

<b>TITLE:</b> Exit Interview Policy	<b>REFERENCE #:</b> IGV-HR-POL-0100
<b>DEPARTMENT:</b> Human Resources	<b>APPROVAL DATE:</b> 2/5/2024
<b>CATEGORY:</b> Human Resources	<b>EFFECTIVE DATE:</b> 2/5/24
<b>APPROVER:</b> Denise Triba	<b>NEXT REVIEW DATE:</b> 2/5/26

## 1.0 Purpose and Scope

This policy applies to employees of Ingenovis Health, Inc. (“Ingenovis”) and its subsidiaries’ employees who leave employment of the Company.

The purpose of this policy is to collect feedback from departing employees and understand their reasons for leaving the Company, identify potential trends and opportunities for improved employee experience, as well as provide an opportunity to report potential ethics or compliance concerns they may have witnessed.

## 2.0 Sanctions & Enforcement

Failure to comply with this policy and its associated standards may subject the Ingenovis User to disciplinary action consistent with the severity of the incident, which may include, but not limited to:

- Loss of access privileges to information resources
- Termination of employment or engagement
- Other actions as deemed appropriate by the joint determination of Legal & Compliance, Human Resources, Security, and/or the applicable leadership team.

For Users such as contractors, consultants, and vendors, failure to comply with this policy may subject the group to the dismissal of consultants and/or cancellation of contracts based on a joint determination of the business unit or department that contracted the vendor or consultant, Legal & Compliance, and/or Human Resources teams.

## 3.0 Policy

### Policy Statement

Human Resources will attempt to conduct exit interviews of departing employees for the purpose stated above. Exit interviews are voluntary and there shall be no repercussions for employees who choose not to participate.

## 4.0 Standards

Human Resources will conduct an exit interview of the departing employee either in person, by phone, or by video for the purpose stated above, as well as addressing any other issues that need to be covered upon exit such as return of equipment, final pay and benefits, and reminding the employee of continuing obligations and restrictive covenants.

The interview shall be kept confidential, and details are to be documented in the employee personnel file or HRIS system. If the interview uncovers serious incidents such as misconduct, harassment, discrimination or other policy violations, HR shall act immediately and report the incident(s) to the Legal and Compliance Department.

## 5.0 Revision History

Revision #	Date	Reviewer	Description of Changes
1.0	07/27/23	Jeff Lynch	Draft of new policy
1.1	02/28/25	Beth Freeman	Reviewed – no changes

## 6.0 Approval

Approver name	Marc Bonora
Approver title	General Counsel
Approver signature	<i>Marc Bonora</i>
Date	2/5/2025