - ii. Group classes + eLearning
- c. Portuguese
 - i. Individual + eLearning
 - ii. Group classes + eLearning

4. Supplier

Ardor Learning is the provider selected under an exhaustive review to deliver the courses in all the markets in which Solventum operates in Latin America.

•<https://portal.ardorlearning.com/solventum>

5. Procedure:

- i. Colleague and manager discuss the necessity of language course due to local job requirement or development reasons. These courses require 3 hours a week of dedication.
- ii. The employee must make sure to submit a written request to his or her manager+1, stating the name, duration, cost, and benefits of the training program.
- iii. The employee must ensure the budget to finance the training.
- iv. Manager approves the colleague's course.
- v. The employee is responsible for creating the Purchase order.
- vi. The employees must include the course in their goals for the year, approval of the course and assistance will be part of their year-end performance evaluation.
- vii. Once aligned with your manager, if you take the program during the workday, you will need to meet your work goals and maintain operational continuity. By doing so, you will demonstrate your commitment to the personal growth and success of our organization.
- viii. If the course is not approved, the employee will be notified in writing with specific reasons.

6. Post-Course Commitment:

- i. If the studies are prolonged due to the employee's responsibility, such as their absence or lack of approval of the respective modules or subjects, Solventum is not obliged to finance the higher cost.

- ii. If the employee does not complete the study program due to lack of commitment will not be eligible to take another company sponsored course for 3 years.
- iii. Solventum does not assume any obligation or commitment to promote or alter the conditions of the current employment contract, during or once the course is completed; however, the employee may participate in the corresponding competitions when there are vacancies in the company.

7. Review and Approval:

This policy will be reviewed annually **by Human Resources to ensure alignment with the company's development goals** and is subject to change according to the needs of the company.

Approval of an application for Language studies at Ardor follows a structured process to ensure fairness and alignment with the company's development goals.

8. Frequently Asked Questions (FAQs):

8.1 What is the procedure for obtaining approval for an educational course?

Meet with your supervisor to discuss your intentions and confirm how the course aligns with your role and career development. Follow the steps outlined in the policy.

8.2 What else should I know before applying for education?

You must have a development plan in Solventum that aligns with the course that requires sponsorship, have been in the organization for more than a year, and maintain satisfactory performance as reflected in your annual review.

8.3 Does Solventum pay Ardor Learning directly for employee course?

Yes, it is paid through purchase orders. It is the employee's responsibility to create the purchase order and ensure compliance with local invoicing and receipt requirements.

8.4 When do the courses begin?

Once the purchase order and supporting documents have been entered on the Ardor learning portal: <https://portal.ardorlearning.com/solventum> your entry process begins. You will be contacted by a Facilitator to coordinate the program and dates of the course. Classes will begin every month at the beginning of each month.

Annex 1



-  Solventum employee
-  Solventum manager
-  Ardor team

Description of user flow

-  ➤ Employees request the language training from managers. **Study language should be agreed on and type of program.**
-  ➤ **Employees open a PO.**
-  ➤ Managers approve the request.
-  ➤ Employee enrolls using the registration page and attaching the PO. Including the PO is an obligatory step in the process.
-  ➤ Ardor consolidates lists. New Groups start every month.
-  ➤ Employees receive **Welcome Email from Ardor** to confirm their registration and start the training.
 - Email includes information on their dynamizer and steps to log into the system
 - Employees have 5 working days to confirm their registration.
 - They will be asked to include information on: Name, Surname, Email, Phone Number and Country. *Phone number and country are not obligatory but important for the dynamising service and the Teacher-Led classes.
-  ➤ Learners log into the **Ardor system** and have access to their corresponding training:
 - 6 month eLearning licence with 10 One-to-One classes
 - 6 month eLearning licence with 20 One-to-One classes
 - 6 month eLearning licence with 48 Group classes
-  ➤ An **Initial Orientation Session** is organized in the first 7 working days where employees get to know their **dynamizer**, receive useful information about the course and see how to make the most out of the language training.

Annex 2 – Vendor information by Country

Country	Vendor Number	Vendor Name
Brasil	60736	ARDOR LEARNING INC
Chile	97010	ARDOR LEARNING INC
Colombia	30745	ARDOR LEARNING INC
Costa Rica	1073501	ARDOR LEARNING INC
Mexico Corp	18299	ARDOR LEARNING INC
Mexico Monterrey	3272118	ARDOR LEARNING INC
México Apodaca	TBD	ARDOR LEARNING INC