

U.S. Employee Handbook

illumina®

Table of contents

01 Introduction

The Illumina Community	5
------------------------------	---

02 General Policies

Right to Revise Handbook and Policies	6
Employment At-Will.....	6
Equal Employment Opportunity	6
Reasonable Accommodations.....	7
Harassment, Discrimination, and Retaliation Prevention Policy.....	8
Genetic Information Nondiscrimination Act	11
Lactation Accommodations.....	11
Open Door Policy	12
Human Resources Department.....	12
Affirmative Action	12
Health and Safety.....	13

03 Company Information and Property

Electronic Communications and Resources (Computers, Voicemail, Email, Internet and Intranet)	14
Social Media	15
Unauthorized Electronic Removal of Illumina Confidential Data.....	15
Copyrighted Materials.....	16
Advertising.....	16
Software	16
Laboratory Notebooks	17
Invention Disclosures.....	17
Confidentiality and Proprietary Information and Invention Agreement.....	17

04 Employment

Eligibility for Employment	18
Employment Verifications.....	18
Immigration Assistance	18
Work Location	18
Job Duties.....	19
Personal Relationships in the Workplace	19
Working Outside of Illumina	20
Resignations	20
Employee Rehire Service Credit	20

Employment Status	21
Exemption Status	21
Personnel Records	21
Work Schedules	22
Meal and Rest Periods	23
Timekeeping Requirements.....	23
Overtime	24
Payment of Wages	25
Payroll Deductions	25
Use of Personal Vehicle Policy.....	25
Personal Property	26

05 Internal Job Transfer

Employee Eligibility for Internal Job Transfer.....	27
Internal Application Process.....	27
Transfer Guidelines.....	27

06 Employee Referral Program

Employee Eligibility	28
Candidate Eligibility.....	28
Payment Guidelines	28

07 Ethics

Insider Trading Policy	29
Whistleblower Policy.....	29
Code of Conduct.....	31

08 Time Off

Compassion & Care Time Off (CCTO)	32
Volunteer Time Off (VTO).....	32
School Activities.....	33
Election Day.....	33
Holidays and Company Shut Down	34
Holiday Pay.....	34
Flexible Time Off (Exempt Employees Only).....	35
Paid Time Off (Non-Exempt Employees Only).....	35
Time Off Without Pay (Non-Exempt Employees Only).....	37

09 Leaves of Absence

Family and Medical Leave	38
Pregnancy Disability Leave (California employees only)	42
Other Disability Leaves	43
Other Leaves of Absence	43
Unpaid Personal Leave	43
Military Leave	44
Domestic Violence, Sexual Assault, and Stalking	45
Pay While on Leave	46
Benefits While on Leave	47

10 Health and Welfare Benefits

Benefit Coverage	48
Additional Benefits	48
Employee Stock Purchase Plan	48
Restricted Stock	48
Variable Pay Plans	49

11 Standards of Conduct

Discipline	50
Punctuality and Attendance	50
Open Office Protocol	50
Dress Code	51
Drugs and Alcohol	51
Illumina Social Functions	53
Prohibited Conduct	53

12 Travel and Expenses

Corporate Credit Card Program	55
-------------------------------------	----

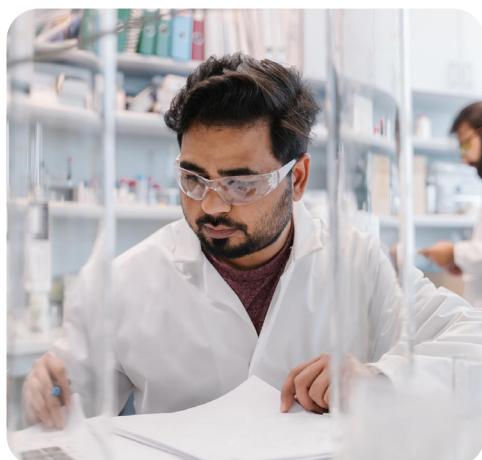
01 The Illumina Community

As an employee of Illumina, you work for a unique company that is, in fact, more like a community. We hope that you will both enjoy and be gratified by your work here.

Our inclusive culture is comprised of extraordinary individuals, each of whom makes us successful as a collective team. We value all forms of diversity, and appreciate your unique experiences, abilities and talents which will be stretched, leveraged, and utilized to the fullest extent in our dynamic and fast paced work environment. Opportunities to grow and excel are part of daily life at Illumina. Each employee plays an important role in our overall success and is crucial in helping us realize our vision of advancing the understanding of genetics and health.

Illumina is a recognized world leader in genetic analysis and our philosophy is one of collaboration between management and staff. As a member of the team, you will work with other accomplished individuals committed to pushing the innovation curve ahead as we change the field of human health.

We are committed to making every possible effort to provide you with exciting opportunities for growth and achievement. In return, we ask for your commitment to work diligently each day and to participate actively as a member of the Illumina community. Our policies, procedures and guidelines are important elements in preserving our culture and ensuring our long-term success. We always welcome questions, recommendations and or feedback about our practices or your employment experience. Please feel free to discuss with your manager or contact a member of the Human Resources department.



02 General Policies

Right to Revise Handbook and Policies

Illumina reserves the right to add, modify, or delete provisions of this Handbook, or the practices and procedures on which they may be based, at any time and without notice, except for the policy of at-will employment. Any changes to Illumina's at-will policy must be in writing and must be signed by the CEO of Illumina. Any changes to this Handbook will be communicated so that employees will be aware of the new policies or procedures. We urge you to check with Human Resources to obtain current information regarding the status of any particular policy, procedure or practice.



Nothing in this Employee Handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. This Handbook supersedes any previously issued handbooks.

Employment At-Will

Employment with Illumina is at-will, meaning that it may be terminated at any time with or without cause and with or without notice at any time by either an employee or Illumina. Terms of employment may be altered at any time, with or without cause, at the discretion of the Company. **Nothing in this Handbook or in any documents or statements limits the right of either party to terminate employment at-will.** Only Illumina's CEO can enter into an agreement for employment for any specified period of time or make an agreement for employment other than one that is at-will. This agreement would be in writing, would state the intent to alter the at-will nature of the employment relationship and would be signed by both the employee and the CEO.

Equal Employment Opportunity

Illumina is an equal opportunity employer and provides a supportive and positive workplace for all those involved in its operations. Illumina prohibits unlawful harassment and discrimination against any applicant, employee, intern, or volunteer by any employee of the Company or anyone with whom the individual may interact while at work. Illumina policy prohibits harassment and discrimination based on sex, race (including traits historically associated with race, such as hairstyles like braids, locks, or twists), creed, color, gender (including gender identity, gender expression, and transitioning employee status), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partner status, age, national origin or ancestry (including language and accent), physical or mental disability, medical condition, sexual orientation, pregnancy (including childbirth, breastfeeding, or related medical condition), military or veteran status, citizenship status (including drivers' license possession), genetic information, reproductive health decision-making, taking or requesting statutorily protected leave, or any other consideration made unlawful by federal, state, or local laws. Illumina also prohibits harassment and discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

Illumina complies with all applicable laws providing equal employment opportunities. Illumina's commitment to this compliance extends to all persons involved in Illumina's operations and prohibits harassment or discrimination by or of any employee of Illumina and third-party non-employees (such as vendors, customers, interns, volunteers, and independent contractors). It is everyone's responsibility to ensure a workplace free of harassment, discrimination, or retaliation.

One type of prohibited discrimination is pay discrimination between employees of the opposite sex or employees of different races or ethnicities who are performing substantially similar work. Pay differentials may be valid in certain circumstances as defined by the law. Illumina is proud of its pay equity and pay transparency efforts. Employees are free to discuss their pay amongst themselves or inquire about their wages from the Company. Employees may view the salary range for their current position at any time by logging on to Workday to view their base pay range information directly. Employees will be provided with their own current base pay range, and upon request the next level range in the context of a career conversation. Employees will also have access to base pay range upon applying to an internal job. Employees will not have access to pay range information for colleagues or managers. Employees with additional questions regarding their pay scale should reach out to submit a ticket on HR ServiceNow for additional information.

Reasonable Accommodations

To ensure equal employment opportunities are provided to qualified individuals with disabilities, Illumina will not exclude from participation, deny benefits to, or subject to discrimination any individual by reason of their disability. In addition, Illumina will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, whether that individual is an applicant or an employee, provided that the accommodation will not result in undue hardship to the Company.

Any applicant or employee who requires an accommodation to perform the essential functions of their job should contact Human Resources and request such an accommodation. Illumina will engage in an interactive process with the individual to identify possible accommodations, if any, that will help address the individual's limitation(s). If an accommodation is reasonable, effective, and will not impose an undue hardship on the Company, Illumina will make the accommodation. If more than one accommodation is available, Illumina will make the final determination as to which accommodation will be provided. Illumina will not retaliate against an applicant or employee for requesting a reasonable accommodation.

Illumina provides all reasonable accommodations required by law, including accommodations of sincerely held religious beliefs and/or practices; accommodations necessary due to pregnancy, childbirth, breastfeeding, or related medical conditions; accommodations necessary due to instances of domestic violence, sexual assault, and/or stalking; and for any other reasons covered by law.

Harassment, Discrimination, and Retaliation Prevention Policy

Illumina is committed to providing a workplace free of harassment and discrimination based on such factors as sex, race (including traits historically associated with race, such as hairstyles like braids, locks, or twists), creed, color, gender (including gender identity, gender expression, and transitioning employee status), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partner status, age, national origin or ancestry (including language and accent), physical or mental disability, medical condition, sexual orientation, pregnancy (including childbirth, breastfeeding, or related medical condition), military or veteran status, citizenship status (including drivers' license possession), genetic information, reproductive health decision-making, taking or requesting statutorily protected leave, or any other basis protected by federal, state, or local law. All such harassment and discrimination is prohibited and violates Illumina policy. Illumina will not tolerate harassment by its employees or by non-employees with whom Illumina employees, interns, volunteers, or other workers, including contractors, may interact in the course of business, such as customers and vendors.

Prohibited harassment may take many different forms including and not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs or unwanted comments and jokes;
- Visual conduct such as derogatory posters, cartoons, drawings or gestures;
- Physical conduct such as assault, blocking normal movement, restraint, touching or other physical interference with work directed at an individual;
- Threats and demands to submit to certain nonwork-related conduct or perform certain non-work related actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security or promotion; and/or
- Mistreating a person because that person looks or acts differently from what an employer or employee considers being traditionally associated with the employee's gender at birth.

Sexual harassment is one form of prohibited harassment. Applicable state and federal laws define sexual harassment as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature when:

- Submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

For example, hostile acts toward an employee based on gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire. While it is not possible to list all the additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

Harassment based on any protected characteristic, not just sexual harassment, is prohibited by Company policy and applicable law. For example, harassment based on an individual's religion or national origin violates Company policy and will subject the harasser to discipline, up to and including immediate termination. Furthermore, Illumina prohibits disrespectful and unprofessional conduct in the workplace, and does not tolerate bullying of any kind, whether such bullying is based on a protected characteristic or not. Employees who feel as though they are the target of bullying should report those instances immediately to Human Resources.

If employees believe that they have witnessed or experienced harassment, discrimination, or retaliation, they should immediately report the matter, ideally in writing, to a supervisor, Human Resources, or any other member of Company management with whom they feel comfortable making a report. Employees may also use Illumina's Compliance and Fraud Prevention Hotline to report any concerns. Any supervisor or manager who becomes aware of a complaint of harassment, discrimination, or retaliation must immediately inform Human Resources. Employees may be held personally liable for any kind of harassment they perpetrate, including monetary penalties as set by a court or arbitrator, and discipline, up to and including immediate termination. Supervisors and managers who fail to report instances of discrimination, harassment, or retaliation that they witness or become aware of may similarly be subject to discipline, including immediate termination.



Important Note

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy.



Important Note

All employees must take mandatory anti-harassment training within six months of hire, and every two years thereafter. Failure to attend the training may result in disciplinary action, up to and including termination of employment.

Illumina will not retaliate or knowingly permit retaliation against an employee for filing a good faith complaint of harassment, discrimination and/or retaliation, or for participating in an investigation. Any employee who feels they have been retaliated against for reporting harassment or discrimination or participating in an investigation should immediately report such conduct. Illumina provides various reporting options including members of business group management, Human Resources, or any other member of either the Human Resources team or Company management. Illumina encourages all individuals to immediately report any incidents of harassment, discrimination, retaliation, or other prohibited conduct immediately so that complaints can be quickly and fairly investigated and resolved.

Every complaint of harassment, discrimination, or retaliation will be investigated thoroughly, objectively and promptly by an impartial member of Human Resources or other qualified personnel. The matter will be treated in as confidential a manner as is possible under applicable laws; however, in order to conduct an effective investigation, certain information will be conveyed in the process of interviewing the alleged harasser and/or potential witnesses. Employees may be asked to prepare a written complaint, including details of the incident(s), name(s) of the individual(s) involved and the name(s) of any witness(es). Illumina expects employees to cooperate as requested in any investigations that may involve them as a witness, complainant, or accused. Illumina will timely close all investigations and provide a response to the complainant.

If Illumina determines that prohibited harassment, discrimination, or retaliation has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment, discrimination, or retaliation. In the case of Illumina employees, remedial action may range from verbal or written warnings up to and including termination, depending upon the circumstances. With regard to acts of harassment by customers, suppliers, or other third persons, appropriate remedial action will be taken commensurate with the findings.

While Illumina hopes that affected individuals find resolution through its internal complaint procedures, affected individuals may also direct their complaints to the California Civil Rights Department ("CRD") or other state or local public agency with jurisdiction over employment discrimination or harassment issues, and/or the Federal Equal Employment Opportunity Commission ("EEOC").

This policy may be modified unilaterally by Illumina at any time without notice. Modification may be necessary to maintain compliance with local, state, and federal laws and/or accommodate organizational changes within the Company.



Information about the EEOC complaint procedure can be found on its website (www.eeoc.gov). You may also contact the EEOC at:

1-800-669-4000 (English)

1-800-669-6820 (TTY)

Information about the CRD can be found on its website (calcivilrights.ca.gov). If you are calling within California, you may contact the CRD at the following numbers :

1-800-884-1684 (English)

1-800-700-2320 (TTY)

Genetic Information Nondiscrimination Act

The Genetic Information Nondiscrimination Act (GINA) protects Americans from discrimination based on information derived from genetic tests. It prohibits employers from making adverse employment decisions based on a person's genetic information. In addition, employers are not allowed under the law to request or demand genetic testing.

GINA also protects the privacy of personal genetic information by:

- Prohibiting employers from collecting or using their employees' genetic information;
- Prohibiting employers from discriminating against employees in hiring, firing, or any other terms and conditions of employment based on an employee's genetic information; and
- Allowing victims of genetic information discrimination to bring their case to court.

For more information, go to: www.govinfo.gov/content/pkg/PLAW-110publ233/pdf/PLAW-110publ233.pdf

Lactation Accommodations

Illumina provides a reasonable amount of break time and a secure environment to any employee desiring to express breast milk for the employee's infant child. Whenever possible, break time provided should run concurrently with any break time already provided to the employee. In the event that lactation breaks do not run concurrently with established break times, lactation breaks may be unpaid for non-exempt employees.

Illumina will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location, other than a restroom, shielded from view and free from intrusion, that is in close proximity to the employee's work area. Employees should use one of Illumina's many wellness rooms located throughout Campus. Information on booking a wellness room can be obtained via HR ServiceNow. Lactation rooms will be safe, clean, and free of hazardous materials. The lactation room will include a surface to place a breast pump and other personal items, will have a place to sit, and will have access to electricity or alternative devices (such as extension cords or charging stations) needed to operate electric or battery-powered breast pumps. If a multipurpose room is used for lactation, among other uses, the use of the room for lactation will take precedence over other uses for the time it is in use for lactation purposes.

Employees will have access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided near the employee's workspace, another cooling device, such as a cooler, will be provided.

Illumina will not tolerate discrimination, harassment, and/or retaliation on the basis of breastfeeding and/or related medical conditions.

Employees have the right to request lactation accommodations. Employees who need a lactation accommodation should contact their manager or Human Resources to discuss an accommodation. Illumina will respond promptly to all accommodation requests and work with each employee to provide both lactation break time and lactation space in accordance with applicable law. Should Illumina fail to meet its obligations in this regard, employees have the right to file a complaint with the Labor Commissioner if desired.

Open Door Policy

Our commitment is to maintain an open, inclusive, and supportive environment. Illumina recognizes that employees will have suggestions for improving the workplace, as well as concerns. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are experiencing. The most satisfactory solution to a job-related problem or concern is usually achieved through timely, open, and honest discussion with your supervisor. Whenever you have job-related concerns or complaints, we encourage you to take the following steps:

As soon as possible after the event of concern, bring the situation to the attention of your immediate supervisor (or any other member of management) who will then investigate and provide a solution or explanation. The Company emphasizes that an employee is not required to notify their supervisor if that supervisor is the individual with whom the employee has a problem.

If the problem persists, you may put it in writing and present it to Human Resources who will investigate and provide a solution or explanation. It is recommended that you bring the matter to Human Resources as soon as possible after you believe that your immediate supervisor has failed to resolve the matter. Employees may also submit concerns through Illumina's Compliance and Fraud Prevention hotline.

Human Resources Department

The Human Resources department is established to serve as a resource to all employees and is here to assist you. If you have any questions or concerns about a policy or program, please contact Human Resources. Human Resources welcomes your ideas and suggestions. As a Company, we strive to improve; changing what is not working and solidifying what is.

Affirmative Action

Illumina is an equal opportunity employer. To this end, Illumina maintains an affirmative action program for women and minorities, persons with disabilities, special disabled veterans, Vietnam Era veterans, other covered veterans, and newly separated veterans. These policies are available for inspection by contacting San Diego Human Resources, Affirmative Action Administrator, during normal business hours.

Illumina complies with Section 503 of the Rehabilitation Act of 1973, as amended, and its implementing regulations, which require non-exempt government contractors and subcontractors to take affirmative action to employ and advance in employment qualified disabled individuals. Employees who have such a disability and would like to be so considered for purposes of this law should identify themselves to the Affirmative Action Administrator. Submission of this information is voluntary, and refusal to provide it will not subject employees to any adverse treatment. The information provided will be kept confidential, maintained in a separate file, and used only in accordance with federal regulations.

Illumina complies with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and its implementing regulations requiring non-exempt government contractors and subcontractors to take affirmative action to employ and advance in employment veterans of the Vietnam Era, special disabled veterans, other covered veterans, and newly separated veterans. In this regard, if employees believe they may be covered by this law they should identify themselves to the Affirmative Action Administrator. Submission of this information is voluntary, and refusal to provide it will not subject employees to any adverse treatment. The information provided will be kept confidential, maintained in a separate file, and used only in accordance with federal regulations.

Health and Safety

Illumina is committed to providing a safe work environment. The key to success of any safety program is employee participation. While Illumina's Environmental Health and Safety Department is responsible for providing the tools and training for safety programs, it is the responsibility of every Illumina employee to maintain a healthy and safe work environment.

Employees and supervisors must report any work-related accident, illness, or injury immediately, regardless of its severity. Similarly, employees must report any workplace hazard or potential hazard identified so that it may be quickly investigated and resolved. Use PACE located on Insider to report accidents/illnesses/injuries or workplace hazards.

As part of its commitment to safety, Illumina may use security cameras in common areas. Employees will have notice of any recording activities via appropriate signage, and cameras will never record any areas where employees may have a reasonable expectation of privacy such as restrooms, locker rooms, or changing areas.

Illumina is also committed to protecting the environment. Illumina regularly considers ways to reduce its carbon footprint, improve recycling, reduce reliance on packaging, minimize waste, and improve efficiencies to reduce the use of natural resources in all its business operations.

For more information regarding Environmental Health and Safety, including to review Illumina's Injury and Illness Prevention Program, please refer to the Facilities page on Insider.



03 Company Information and Property

Electronic Communications and Resources (Computers, Voicemail, Email, Internet and Intranet)

Illumina has established an electronic communications and resources policy in order to ensure that employees use electronic communication devices in a legal, ethical and appropriate manner. All computers, equipment, and data transmitted or received through Illumina's system (voicemail, email, internet, intranet, etc.) are the exclusive property of the Company. The system is intended for Company-related business; however, appropriate and moderate personal use is permissible.

Except for normal wear and tear, the computer and other hardware employees receive are to remain in the same condition and manner as received. Please contact the Global Information Systems (GIS) department for any additions or alterations.

All devices accessing Illumina information must be managed by Illumina or protected by contractual agreements with the business partner.

Any employee with a business need will be given a voicemail, e-mail, and a unique log in and password, and will have use of the system, consistent with this policy. However, employees should have no expectation of privacy in their use of such electronic resources. Employees should keep in mind that even if they delete an email, voicemail, or other communication, a copy may be archived on Illumina's systems. Internal and external electronic communications are considered business records and may be subject to federal and state recordkeeping requirements as well as discovery in the event of litigation. Be aware of this possibility when sending electronic communications within and outside the Company.

Illumina reserves the right to monitor employees' use of its electronic resources, and to intercept and/or review all data stored, transmitted, received or downloaded over the system. Employees are on notice that Illumina may exercise this right periodically, without prior notice and without the prior consent of the employee. Illumina's interests in monitoring and intercepting data include but are not limited to: protection of Company proprietary and classified data; managing the use of Illumina's computer systems; preventing the transmission or receipt of inappropriate materials by employees; protection of Illumina's workplace from claims of discrimination or harassment; and/or assisting an employee in the management of electronic data during periods of absence.

Illumina's electronic communications policy requires the ethical and professional conduct of all employees at all times when using its systems. Employees should not use any of Illumina's electronic media in such a way as to violate any Company policy, including Illumina's anti-harassment, discrimination, and retaliation policy. Employees using Illumina's electronic resources should conduct themselves at all times in accordance with Company policy and professional



Nothing in this Handbook is intended to limit or inhibit employees' rights extended under Section 7 of the National Labor Relations Act to engage in concerted activities for the purpose of collective bargaining or other mutual aid or protection.

standards, including in Company communications and other Company-provided tools, such as emails, chats, webinars, use of the Workplace/Viva Engage platform, etc.

Although Illumina will periodically monitor system use, each individual employee is encouraged to monitor his or her own use of the system, ensuring it meets the highest standards of professional conduct.

Misuse of Illumina electronic communications systems may lead to disciplinary action, up to and including termination.

Social Media

While employees may use their own personal social media accounts outside of work to express their personal views and opinions, Illumina nevertheless must protect its legal obligations and business interests and encourages its employees to exercise good judgment in their social media use.

Employees may not use social media in a way that would violate Illumina's policies against harassment, discrimination, and retaliation. Employees may never post, share, or improperly disclose or disseminate Illumina's confidential and proprietary information on social media or in any manner prohibited by Company policy and employees' Proprietary Information and Invention Assignment Agreements. Employees may not use Illumina's name, logo, or other Illumina graphics when posting on their own social media without express written permission. Employees whose profile may show a connection to Illumina should make it clear that the opinions they express are their own and are not those of the Company. This is especially true for employees choosing to use LinkedIn, as the content and information shared on that platform often directly relates to the employee's employment with Illumina.

Employees using social media in a way that connects the poster or the poster's content to Illumina, who post on their personal channels on behalf of Illumina, who are authorized to post on Illumina-owned social media accounts, who use their personal social media to discuss Illumina or its products/customers, or who post for any Illumina work-related purposes, must additionally comply with the Social Media Policy found on Insider.

Nothing in this policy prevents employees from discussing their wages, benefits, and terms of employment or exercising their rights as allowed by law, including Section 7 of the National Labor Relations Act.

Unauthorized Electronic Removal of Illumina Confidential Data

One way that Illumina protects its confidential data is by prohibiting the unauthorized transfer of such data from Illumina to a personal (i.e. non-Illumina) email account, cloud-based repository (e.g., Drop Box, Google Drive), or external drive.

Illumina's Data Loss Prevention (DLP) software tool detects attempted transfers of confidential data, notifies GIS of the identity of the person transferring or attempting to transfer the data, and blocks certain attempts. The DLP review team, including GIS, Legal, and HR, reviews the DLP reporting on a regular basis.

Employees who are discovered to have attempted to transfer or have transferred confidential information from Illumina may be subject to the following disciplinary process:

1. **First notification of violation of DLP protocol:** The DLP review team will notify the employee's manager and together they will contact the employee to review what was attempted to be transferred or transferred and why. While the severity of the incident may result in termination, the standard action will be to document the incident in ServiceNow and, depending on severity of violation, the employee's personnel file and warn the employee against further similar actions.
2. **Second violation of DLP protocol:** The DLP review team will again notify the employee's manager of the violation. HR (with Legal review) will prepare a written final warning which will be placed in the employee's personnel file.
3. **Third violation of DLP protocol:** The DLP review team will again notify the employee's manager and HR/Legal will terminate the employee's employment. A termination based upon a third violation of DLP protocol may be reversed or modified only with the approval of the associated SVP and the General Counsel.

Illumina will assess each individual situation and determine the most appropriate actions based on all the facts and circumstances. In some circumstances immediate termination may be warranted, even upon the first violation.

Copyrighted Materials

Employees should not copy or distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) unless they have confirmed in advance from appropriate sources that Illumina has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by Illumina as well as legal action by the copyright owner. Any questions concerning these rights should be directed to a supervisor.

Advertising

To maintain a professional and respectful work environment and to minimize non-work-related interruptions, employees should generally avoid petitioning co-workers to support personal fundraising activities or causes at work. Employees should avoid using Illumina working hours and systems (like email and Workplace/Viva Engage) for the advertising and promotion of goods and services for sale, lease or rent, or for the purpose of soliciting contributions. In short, employees should not disrupt their co-workers by asking them to buy goods or services or to join or contribute to a cause.

Employees are responsible for exercising good judgment and discretion to avoid any non-work-related activity that reasonably could be perceived as distracting and/or coercive by colleagues or is otherwise disruptive or offensive. For additional guidance on the use of communication resources, please review the Electronics Communications & Resources section of this handbook for additional guidelines. Nothing within this section is intended to limit or otherwise abridge employee rights under applicable law.

Software

GIS Software Asset Management (SAM) is primarily responsible for sourcing Illumina's software. No software or other electronic items that fall within the GIS SAM Scope may be downloaded without prior GIS approval.

Employees should not add personal-use software to any Illumina system or device. Personal use software means a software tool used primarily to benefit the employee, such as software that makes holiday cards or builds home-

design ideas. If an employee wishes to obtain software for business use, the employee should contact GIS through the ServiceNow Software Request portal.

GIS continually reviews Illumina's systems and has the sole authority to restrict or remove any software from its systems for any reason. Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes Illumina and the individual employee to substantial fines and exposes the individual employee to imprisonment. Illumina reserves the right to manage software installations on all corporate managed devices.

Any questions should be addressed to GIS Software Asset Management (SAM).

Laboratory Notebooks

Well-maintained laboratory notebooks are essential to good scientific research; they also serve as legal evidence of ideas, experiments, results and potential commercial applications. Employees' notebook entries are the foundation of Illumina's intellectual property and help to prevent others from copying our work. This policy is meant to ensure the credibility of laboratory notebooks as evidence during a legal proceeding. Please review Illumina's policy regarding Laboratory Notebooks via the Legal Department.

Invention Disclosures

Invention disclosures are used to bring employee inventions to the attention of management so that inventions can be evaluated in a timely manner and protected where appropriate. In the case of inventions made under grant monies or certain contractual arrangements, certain reporting requirements also are triggered by the submission of invention disclosure forms. Illumina's Standard Invention Disclosure Form is provided on Illumina's intranet. When employees conceive of an invention, they must fill out an Invention Disclosure form promptly and completely. Employees with questions concerning an invention disclosure should see your supervisor or the Legal Department. Invention disclosures are considered the confidential property of the Company.

Confidentiality and Proprietary Information and Invention Agreement

Upon hire, every employee is required to sign a Proprietary Information and Invention Agreement. Among other things, employees are responsible for safeguarding any confidential information obtained during Illumina employment.

In the course of their work, employees may have access to confidential information regarding Illumina, its suppliers, its customers, or perhaps even fellow employees. Employees have the obligation not to disclose any such information to any third party or to use it other than as required during employment.



Important Note

Breaches of this policy or of an individual's Proprietary Information and Invention Agreement are taken very seriously and may result in disciplinary action, up to and including termination of employment and/or legal action as appropriate.

04 Employment

Eligibility for Employment

Illumina complies with applicable immigration laws, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. Accordingly, all offers of employment are contingent on verification of the right to work in the United States. On the first day of work, employees will be asked to provide original documents verifying their right to work and to sign a verification form required by federal law. If at any time an employee cannot verify their right to work in the United States, Illumina is not permitted to hire or retain the employee and their employment will be terminated.

Illumina actively participates in E-Verify. E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States.

Employment Verifications

All requests for employment verifications from or for current or former Illumina employees should be directed to The Work Number at www.theworknumber.com. Only an individual's dates of employment and current or last title will be provided in response to such a request. If an employee would like compensation information released to a third party, they should contact The Work Number to authorize the release of that information. Notwithstanding the foregoing, Illumina may be required to produce personnel and compensation information and/or verify employment if required to do so by law.

Immigration Assistance

Illumina may offer immigration assistance to Full Time Regular Employees. Employees requiring immigration assistance should contact the Global Mobility & Immigration Team.

Work Location

Illumina employees will be designated as "Onsite", "Remote", or "Hub & Hybrid" based upon their role as well as organizational needs. Employees are expected to comply with their worksite designation and should speak with their supervisors regarding work location expectations.

Employees working remotely who wish to work temporarily from another job location (i.e., different city, county, state, or country) must have approval from their manager and complete the Work Location Change – Employee Request Form and submit it via the General Inquiry HR ServiceNow ticket category. This form is also available on the Global Mobility & Immigration Team page on the Insider. If approved, employees will be eligible for up to thirty consecutive calendar days of remote work once in a rolling 12-month year.

Employees interested in exploring a longer-term change to their work location should follow the same process above by completing a Work Location Change – Employee Request Form and submitting it via the General Inquiry HR ServiceNow ticket category. This form is also available on the Global Mobility & Immigration Team page on the Insider. Requests will

be routed to the appropriate Human Resources partner to support the employee in the approval process. Employees currently working on a visa seeking a permanent location change may see an impact to their current work authorization. Those employees should confirm with their supervisor and Global Mobility & Immigration prior to submitting any work location change request.

Illumina reimburses employees for all reasonable and necessary expenses incurred while transacting authorized business on behalf of Illumina. Please see the Finance Insider page for Illumina's Travel and Expense Policy.

Job Duties

Supervisors will explain the job responsibilities and performance standards expected of their employees. Employees should make sure they understand the scope of their position. Job responsibilities may change at any time during employment.

Illumina views each employee and position in the Company as an important part of the Illumina team. From time to time, employees may be asked to assist with other work necessary or important to Illumina's operations. Cooperation and assistance in performing such additional work is expected.

Illumina reserves the right, at any time, with or without notice, to alter or change job responsibilities, change rate or amount of pay, reassign or transfer job positions, or assign additional job responsibilities.

Personal Relationships in the Workplace

To avoid potential conflicts of interest, perceived favoritism or negative morale, or potential allegations of unlawful harassment, the following guidelines must be followed when hiring, promoting, or transferring a relative of an employee or employees who are in a relationship. This policy applies to personal relationships including "relatives", defined as any person who is related by blood, marriage, or registered domestic partnership and to an employee who is in a "relationship" with another employee (defined as employees who are dating, be it in a casual or committed relationship and without regard to the sexual orientation of the individuals involved).

1. Illumina strictly prohibits relationships between a supervisor and a subordinate. This means that an employee may not be in a supervisory role or management chain over a relative or a person with whom they are in a relationship;
2. An employee may not have access to personal or confidential information of a relative or a person with whom the employee is in a relationship;
3. An employee may not participate in the performance review, compensation, or promotion decisions of a relative or an employee with whom they are in a relationship; and



Important Note

If you establish a relationship with or become related to another employee within your chain of command during employment, you are required to report that relationship immediately to Human Resources. Failure to report such relationships may result in disciplinary action up to and including termination.

4. Illumina prefers employees and their relatives or person with whom they are in a relationship not be in the same department, even if not within the same reporting structure. Consult Human Resources for further clarification.

With the exception of supervisor/subordinate relationships which are prohibited, it is expected that employees who enter into relationships in the workplace will manage the relationship in a manner that does not disrupt business. An employee's failure to adhere to these expectations may result in disciplinary action up to and including termination of employment.

Illumina's Chief Compliance Officer and Vice President of Human Resources have the sole and joint authority to make any exceptions to this policy if they jointly determine and document in writing that such an exception is permissible.

Working Outside of Illumina

Illumina prefers that its full-time employees do not become or remain employed by, or act as a consultant to a third party. Prior to taking any such secondary role, an employee is required to discuss with their manager and/or Human Resources and may be required to receive written authorization from their manager and, in partnership with Legal, to clear a conflict-of-interest evaluation.

If a second employment or consultancy is approved by the employee's manager, the employee will be held to the same attendance and performance standards required of their job prior to the existence of the second position.

The relevant factors to be considered are whether the second position will interfere with the performance of Illumina duties, the length of the requested second employment, and whether the second employment conflicts in any manner with the Code of Conduct or with the terms of the employee's Proprietary Information and Invention Agreement.

Notwithstanding the foregoing, no employee may be employed by or otherwise provide services to any competitor of Illumina while employed by or receiving pay from Illumina.

Resignations

Although not required, Illumina asks resigning employees to provide two weeks' notice of their intent to resign. Illumina may ask and has the right to ask a resigning employee to leave immediately. If such a request is made, the resigning employee will receive all compensation due in accordance with applicable law.

Confidential exit interviews with Human Resources may be requested by employees who resign. Employees are encouraged to provide feedback about both their department and the Company. Prior to or upon termination, all benefits and termination information will be provided, and Company property will be collected. The last day of employment must be effective on a regularly scheduled workday.

Employee Rehire Service Credit

When an employee leaves Illumina and is rehired within 12 months, credit for previous service time will be given and tied to their continuous service date. For non-exempt employees, PTO accrual rates will be based on the employee's original hire date (or most recent hire date if the employee has been rehired more than once).

Employment Status

- **Full Time (also sometimes referred to as Regular Full Time):** Employees who are employed by Illumina and are regularly scheduled to work 40 hours per week. Full-time employees are eligible for full health and welfare benefits.
- **Part Time:** Employees who are employed by Illumina and are regularly scheduled to work fewer than 40 hours per week. Part-time employees working 20 hours or more are eligible for full health and welfare benefits. Except as required by law, employees who work less than 20 hours per week are not entitled to any benefits.

The following categories of individuals are not Illumina employees and are not entitled to the same privileges afforded to Illumina employees. For example, they are not entitled to attend Company functions or participate in most Company-sponsored athletic or recreational activities and are prohibited from using Illumina gym and locker facilities. Unless the training is required for the person to perform a particular task, individuals in the below categories are not permitted to enroll in Illumina University courses.

- **Independent Contractors/Consultants:** People and/or companies who provide services to clients for fees. Often these are individuals with unique skill sets and are engaged through a contract to provide services on a project basis or to perform a specific set of defined duties for a limited period. They are paid based on invoices, work independently, and pay their own statutory payroll deductions.
- **Temporary/Contract workers retained through a third-party agency:** These workers are employed by the third-party vendor to perform temporary services. They are paid by the third-party. All temporary workers are managed through a third-party agency.

Exemption Status

A non-exempt employee is one who is covered by the overtime provisions of the Fair Labor Standards Act, the California Wage Orders and California Labor Code, or any applicable state laws governing the location where the employee works. Non-exempt employees are generally paid on an hourly basis. It is each non-exempt employee's responsibility to fully and accurately record all hours they work each day and submit their completed weekly timesheet through their timekeeping system no later than noon on Monday following the close of the workweek.

An exempt employee is one who is classified as exempt from overtime provisions of the Fair Labor Standards Act, the California Wage Orders and California Labor Code, or applicable state law governing the location where the employee works. Exempt employees are not eligible for overtime and are expected to work the appropriate number of hours to complete their work in a timely fashion consistent with Illumina's business needs.

Personnel Records

All employees, former employees, and representatives of current and former employees may view certain contents of their personnel file with advance notice to Human Resources staff. Documents that relate to the employee's qualifications for hire such as the application, promotion, disciplinary action and transfer may be viewed. Additionally, the employee may review policy signoff forms and training records.

Documents that the employee may not review include references or background checks, records of any investigation undertaken by management, documents related to a judicial proceeding, any document that would violate the confidentiality of another employee, and documents used for organizational or employee-related planning.

Procedure

Employees who wish to review the contents of their personnel file should contact Human Resources to set an appointment. Human Resources will make a written request form available for the employee to complete. Appointments will be granted within a reasonable amount of time, no more than 30 calendar days from the original request. Former employees, or people unknown to the Human Resources staff, must present identification and/or proof of permission to access the personnel file.

Personnel files must be reviewed in the presence of a Human Resources staff person. No part of the personnel file may be removed from the office by the employee.

Photocopies of the file, or portions of the file, may be requested by the employee and will be provided by Illumina pursuant to applicable law.

If the employee is unhappy with a document in their personnel file, in the presence of the Human Resources staff person, the employee may write an explanation or clarification and attach it to the disputed document. However, employees may not alter or remove documents from their personnel files.

Work Schedules

At Illumina, our desire is that employees feel they can be successful in their work and personal lives.

We understand that flexibility is an important factor in this equation and Illumina is committed to supporting alternative or flexible work schedules in various forms when needed, and where possible. While not all roles can be performed under an alternative working arrangement, we encourage employees to have open conversations with their managers to see what possibilities may exist and to explore available options.

For purposes of clearly defining Illumina's workday and workweek for timekeeping purposes, a workday is defined as a consecutive 24-hour period beginning at midnight and ending at 11:59 p.m. The workweek begins on Sunday and ends on Saturday.

At Illumina, a typical work schedule falls within the hours of 7am - 5pm, Monday – Friday. Teams should discuss maximizing work schedule norms in consideration of groups spanning multiple time-zones. Employees are required to comply with the schedule that their supervisor sets for them. Illumina may provide differential pay for shifts where the majority of the hours scheduled fall outside of a typical work schedule. Not all jobs are eligible to receive shift differential. Eligibility for shift differential is at Illumina's discretion and is based on factors such as business necessity, market competitiveness, and where there is a sustained inconvenience working outside of a typical work schedule (as defined above). The amount of the differential pay may change, or be eliminated, based on work schedule changes.



Important Note

Whether a position is eligible for differential pay and at what amount is entirely at the discretion of the Company. Shift differentials are included in the calculation of a non-exempt employee's regular rate of pay, which is used to determine overtime or double time premium pay rates, as well as all other payments required by law.

Meal and Rest Periods

It is important for employees to pause and rest throughout the workday. All non-exempt employees are entitled to and will be provided uninterrupted, duty-free, paid rest periods of no less than 10 consecutive minutes for every four hours worked or major portion of four hours, defined as more than two hours. Rest periods should take place in the middle of each working period to the extent possible. Rest periods are to be completely off-duty and employees are permitted to leave the premises if desired. The failure to take all provided off-duty rest periods is considered a violation of Company policy. If at any time an employee is not provided with rest periods in accordance with this policy, is asked or required to work through a rest period, or the employee feels as though they are being pressured or otherwise coerced into working through a rest period, the employee must immediately notify Human Resources, ideally no later than the same workday.

Non-exempt employees are also provided uninterrupted, duty-free, thirty (30) minute, unpaid meal periods for every workday of more than five hours. Meal periods must begin no later than 4 hours and 59 minutes into an employee's shift.

Non-exempt employees are provided a second uninterrupted, duty-free, thirty (30) minute unpaid meal period after ten hours of work in a workday. This second meal period will be provided no later than the end of the 10th hour of work.

Meal periods are to be completely off-duty and employees may leave the premises if desired. The failure to take all provided off-duty meal periods is considered a violation of Company policy.

If the total work period for the day is more than five hours but no more than six hours, the employee may waive their first meal period. The first meal period may not be waived if the employee works more than 6 hours in a workday. If the total work period for the day is more than ten hours but no more than 12 hours, the employee may waive their second meal period, so long as they did not waive their first meal period. The second meal period may not be waived if the employee works more than 12 hours in a workday. No meal periods may be waived without the mutual consent of the employee and their supervisor. Employees must discuss any such waivers with their supervisor in advance. Any waiver must be in writing and signed by the employee and the supervisor prior to any meal period being waived.

Employees must clock out for all meal periods and record the accurate start and end of the meal period(s) taken each day. Meal periods are to be completely duty free, and employees are not allowed to work "off the clock." If at any time an employee is not provided with a timely, off-duty, 30-minute meal period in accordance with this policy, is asked or required to work through meal periods, or the employee feels as though they are being pressured or otherwise coerced into working through a meal period, the employee must immediately notify Human Resources, ideally no later than the same workday.

Supervisors who fail to provide their employees with meal and rest periods in accordance with Company policy and applicable law may be subject to discipline, up to and including termination.



Neither rest periods nor meal periods may be used to make up time lost due to tardiness or absence, nor can they be combined. Neither can be skipped for the purpose of leaving early or arriving late.

Timekeeping Requirements

It is every non-exempt employee's responsibility to record their time fully and accurately each and every workday. Employees must submit their completed timesheets through their timekeeping system no later than 10:00 a.m. on Monday following the close of the workweek.

Non-exempt employees are prohibited from working "off-the-clock," and must fully record all time worked each day. Illumina relies on its employees to submit complete and accurate time records that reflect all hours worked each day, as well as all meal periods taken. Unless informed otherwise, Illumina has the right to assume that its employees' timecards accurately reflect all time worked and that: (1) the employee has not performed any work "off-the-clock"; and (2) the employee was not required to work during a meal or rest period.

Accurate timekeeping means that employees must:

- Clock in prior to performing any work, whether or not it is before the scheduled shift start time;
- Clock out only after completing all work, whether or not it is after the scheduled shift end time;
- Record actual beginning and end times of meal periods as they are taken; and
- Record any time worked during non-working hours, i.e., on evenings and/or weekends.

In the event an employee's time record is incorrect, does not accurately reflect all hours worked, or if an employee was not provided a meal or rest period in accordance with Company policy, the employee must immediately notify Human Resources so that appropriate steps may be taken to ensure the employee is properly compensated.

Employees found to have falsified their own time records or the time records of others may be subject to discipline, up to and including termination. Supervisors who are found to have required, requested, otherwise encouraged, or knowingly allowed off-the-clock work or improper timekeeping practices from their employees may similarly be subject to discipline, up to and including termination.

Overtime

On occasion, Illumina may require non-exempt employees to work overtime. Illumina will make every effort to provide employees with advance notice of the need to work overtime when possible. In accordance with Company policy and applicable law, all hours worked will be paid, including all overtime hours. However, employees who work significant overtime or hours outside of their normal schedule without advance authorization from their supervisor may be subject to discipline.

Compensation for all overtime hours worked by non-exempt employees will be paid in accordance with applicable state and federal law. For California non-exempt employees, overtime is calculated as follows:

- Employees will receive one-and-one-half times their regular rate of pay for all hours worked in excess of eight (8) in one workday;
- Employees will receive one-and-one-half times their regular rate of pay for all hours worked in excess of forty (40) in one workweek;
- Employees will receive one-and-one-half times their regular rate of pay for the first eight (8) hours worked on the seventh consecutive day in a workweek;
- Employees will receive double their regular rate of pay for all hours worked in excess of twelve (12) in one workday; and
- Employees will receive double their regular rate of pay for all hours worked in excess of eight (8) on the seventh consecutive day of the workweek.

Non-exempt employees working in other states will receive overtime pay in accordance with applicable overtime laws and regulations.

Payment of Wages

The pay period is every two weeks and payroll is processed one week in arrears for all employees.

Employees are encouraged to sign up for Direct Deposit. Employees who do not enroll in Direct Deposit will receive their paychecks via U.S. Mail at their home address on file.

Paychecks should be checked for accuracy upon receipt. Employees should notify Payroll immediately of any error they notice in their paycheck so the error may be corrected. Employees must report any errors identified whether they are shortages or overages.

Payroll Deductions

As required by law, the following will be deducted from employees' gross pay:

- Federal Income Tax Withholding: The amount varies with the number of exemptions claimed and the amount of taxable wages;
- State Income Tax Withholding: The same factors as federal income tax withholding apply to state withholding;
- Social Security and Medicare: The Federal Contribution Act requires that a percentage of earnings be deducted;
- State Disability Insurance: Most states require a certain portion of earnings be deducted;
- And/or other federal/state/local deductions as applicable.

Please contact Payroll for questions regarding deductions.

Use of Personal Vehicle Policy

Vehicles and Driving for Business Purposes

Employees who drive either an Illumina-owned or personal vehicle for business purposes are expected

to comply with all applicable laws. Such laws include, but are not limited to, the requirement to hold a valid driver's license, possess and provide evidence of current insurance coverage, not to text or take calls while driving (calls may be made and taken with a hands-free device where allowed by law), and to obey all posted speed limits and applicable driving laws and regulations.

Employees driving regularly for business must notify Illumina immediately if their driver's license is suspended, revoked, or restricted for any reason. The loss of a driver's license or a change in driver's license status may result in the employee being unable to perform the duties required of the position, and can include discipline up to and including termination. Illumina reserves the right to conduct Motor Vehicle Record (MVR) checks on its employees who drive for business. All MVR reviews will be conducted in accordance with applicable federal and state laws.

Only automobiles may be driven for Company business. Employees may not conduct Company business on a motorcycle, scooter, or any other type of alternative vehicle. If an employee is occasionally required to drive for Illumina business and their only method of transportation is a motorcycle or other two or three-wheeled vehicle, Illumina will reimburse the employee for the cost of using a cab/ride share or the cost of renting a car as needed for Illumina business.

Business mileage on a personal vehicle may be claimed pursuant to Illumina's Global Travel and Expense Reimbursement policy. All business mileage must be tracked and submitted at the end of each month, with each month's mileage to be submitted no later than the 4th of the month for the previous calendar month via the Motus application.

Insurance

When operating a personal vehicle for business or otherwise, the employee's personal auto liability insurance is the primary payer. Illumina does not provide coverage to protect employees who drive their own vehicles to conduct Company business. Illumina recommends that employees who drive regularly for business should carry at least the following coverage on their personal auto policy:

Split Limits

- \$100,000 occurrence / \$300,000 aggregate Bodily Injury
- \$50,000 Property Damage
- \$100,000 occurrence / \$300,000 aggregate Uninsured / Underinsured Motorist
- \$500 (or less) Collision/Comprehensive Deductible

Or Single Limits

- \$300,000 Bodily Injury & Property Damage Liability
- \$300,000 Uninsured / Underinsured Motorist

Tickets and Fines

Employees who receive a traffic ticket or other citation while driving for Company business are personally responsible for payment of any fine resulting from the ticket.

Accidents

An employee who has an accident or experiences a theft involving a personal car being driven for business or Company car must report the incident as soon as possible to Illumina Security at +1 858.736.8000 (or extension 15555) and is expected to cooperate in any law enforcement investigation of the incident.

Damage to Personal Vehicles

Illumina is not responsible for damage to or theft of an employee's car caused by a third party, either when the car is parked on Company property or while the employee is on Company business.



Illumina Security

Contact Illumina Security at

**1-858-736-8000
(or extension 15555)**

Personal Property

Illumina is not responsible for loss, theft, or damage of or to employee property while on Illumina premises or while conducting Illumina business. Employees should consider leaving valuables at home and ensure that any personal items brought onsite are properly and safely stored when at work. Employees with assigned desks should utilize locking drawers or cabinets as necessary. Employees reporting on site as Remote or Hub & Hybrid employees may use day lockers to store their personal items if desired.

05 Internal Job Transfer

Employee Eligibility for Internal Job Transfer

Open positions are posted at the Illumina Internal Jobs hub within Workday.

Prior to completing an internal application, employees should review and ensure they meet the following eligibility requirements:

- Meet the minimum qualifications listed for the position.
- Generally, it is recommended that employees are in their current role for at least 12 months prior to applying for transfer.
- Not on any corrective action regarding your performance/conduct.

Internal Application Process

If an employee meets the eligibility requirements, they should follow the application process outlined below:

- Employees can review and apply to open positions within Illumina's Internal Jobs hub which can be accessed by logging into Workday and navigating to "Illumina Jobs Hub (Apply and Refer)" from the main menu.
 - Employees can use search criteria filters and set up job-alert notifications.
 - Employees should advise their manager of their interest in another position and discuss career objectives.
 - The hiring manager may review internal applicants' performance records and discuss prior performance with current and former managers.
- Eligibility for a transfer does not guarantee selection.

Although it is Illumina's hope that employees will have opportunities to advance and grow within the Company, preference for the position will not be extended based on status as a current employee. Illumina will review the credentials of all qualified candidates, internal and external, and choose the most qualified candidate without regard to that person's status as an employee or external candidate. Each hiring manager has the responsibility to hire the most qualified candidate for the position.

Transfer Guidelines

To ensure a smooth transition, the employee's current manager will work with the new manager to determine a mutually agreeable date of transfer.

- The transfer date will be determined based upon the business needs of the employee's current and new departments but will usually be within 30 days of the date of acceptance/approval for the new role.
- Employees may be required to remain in their current position until the transfer meets business needs.
- Title and/or pay changes will be coordinated through the transfer process by the Talent Acquisition Partner or Human Resources Business Partner.

06 Employee Referral Program

Employee Eligibility

All regular full-time and part-time employees are eligible to participate in the Employee Referral Program, except:

- Vice President level employees and above.
- The supervisor, manager and/or director of the hiring business unit/department.
- Talent Acquisition employees.

Candidate Eligibility

For an employee to receive the referral bonus described below, the referred candidate must meet the following eligibility requirements:

- Has not been submitted for consideration to a full-time role by a search firm or third-party agency within the last 12 months.
- Temporary workers converted to full-time roles:
 - Upon placement of a contractor into a full-time employee role, the Illumina employee who originally referred the individual for the contractor position may be eligible for a referral bonus.
 - A record of the referring employee must exist in the Vendor Management System (VMS) (at the time of hire to the temporary role) in order to be eligible for the bonus.

Payment Guidelines

Generally, Illumina will reward a qualifying referring employee:

- \$1,000.00 (gross) for non-exempt level positions
- \$2,000.00 (gross) for exempt level positions as well as Biostatistics roles

The amount of the bonus is subject to change. Please consult the Referral Program Overview section of the Illumina Insider page for the most up-to-date information on payment amounts and campaign information.

To be eligible for a referral bonus, the referring employee must be employed by Illumina at the time the bonus is paid.

Please submit a ticket in ServiceNow to HR/Talent Acquisition for any questions regarding the Employee Referral Program.

07 Ethics

Insider Trading Policy

Illumina's Insider Trading Policy was created to provide guidelines to employees, officers, and directors with respect to transactions involving Illumina's securities. The Policy prohibits trading of Illumina's common stock based on material non-public information regarding the Company and applies to all transactions by employees including, but not limited to, common stock and options to purchase common stock. The Policy also applies to family members, customers, suppliers or partners, regardless of whether Illumina's trading window is opened or closed.

Employees are required to read our Insider Trading Policy and acknowledge receipt and understanding.

Whistleblower Policy

Reporting Potential Violations or Concerns

Everyone is responsible for promptly reporting any violations of applicable law or regulations, the Company's Code of Conduct, as well as of any Company policies and procedures. Generally speaking, every effort will be made to maintain the confidentiality of reports about potential violations; however, depending on the circumstances, it may not be possible in all cases to protect the identity of the person making the report.

Employees have several options to report potential violations:

- Speak with a manager or the Human Resources department. Managers and Human Resources department personnel that become aware of conduct that may violate the law, Company policies or procedures, or the Company's Code of Conduct are responsible for conveying the compliance concern to the Chief Compliance Officer or other senior members of the Compliance department within forty-eight (49) hours.
- Submit concerns to the Compliance Department via email at compliance@illumina.com.
- Submit concerns directly to the Chief Compliance Officer or other senior members of the Corporate Compliance Department.



Important Note

When the trading window is closed, employees are not able to transact in Illumina common stock. The trading window is closed from the sixteenth calendar day prior to the last day of the fiscal quarter until the second business day after Illumina announces quarterly earnings. Transacting includes exercising vested options, selling RSU or ESPP shares, as well as purchasing or selling stock held for personal investments. The trading window also applies to family members of employees.



Important Note

To report concerns you have multiple options, including visiting the Corporate Compliance Homepage on the Insider to access our anonymous hotline and global toll-free phone numbers.

- Submit a concern via the third-party managed Compliance and Fraud Prevention Hotline:
 - By Internet through the anonymous hotline link found on the Insider Corporate Compliance Homepage.
 - By calling one of the global toll-free phone numbers available at that website.

Reports made through the Compliance and Fraud Prevention Hotline may be made anonymously unless prohibited by local law.

Everyone has an obligation to report violations. Not reporting a violation when known may result in discipline up to and including termination of employment.

Preventing Retaliation

In order to ensure legal compliance and build trust, we must listen openly to concerns that our personnel bring to our attention, respond appropriately, and must never retaliate against any individual in connection with an issue or concern raised in good faith.

Illumina takes claims of retaliation seriously. All such claims will be investigated and, if substantiated, retaliators will be disciplined up to and including termination. If an employee believes they have been retaliated against, they should report such action immediately to Human Resources.

Enforcement of the Code of Conduct

Illumina takes the obligation to investigate reports of potential violations of law, non-compliance with Illumina's Code of Conduct and Corporate Policies, conflicts of interest, and unethical conduct very seriously. The Company is committed to impartially investigating all such reports where warranted, and in remediating any such violations in a fair and consistent manner.

Cooperating with Investigations

It is the policy of Illumina to review, and if necessary, investigate all allegations of suspected or known violations of all applicable laws, regulations, the Code of Conduct, and Company policy. It is the responsibility of every individual subject to the Code of Conduct to fully cooperate with any investigation being carried out by or on behalf of Illumina. Employees are expected to cooperate with investigations by:

- Promptly providing truthful accounts and relevant documentation in response to investigator questions and related information requests.
- Being available for meetings with the individuals conducting the investigation.
- Maintaining the confidentiality of the investigation, including keeping confidential the existence of the investigation and any information transmitted during the course of the investigation, unless directed by legal authorities.
- Preserving any and all relevant documents and information pertaining to the investigation.

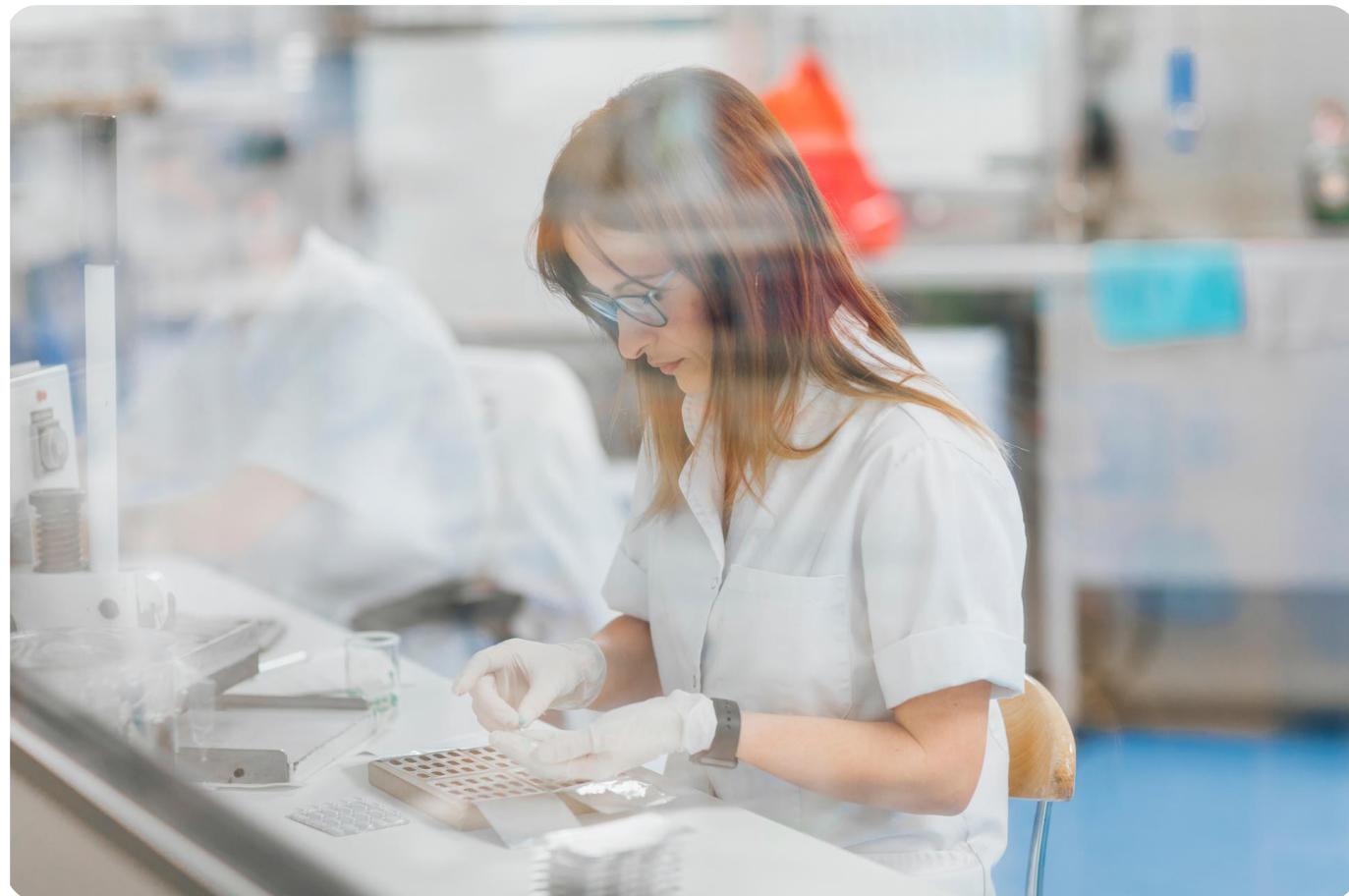
Employees who fail to cooperate, or otherwise impede an internal investigation may be subject to disciplinary action, up to and including termination of employment. By cooperating with investigations, employees ensure that Illumina continues to operate at the highest standards.

- If an employee is involved in an investigation, they should not discuss the investigation with others, unless the investigator explicitly says otherwise.
- Employees will not be retaliated against for their full participation in an investigation.

Code of Conduct

Illumina is committed to conducting its business in compliance with all applicable laws, and with the highest ethical standards. Illumina's Employee Handbook and other corporate policies and procedures emphasize that it is the responsibility of all directors, officers, and employees to comply with the specific ethical standards described in Illumina's Code of Conduct. The provisions of this Code are designed to promote honest ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.

The Code of Conduct can be found on the Corporate Policies Insider homepage.



08 Time Off

Compassion & Care Time Off (CCTO)

Eligibility: All employees.

In circumstances in which an employee experiences the loss of a loved one, or an unexpected, unplanned, catastrophic emergency requiring an immediate response, Illumina provides up to 30 calendar days of paid time. Time off under CCTO may be taken intermittently and up to 30 calendar days (20 working days) is available per event. CCTO requests extending beyond immediate (day of or day following) response to a qualifying event should be reviewed in partnership with the employee's manager and HR representative to explore options for time off.

Requests for CCTO should be made as soon as possible to the employee's manager for approval. Employees whose CCTO needs may qualify for a leave of absence under federal or state law must apply for and exhaust those leaves if eligible. CCTO requests and administration will be maintained as confidential to the greatest extent practicable.

Examples of events covered under CCTO may include:

- Death or serious injury of a loved one, including necessary funeral or memorial service arrangements;
- Reproductive loss, including failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction;
- Need to assist a loved one immediately following an emergency event;
- Immediate end-of-life care of a loved one; or
- Loss of property due to fire or natural disaster.

No employee will be subject to an adverse employment action due to their need to take time off based on a reasonable belief that that an emergency condition exists either at the workplace or worksite, or a worker's home or school or a worker's child, due to a natural disaster or criminal act. Note that for purposes of this policy, emergency conditions do not include health pandemics.

Volunteer Time Off (VTO)

Eligibility: All regular, exempt & non-exempt full- and part-time employees working more than 20 hours per week.

Up to 16 hours of paid Volunteer Time Off is available to employees to engage in volunteer activities each calendar year. VTO is intended and must be used only for charitable, community, or other volunteer-related purposes. VTO does not accrue, has no cash value to the employee, and will not be paid out upon termination. Employees should work with managers to coordinate time to volunteer and record any volunteer time through the Giving Back Portal within two weeks of the activity to confirm hours used. Additionally, non-exempt employees should record their VTO hours via their timekeeping system by indicating that the specific hours recorded are for VTO.

Jury Duty or Witness Duty

Eligibility: All employees.

Employees summoned for jury or witness duty are required to appear as summoned or to request an alternative service date or to be excused. To support jury service, Illumina provides all regular, exempt and non-exempt, full-time and part-time employees working 20 hours or more per week with 5 days of paid time for jury service. All other employees may take this time off unpaid. Witness duty is unpaid. Employees must notify their supervisor of the need for time off for jury or witness duty as soon as they receive a notice or summons from the court. Employees may be required to provide verification from the court clerk (e.g., timecard) for the time that they have served or appeared. If during the course of service the employee is released prior to the normal end of the business day, the employee is expected to return to work for the remainder of the employee's work schedule.

School Activities

Eligibility: All employees.

Illumina encourages all employees to be involved and participate in their children's school-related activities. Parents, guardians, and grandparents of school-aged children may take up to 40 hours annually to attend school related activities including disciplinary meetings, parent-teacher conferences, performances, and other usual school activities. Employees may use FTO or available PTO to cover this time away. Employees who have exhausted PTO may take this time unpaid. For purposes of this policy, "school" means a licensed day care facility as well as any public or licensed private school from Kindergarten through 12th grade. Employees must provide reasonable advance notice to their manager. Documentation from the school verifying attendance must be provided upon request by a manager or Human Resources.

Election Day

Eligibility: All employees.

Illumina encourages all employees to fulfill their civic responsibilities by voting. If a non-exempt employee provides two days' notice to their manager of the need to vote during working hours, the employee will be allowed a maximum of two hours on an Election Day to vote without loss of pay. Managers may waive this advance notice requirement in their discretion.

Holidays and Company Shut Down

In the U.S., Illumina observes paid holidays each calendar year, scheduled at the discretion of the Company and typically aligned with the following U.S. public holidays:

- New Year's Eve & New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day & Friday After Thanksgiving
- Christmas Eve & Christmas Day

For a current list of paid holidays, please refer to the Illumina U.S. Finance Calendar.

For the most part, but not always, if a holiday falls on a Saturday, the holiday will be observed on the preceding Friday and if a holiday falls on a Sunday, it will be observed on the following Monday.

Typically, between December 24th and January 1st and again at or near the Independence Day holiday in July, most of the Company is closed for business, and observes these periods as paid 'shut down' days. Business needs may require some departments or business groups to provide partial or full staffing during holidays or shutdown periods. In those cases, employees will receive pay based on Company policy as well as state and federal laws. Please see Human Resources for details.

Employees can utilize applicable PTO, FTO, or request time off without pay (TOWOP) to observe cultural or religious holidays not included in Illumina's observed holiday calendar. Employees should make requests for these days off with as much notice as possible. Reasonable accommodations to allow this time off will be made unless an employee's absence from work would create an undue hardship on the department's operations.

Holiday Pay

Exempt Employees

Employees will be paid their regular salary during Company holidays. If an employee must work during the holidays, they are encouraged to consider arranging alternate time off directly with their manager.

Non-Exempt Employees

Full-time non-exempt employees will receive eight (8) hours of pay per day for applicable holidays. If an employee works on the holiday, the employee will receive holiday pay plus payment for actual hours worked on the holiday.

Part-time employees who regularly work 20 or more hours per week will receive pro-rated holiday pay based on the following schedule:

- 20-29 hours/week = 50% (4 hours)
- 30-39 hours/week = 75% (6 hours)

Flexible Time Off (Exempt Employees Only)

Eligibility: All regular exempt employees.

Exempt employees do not accrue paid time off. Instead, Illumina provides its exempt employees with the ability to take the time off that they need via flexible paid time off (FTO). FTO is not a form of wages earned for services performed but is intended to provide an avenue by which employees are enabled to best realize time off. Because FTO is not accrued or earned, but instead provides the ability for the employee to take whatever time off the employee feels necessary, FTO will not carry over year to year, nor will it be paid out upon termination. Employees are encouraged to take advantage of FTO.

Exempt employees may take FTO for any reason, including for vacations, rest or personal days, or for illnesses or injuries of the employee or the employee's family member. Employees may use FTO for any of the purposes set forth under any state or local paid sick leave law or ordinance that may govern the employee's place of work.

All requests for FTO should be discussed with and approved by managers in advance for scheduling and coverage purposes. After obtaining approval, FTO requests are initiated by the employee in Workday. Employees should recognize that, in some cases, time off may need to be deferred for business reasons.

For this reason, managers will be called upon to approve or reject requests for time off.

Paid Time Off (Non-Exempt Employees Only)

Eligibility: All non-exempt employees.

Paid time off (PTO) will be accrued only for non-exempt employees or as otherwise required by law. PTO is accrued as worked according to the Accrual Schedule for Non-Exempt Employees below. PTO is not accrued while on an unpaid leave of absence.

Although employees may carry over unused PTO from year to year, there is a maximum cap of PTO time that may accumulate. All accrued but unused PTO will be paid out upon termination at the employee's then final regular rate of pay.

Employees may take PTO for any reason, including for vacations, rest or personal days, or for illnesses or injuries of the employee or the employee's family member. PTO used will be paid at the employee's regular rate of pay. Employees may use available PTO for any of the purposes set forth under any state or local paid sick leave law or ordinance that may govern the employee's place of work.

PTO requests should be initiated by the employee through Illumina's timekeeping system. Advance manager approval is required. PTO will be scheduled to provide adequate coverage of job responsibilities and staff requirements. Employees should recognize that, in some cases, time off may need to be deferred for business reasons.

Cash Out of PTO & Accrual Maximums

Employees may elect to cash out a portion of their PTO hours. Cash Out requests should be submitted in full hour increments and may not result in drawing the employee's available balance below 40 hours.

ACCRUAL SCHEDULE FOR NON-EXEMPT EMPLOYEES

Scheduled Regular Hours	Per Pay Period PTO Hours	Accrued Per Year PTO Hours	Maximum PTO Accrual Balance
40	6.154	160 (20 days)	240 (30 days)
30-39	4.615	120 (15 days)	180 (22.5 days)
20-29 ¹	3.077	80 (10 days)	120 (15 days)

¹ Employees working fewer than 20 hours per week should contact their supervisor for information on PTO.

After completing 5 years of company service, PTO accrual increases by one (1) day per year each year through year 15. For example, a non-exempt employee hired on January 1, 2023, will begin accruing 168 hours of vacation starting on January 1, 2028 (in the employee's 6th year with Illumina). See the chart below for details. The maximum PTO accrual cap is equal to 150% of the annual amount accrued. Employees with the maximum PTO balance stop accruing additional PTO until they use sufficient PTO to reduce their balance below the maximum.

Below is a chart outlining the accrued hours per year and the maximum accrual for employees working 40 hours per week. Part-time employees' PTO will be prorated pursuant to the above.

In Year	Hours Per Year	Maximum Accrual
1-5	160	240
6	168	252
7	176	264
8	184	276
9	192	288
10	200	300
11	208	312
12	216	324
13	224	336
14	232	348
15	240	360

Time Off Without Pay (Non-Exempt Employees Only)

Eligibility: All regular, non-exempt full and part-time employees working more than 20 hours per week.

Employees are not permitted to have a "negative" PTO balance. While Time Off Without Pay is strongly discouraged, up to five (5) days of TOWOP may be requested and approved by the employee's manager and HR. If more time is required, employees must seek an unpaid Personal Leave (described below).

In cases of a personal medical leave or the need for time off due to a disability or other protected reason, please see the Leave of Absence section for more information.

09 Leaves of Absence

This Handbook provides basic information on certain federal leaves of absence, as well as leaves of absence under California law for which California employees may be eligible. However, Illumina provides its employees with any leaves of absence to which they may be entitled under applicable federal and state laws and regulations that apply to their situation and place of work, even if not expressly listed here. Employees needing a leave of absence for any reason should contact the Illumina Leave Administration Team (the "Leave Administration Team") at leaveadministration@illumina.com right away to discuss what might be best for their specific needs.

Leave laws can at times overlap, providing two or more protections for an eligible employee. Illumina will offset available leaves such that the employee receives time off under the single most favorable leave of absence policy. Accordingly, any leave taken by an employee under any policy that could have been taken under any other leave or time off policy, if the employee had requested the opportunity to do so, will be run concurrently and credited against the maximum limit established in each of the policies that provided the employee a basis to request a leave. Similarly, employees must first exhaust available leaves of absence prior to taking a personal leave of absence or using FTO/PTO.

Family and Medical Leave

Leave of Absence Support

Illumina's family and medical leaves of absence are administered by The Larkin Company ("Larkin"), a third-party leave administration service, with oversight from the Leave Administration Team. Larkin and the Leave Administration Team will work with employees to determine eligibility for leave benefits based on each individual's unique situation. Larkin will serve as the employee's main point of contact throughout the leave.

Larkin can be reached at (866) 923-3336 or illuminaleaves@thelarkincompany.com. The Illumina Leave Administration Team can be reached at leaveadministration@illumina.com.

Family and Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA")

Illumina provides employees with family and medical leave in accordance with the provisions of the federal Family and Medical Leave Act ("FMLA") and applicable state and local laws, including the California Family Rights Act ("CFRA") for its employees in California. This Handbook provides a summary of the leaves available to employees under the FMLA and CFRA. Employees working outside of California may be entitled to similar family and medical leaves of absence under their state's available leave laws. For more details on how FMLA and/or local family and medical leave laws like CFRA may apply to your specific situation, contact the Leave Administration Team and Larkin.

Eligibility

Eligible employees are those who have:

- Completed 12 months of service with Illumina (the service need not be consecutive); and
- Worked at least 1,250 hours during the 12-month period immediately preceding the requested leave.

Qualifying Reasons for Leave

Eligible employees may take leave for the following reasons:

1. For the employee's own serious health condition (pregnancy-related disabilities are not covered by CFRA, but are covered by the FMLA and California's Pregnancy Disability Leave Law, discussed below);
2. To care for the employee's spouse, domestic partner(*), child (including the employee's child, the employee's spouse's child, or the employee's domestic partner's child(*)), foster child, a child ,for whom the employee has been named a legal guardian or stands in loco parentis), parent, parent-in-law(*), sibling(*), grandparent(*), grandchild(*), or designated person(*)² with a serious health condition (* indicates CFRA only);
3. Bonding after the birth of the employee's child, or placement of the child with the employee for adoption or foster care;
4. Because of a qualifying exigency (as defined under applicable law) arising out of the fact that the employee's spouse, domestic partner, child, or parent who is either a member of the Regular Armed Forces, or a retired member of the Regular Armed Forces or retired Reserves, is on covered active duty (or has been notified of an impending call or order to covered active duty) in support of a contingency operation ("Military Exigency Leave"); or
5. To care for an immediate family member or next-of-kin who is a covered service member recovering from a serious injury or illness sustained in the line of active military duty ("Military Caregiver Leave").

The term "covered service member" is defined by federal law and means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or a veteran who seeks medical treatment for a serious service-related injury or illness within five years of serving in the military. The term "next-of-kin" is defined as the nearest blood relative. "Qualifying exigencies" for Military Exigency Leave include short-notice deployment; military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation leaves; post-deployment activities; and other reasons as agreed upon between Illumina and the employee. Certain restrictions on leave may apply, depending upon the nature of the qualifying exigency.

Leave Period & Description of Leave

A maximum of 12 weeks of leave may be taken within a 12-month period for any qualifying reason for leave listed above in numbers 1 through 4, unless otherwise required by law. For these qualifying reasons, the 12-month period is measured forward from the first date the employee takes family and medical leave for any of these 4 qualifying reasons.

Parental/Baby Bonding Leave: All leave for baby bonding purposes (reason #3 listed above) must conclude within 12 months of the birth of the child or 12 months from the date the child was placed with the employee for adoption or foster care. When both spouses are employed by Illumina and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company may not grant more than 12 weeks of leave combined for both employees.

² "Designated persons" for purposes of this policy include any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees in California may identify the designated person at the time the employee requests the leave. Employees are limited to one designated person per 12-month period for family care, medical leave, and paid sick leave purposes.

Military Caregiver Leave: Employees who need a leave of absence for Military Caregiver Leave (reason # 5 listed above) may take up to 26 workweeks of unpaid leave in a single 12-month period. The “single 12-month period” begins on the first day the eligible employee takes family and medical leave to care for a covered service member and ends 12 months after that date. This leave entitlement is applied on a per-covered service member, per-injury basis. Employees who use Military Caregiver Leave in addition to other types of family and medical leave in the same leave year or single 12-month period are entitled to a combined maximum of 26 weeks of protected leave.

All time off that qualifies as family and medical leave under state and/or federal law will be counted towards these maximum family and medical leave entitlements to the fullest extent permitted by law.

Intermittent Leave or Reduced Work Schedule

If leave is taken for an employee’s or an employee’s family member’s or designated person’s serious health condition, the leave may be taken either in a continuous block of time, or if medically necessary, on an intermittent or reduced schedule basis. Employees taking baby bonding leave should generally take such leave in increments of no less than two weeks at a time, subject to certain exceptions.

Employees and supervisors are expected to work together to schedule intermittent leaves or reduced scheduling so as not to unduly disrupt business operations. In most situations, an employee will continue in their regular job. However, in certain circumstances, at the Company’s discretion, employees may be temporarily assigned to an alternative position in order to better accommodate the reoccurring periods of leave. Employees will receive equivalent pay and benefits as they would have received in their regular job while in the temporary position.

Notice Requirements

Employees must provide at least 30 days’ advance notice for a foreseeable event (e.g., the expected birth of a child or a planned medical treatment). For events that are unforeseeable, employees must notify Illumina management as well as Larkin soon as practicable after they learn of the need for leave. Failure to comply with these notice rules may result in a delay or denial of the requested leave.

The employee must immediately notify Larkin of any changes in the status of the leave, the expected start date, or the expected return date. Any such requested changes are subject to approval by Illumina.

Certification Requirements

If the leave request is made because of an employee’s serious health condition, the serious health condition of the employee’s family member or designated person, or because of a covered service member’s serious illness or injury, Illumina will require the employee to obtain a medical certification form signed by a licensed health care provider. The certification must include sufficient information to allow Illumina to determine if the leave is requested for a qualifying reason and the anticipated dates (or duration and frequency) of the requested leave.

If the need for leave may extend beyond the time covered by a certification, and additional leave is requested, the employee is required to provide Illumina with an updated certification. Certification for the extension must be submitted prior to the expiration of the current certification. Failure to submit the updated certification in a timely fashion may result in the denial of an extension of the leave and, if the employee fails to return to work, the employee may be considered to have abandoned their employment with Illumina.

When an employee requests leave due to a qualifying military exigency, Illumina may require that the employee provide a copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service. Illumina will also require that such leave, because of a qualifying exigency, be supported by a W-384 certification from the employee that sets forth: (1) a statement or description of appropriate facts regarding the qualifying exigency for which the leave is requested; (2) the approximate date on which time off from work due to the qualifying exigency commenced or will commence; (3) the beginning and end dates for the employee's absence, or, where leave is requested on an intermittent or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency; and (4) if the qualifying exigency involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting and a brief description of the purpose of the meeting.

All medical certifications and military exigency certifications must be provided within 15 days of being requested by the Company. If a certification is not provided within 15 days of the first request, the leave may be delayed or denied.

For employee serious health conditions, Illumina may require, at its own expense, a second opinion from a health care provider selected by the Company. If the second opinion differs from the first opinion, Illumina may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by Illumina and the employee. The opinion of the third health care provider will be considered final and binding on Illumina and the employee.

Health Benefit Coverage

Employees on an approved leave of absence under the FMLA/CFRA or similar state family/medical leave law will maintain their eligibility to receive Illumina group health plan benefits during their leave on the same terms and conditions as when actively working. The employee remains responsible for their portion of health plan premiums applicable while on leave. If the employee is receiving top-up pay as discussed below, health plan premiums will be deducted from the employee's pay as normal. Employees not eligible for top-up pay, or for whom top-up pay does not cover the required premiums or whose top-up pay ends prior to the expiration of their approved leave, agree to repay required premiums upon return from leave. If payments are made upon return from leave, the employee may either make a single or installment of payments of the premiums owed. An employee who does not return to work following leave may be required to reimburse Illumina for all premiums it paid during the leave.

Return to Work

Upon returning from family and/or medical leave, employees will be reinstated to the same or an equivalent position, with the same pay and benefits, except as permitted by law. Generally, employees whose leave does not exceed the approved period of leave or the maximum allowed under the law will be reinstated to their former position or an equivalent position, unless returning to such a position would provide greater rights than the employee would have had if the employee had been continuously employed during the leave. Employees will retain their employee status while on leave, and such leave will not constitute a break in service for purposes of longevity/seniority. No employee will be entitled to any greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if the employee would have been laid off if they had not gone on leave, the employee will not be entitled to reinstatement.



Failure to report to work on the first workday after the approved leave has expired, unless an extension of the leave is granted in writing, or falsification of any information submitted in connection with the leave, may result in separation from employment.

If the leave was taken due to the employee's own serious health condition, Illumina will require certification from the employee's health care provider of the date the employee is able to resume work. The return-to-work certification must be provided to Larkin on or before the date of the employee's return to work and is a condition of reinstatement. If the employee is able to return to work but has limitations outlined by a healthcare provider, Illumina will engage in an interactive process with the employee to determine if a reasonable accommodation can be made that will allow the employee to perform the essential functions of their position.

Pregnancy Disability Leave (California employees only)³

All California employees are entitled to an unpaid leave of absence for the period of time the employee is actually disabled because of pregnancy, childbirth, or related medical conditions (such as severe morning sickness, doctor-ordered bed rest, and pre-natal care), not to exceed four months per pregnancy. A four-month leave means time off for the number of days or hours the employee would normally work within four calendar months, which is one-third of a year or 17-1/3 weeks (693 hours for a full-time employee). The leave does not need to be taken in one continuous period of time and may be taken on an intermittent basis or via a reduced work schedule.

Under the law, Illumina will continue to pay health insurance coverage during an employee's pregnancy disability leave at the same level and under the same conditions that coverage would have been provided had the employee been in continuous employment for the duration of the leave. This coverage will continue for the duration of pregnancy disability leave, not to exceed four months. As noted above, Illumina will continue health coverage for 12 weeks of leave taken under the CFRA. An employee's entitlement to health coverage during pregnancy disability leave and during CFRA are two separate and distinct entitlements.

Requests for reasonable accommodation will be granted if the employee's request is based on the advice of the employee's health care provider and the requested accommodation is reasonable. Requests for temporary transfers to a less strenuous or hazardous position or less strenuous or hazardous duties will be granted if the employee's request is based on the advice of the employee's health care provider and such transfer can be reasonably accommodated by the Company. If a temporary transfer occurs based on the employee's request, the employee's pay will be adjusted to the pay level according to the position.

The employee should give notice of the need for reasonable accommodation, transfer, or pregnancy disability leave and, where practicable, give notice of the anticipated timing and duration of the reasonable accommodation, transfer, or pregnancy disability leave. Where foreseeable, at least 30 days' advance notice is to be provided. If 30 days' advance notice is not possible, notice must be given as soon as practicable. If the employee fails to give timely advance notice when the need for reasonable accommodation or transfer is foreseeable, Illumina may delay the reasonable accommodation or transfer until 30 days after the date the employee provides notice, unless this delay would endanger the employee's health or pregnancy, or the health of the employee's co-workers.

Illumina may require employees to supply a written medical certification from a health care provider of the medical need for a reasonable accommodation, transfer, or pregnancy disability leave. When the leave is foreseeable and at least 30 days' notice has been provided, the employee must provide the medical certification before the leave begins. When this is not practicable, the employee must provide the requested certification to the employer within the time frame requested by the Company, which must be at least 15 calendar days after the employer's request. In the case of a foreseeable

³ Non-California employees may be eligible for FMLA or similar leaves of absence or other accommodations necessitated by pregnancy, childbirth, or related medical conditions under other applicable laws. Consult the Illumina Leave Administration Team for further information.

need for reasonable accommodation, transfer, or pregnancy disability leave, Illumina may delay granting the reasonable accommodation, transfer, or pregnancy disability leave to an employee who fails to provide timely certification after the employer has requested certification. Pregnancy disability leave runs concurrently with any available FMLA leave, but is separate from and in addition to any leave rights available to employees eligible for leave under the CFRA and the ADA/FEHA.

An employee who exercises the right to take pregnancy disability leave is guaranteed a right to return to the same position, or a comparable position if the employee's original position is not available due to legitimate business reasons. Illumina will provide the guarantee in writing upon request of the employee. The employee's return may be subject to a fitness for duty exam.

If an employee exhausts the maximum amount of leave and remains disabled because of pregnancy, childbirth, or related medical conditions, or is affected by pregnancy, childbirth, or related medical conditions, and wishes to request (with the advice of the employee's health care provider) additional unpaid leave or another type of reasonable accommodation, the employee should notify the Illumina Leave Administration Team of such request and Illumina will follow appropriate procedures to discuss and evaluate whether or not the request can be reasonably accommodated.

Other Disability Leaves

In addition to medical leaves under the FMLA/CFRA described above or as otherwise available to the employee under other federal, state, or local laws, employees may be eligible to take a temporary disability leave of absence under the ADA or similar state law, if necessary, to accommodate a disability if the leave will not result in an undue hardship to Illumina.

Employees taking disability leave must comply with applicable provisions regarding notice, medical certification, and return to work.

While an employee is on a disability leave of absence under this section, Illumina will hold the employee's position open or fill the position temporarily if doing so constitutes a reasonable accommodation unless doing so would create an undue hardship for the Company or unless not required to do so by law.

Prior to returning to work from any type of leave, Illumina may require a medical release from the employee's doctor, allowing the employee to return to work.

Other Leaves of Absence

As noted, Illumina provides its employees with any leave of absence to which the employee may be entitled under applicable state or federal law. Please contact the Illumina Leave Administration Team at leaveadministration@illumina.com for additional details on what leaves of absence may be available based on your personal situation.

Unpaid Personal Leave

Under unique and special circumstances, Illumina may grant an employee an unpaid Personal Leave of up to a combined maximum total of 12 weeks in a rolling year. Employees must first exhaust all available leaves of absence applicable to their situation prior to applying for and receiving unpaid Personal Leave. A Personal Leave requires that the employee

first exhaust their available PTO. Personal Leaves are generally granted in (30) day increments. If extensions are required, employees must request and receive approval for additional Personal Leave prior to their originally scheduled return to work date. Personal Leaves must be taken consecutively and cannot be used on an intermittent or reduced schedule basis. There is no guarantee of job reinstatement following a Personal Leave unless required by law. For non-exempt employees, PTO does not accrue during Personal Leave.

Please reach out to Human Resources for further details.

Military Leave

Illumina recognizes and appreciates employees and/or their family members who previously served or are currently serving in our country's armed forces.

Eligibility

All employees are eligible for military leave beginning on their first day of employment.

Leave Period & Description of Leave

Military leaves are provided in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state or local law. Military leaves are available to all employees who enter, voluntarily or involuntarily, the Armed Forces of the United States including the National Guard and the Commissioned Corps of the Public Health Service, or the state military forces, or the reserve components of the same, to participate in active or inactive duty or training. Time off is also permitted for an examination to determine one's fitness for duty in any of the federal military forces. Federal Military leaves generally do not exceed 5 years, with certain exceptions.

Notice Requirements

Employees should provide advance written or verbal notice to the Company for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances.

The employee must immediately notify Larkin, Illumina's Third-Party Leave Administrator of any changes in the status of the leave, the expected start date, or the expected return date. Any such requested changes are subject to approval by the Company.

Certification Requirements

A copy of military service or training orders must be provided within a reasonable period prior to the start of the leave unless giving notice or providing orders is impossible, unreasonable, or precluded by military necessity.

Coordination with Other Leaves

Military leave will be granted and run concurrently with other applicable state and federal laws.

Pay While on Leave

Illumina will pay the difference between an employee's military pay and their normal Illumina base compensation for up to eighteen weeks of military leave. Non-exempt employees do not accrue PTO during military leave.

Health Benefit Coverage

Employees on military leave will maintain their eligibility to participate in group health plan benefits during the leave for up to a maximum of 6 months (or as required by law) on the same terms and conditions as when working. The employee remains responsible for their portion of health plan premiums applicable while on military leave. Employees agree to repay any unpaid premiums or to have unpaid amounts deducted from their pay upon return from leave. An employee who does not return to work following leave may be required to reimburse Illumina for all premiums it paid during the leave.

At the end of the month following 6 months of military leave (or as required by law), Illumina group health plan benefits will end, and the employee will become eligible to continue health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) at their own cost. Advance notice of termination of benefits will be provided, and additional information will be mailed to the employee to outline explain the enrollment period, cost of premiums, and process to elect coverage under COBRA.

Return to Work

Employees returning from military leave will be reinstated in accordance with applicable law and are entitled to all the rights and benefits they would have had if they had remained continuously employed.

Return to Work Requirements

Military Leave Duration	Timing Required
Less than 31 days	The service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus eight-hour rest period.
Between 31 days and 180 days	Employee must apply for re-employment no later than 14 days after service is completed.
More than 180 days	Employee must apply for re-employment no later than 90 days after service is completed.

Domestic Violence, Sexual Assault, and Stalking

Upon reasonable advance notice, Illumina allows employees that have been the victim of domestic violence, sexual assault, or stalking to take leave as required by law for the following reasons:

- To seek medical attention;
- To obtain or attempt to obtain any relief, including but not limited to, a temporary and/or permanent restraining order;
- To obtain psychological counseling; and
- To participate in safety planning to increase safety from future domestic violence.

If advance notice is not practical, an employee who takes leave due to domestic violence, sexual assault, or stalking may be required to provide certification verifying the need for the absence, including but not limited to, a police report, a court order, a doctor's note, or some other form of documentation.

Additionally, Illumina will work with employees to explore reasonable accommodations to ensure they are safe at work, such as changing the employee's shift or phone number, transferring or reassigning the employee, etc. Employees that request time off due to domestic violence, sexual assault, or stalking may be eligible for CCTO in emergency situations and should contact Human Resources.

View full notice: https://www.dir.ca.gov/dlse/Victims_of_Domestic_Violence_Leave_Note.pdf

It is Illumina's policy to be flexible regarding these types of leaves of absence. Illumina will treat the employee's request with the utmost confidentiality. Illumina will not harass, discriminate, or retaliate against an employee that requests a leave of absence or accommodation due to domestic violence, sexual assault, or stalking.

Pay While on Leave

Where the employee is entitled to collect all or part of the employee's salary through a state or other covered disability or paid family leave insurance program, the employee is required to apply for such benefits. In certain situations, Illumina will "top up" that payment such that the employee receives 100% of their base pay after receipt of available benefits.

Eligible employees may receive "top up" pay for the following leave reasons:

1. For the employee's own serious health condition or pregnancy-related disability leave (see below), which prevents the employee from performing the functions of the employee's position: Illumina provides top-up pay for a maximum of 12 weeks in a rolling calendar year.
2. For parental leave purposes, including the birth of the employee's child, placement of the child with the employee for adoption or foster care, or bonding with a new child: Illumina provides top-up support for a maximum of 6 weeks in a rolling calendar year.
3. To care for the employee's family member or designated person (*CFRA only) with a serious health condition: Illumina provides top-up support for a maximum of 4 weeks in a rolling calendar year.
4. Because of a qualifying exigency (as defined above) arising out of the fact that the employee's spouse, domestic partner, child or parent who is either a member of the Regular Armed Forces, or a retired member of the Regular Armed Forces or retired Reserves, is on covered active duty (or has been notified of an impending call or order to covered active duty) in support of a contingency operation ("Military Exigency Leave"): Illumina provides top-up for a maximum of 4 weeks in a rolling calendar year for care of spouse, child or parent as described above.

To care for an immediate family member or next-of-kin who is a covered service member recovering from a serious injury or illness sustained in the line of active military duty ("Military Caregiver Leave"). Illumina provides top-up for a maximum of up to 4 weeks in a rolling calendar year.

Benefits While on Leave

Employees will be entitled to group health benefits as required by the law or laws governing their specific leave(s) of absence. Illumina will continue the employee's group health plan benefits until the end of the month following six (6) total months of leave or as long as required by the law(s) governing the employee's leave of absence, whichever is longer. As previously described, employees will be responsible for their share of the premium while on leave. After six months, the employee will then become eligible to continue health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) at their own cost. COBRA provides employees the ability to continue health insurance coverage after leaving employment with Illumina. Advance notice of termination of benefits will be provided, and additional information will be mailed to the employee outlining the enrollment period, cost of premiums, and process to elect coverage under COBRA.

10 Health and Welfare Benefits

Benefit Coverage

Eligibility: All regular, exempt and non-exempt employees working at least 20 hours per week are eligible for the following benefits starting on their date of hire. Temporary and Contract workers are not eligible for these benefits.

- Medical and prescription drugs;
- Dental;
- Vision;
- Health Savings Account;
- Flexible Spending Accounts – Health Care and/or Dependent Care expenses;
- Short-Term and Long-Term Disability;
- Life Insurance and Accidental Death and Dismemberment;
- Business Travel Accident Insurance; and
- Employee Assistance Program.

Additional Benefits

- 401(k) Plan - All Regular Employees, regardless of full-time or part-time status, may participate in the Company's 401(k) plan.
- Supplemental Plans – All Regular Employees may elect to purchase Critical Illness, Group Accident, Hospital Indemnity, Legal Plan, and or Supplemental Life Insurance coverage. Employees who purchase Supplemental Life Insurance for themselves may also purchase Life Insurance for their dependents.

Employee Stock Purchase Plan

The purpose of the Employee Stock Purchase Plan is to provide employees of Illumina and its designated subsidiaries with an opportunity to purchase Common Stock of the Company through accumulated payroll deductions.

All regular employees who are regularly scheduled to work more than 20 hours per week are eligible to invest up to 15% of their pre-tax wages toward the purchase of Illumina stock. The purchase periods open twice a year for employees to enroll. For more information on ESPP, please refer to the ESPP page on Insider.

Restricted Stock

For more information Restricted Stock Units (RSUs) and other equity-related topics, please refer to the Equity section on the Insider.

Variable Pay Plans

All regular employees are eligible for one of two variable pay programs – Variable Compensation Program (VCP) or Commission.

- VCP provides performance-leveraged variable compensation to eligible employees based on the achievement of established corporate goals and employee individual performance.
- Commissions provide variable compensation to eligible employees based on employee individual sales performance.

Payment under these programs is dependent upon achievement of certain goals and metrics and is not guaranteed. For more information on these programs, please refer to the Variable Pay page on Insider.

11 Standards of Conduct

Discipline

Violation of Illumina's policies and rules may warrant disciplinary action. Illumina generally attempts to use progressive discipline when warranted and appropriate, including verbal warnings, written warnings, demotion, suspension, and/or termination. While one or more of these forms of discipline may be taken in connection with a particular employee, no formal order or procedures are promised to employees. Illumina will assess each individual situation and determine the most appropriate actions based on all the facts and circumstances. In some circumstances immediate termination may be warranted.

Punctuality and Attendance

Punctuality and regular attendance are essential to ensure optimal productivity and team success. Employees are expected to be punctual and to demonstrate good attendance. Consistent tardiness or excessive absences causes problems for fellow employees and may subject the employee to corrective action.

Employees are expected to report to work on time as scheduled. Employees also are expected to remain at work for their entire work schedule, except for meal and rest periods or when required to leave on authorized Company business. Late arrival, early departure or other absences from scheduled hours must be approved by the employee's manager in advance.

If an employee is unable to report for work on any particular day, they must call their supervisor at least one hour before the employee is scheduled to begin working that day. Failure to do so may result in an unexcused absence. In all cases of absence or tardiness, employees must provide their manager with a reason or explanation as well as the expected duration of any absence. If an employee is out for three (3) or more consecutive days for medical reasons, Illumina may require a doctor's note indicating when the employee's inability to work began and another note stating when the employee can return.

Excessive absenteeism or tardiness is disruptive to the business and disrespectful to coworkers. Illumina defines excessive absenteeism and tardiness as more than three days of unplanned or unexcused absences or tardiness in a rolling six-month period. Employees whose absences or tardiness are due to covered leaves of absence or other reasons protected by law will not be penalized for such absences or tardiness.

 If an employee fails to report for work for at least three (3) consecutive days without any notification to the employee's supervisor, that employee may be considered to have "abandoned" their position and voluntarily terminated their employment.

Open Office Protocol

Open workspaces encourage open, informal conversation and collaboration. Please remember to use collaboration areas and conference rooms when possible for meetings and discussions beyond informal conversations. All music should be able to be heard by the listener only. Please keep the volume of discussions and phone calls at an appropriate level, store sensitive information in a secure place, and be considerate of others as they work.

Dress Code

For safety reasons and to present a professional image to Illumina colleagues and visitors, employees are expected to appear and to dress in clothing that is neat, clean, and consistent with generally accepted business practices for their position. Shorts, for example, are not appropriate work attire. Open-toed shoes are not allowed in manufacturing and laboratory areas.

Employees requiring an accommodation to this dress code policy due to a religious belief or practice, such as religious clothing or hairstyles, or due to a disability-related reason should discuss their need for an accommodation with Human Resources. Illumina will make the accommodation if it is reasonable and will not impose an undue hardship on the Company. Employees should speak with Human Resources for any questions or additional clarification.

Drugs and Alcohol

Purpose and Goal

Illumina is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. The program applies to all Illumina employees whenever representing or conducting business for the organization, whether on or off site.

Prohibited Behavior

Employees may not have the presence of alcohol or intoxicants in their system while working. It is Illumina's expectation that all employees will conduct themselves appropriately at all times while at work, while attending Illumina-sponsored functions, or while representing the Company.

It is Illumina's policy that:

- Employees may not possess, manufacture, or use alcohol, illegal drugs, or other intoxicants while working or while on Company property.
- Employees may not have the presence of any alcohol, illegal drugs, or other intoxicants within their system while working.
- Employees may not sell or provide alcohol, illegal drugs, or other intoxicants to any person while working or while on Company property.

For purposes of this policy, "illegal drugs" includes marijuana, which, despite its lawful status in certain states, remains illegal under federal laws and regulations. This policy does not prohibit the possession or use of prescription or over-the-counter drugs by the person prescribed and in a manner approved by a physician, when that usage does not impair the employee's ability to perform their job duties safely. Illumina does caution against use of prescribed or over-the-counter medication that can affect workplace performance. Employees should inform their supervisor prior to working under the influence of a prescribed or over-the-counter medication that may affect the employee's performance or the safety of the employee or others around them.

This policy will not be construed to prohibit the responsible and moderated use of alcohol at social or business functions sponsored by Illumina where alcohol is served. Nor does this policy prohibit an employee's use of cannabis off duty and away from the workplace. However, if the employee's off-duty/off-site cannabis use causes the employee to be impaired while working or otherwise have the presence of psychoactive cannabis metabolites in their system while at work or on premises, such use will be in violation of this policy.

For the protection of the Company and the safety of its employees and others with whom we may be working, Illumina reserves the right to demand a drug or alcohol test of any employee based on a reasonable suspicion that the employee is under the influence of alcohol or drugs while working. Reasonable suspicion includes, but is not limited to, physical evidence of use, including the employee's actions, appearance or conduct; the causing of a serious accident or incident resulting in property damage or injury; or a substantial drop-off in work performance. Any such testing will be performed in accordance with applicable laws and scientific standards. Failure to consent to take a requested test may lead to discipline, including immediate termination.

Consequences

One of the goals of our alcohol and drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems before they become an issue at work. If, however, an individual violates Illumina's policy, the consequences can be serious.

In the case of an applicant with a pending offer of employment, violation of Illumina's alcohol and drug-free workplace policy may result in withdrawal of the offer. The applicant may reapply after eighteen months and must successfully pass a pre-employment drug test. For Illumina employees, any violation of this policy may result in disciplinary action up to and including termination.

Any employee who is convicted of a criminal drug violation that occurred in the workplace or during working hours must notify Illumina in writing within five calendar days of the conviction. Similarly, any employee whose job duties require that the employee drive a vehicle on Company business who is convicted of a DUI or other drug- or alcohol-related driving offense must notify Illumina in writing within five calendar days of the conviction. Illumina will take appropriate action within 30 days of notification, based on applicable law. Federal contracting agencies will be notified when appropriate.

Assistance

Illumina recognizes that alcohol/drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation.

To support our employees, our alcohol and drug-free workplace policy encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem. Employees are highly encouraged to consult with their health care provider should they need assistance. Additionally, treatment for alcohol and/or substance abuse may be covered in whole or in part through group medical plans. Illumina also offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).

Employees may be eligible for an alcohol and/or drug rehabilitation leave of absence provided that the employee makes such a request prior to any violation of this policy. For more information, employees should speak with Human Resources.

Confidentiality

All information received by Illumina relating to its alcohol and drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Illumina Social Functions

Illumina hosts social functions, recreational and sporting activities, and other programs throughout the year. Attendance at Company functions is strictly voluntary. Employees are welcome to partake in the festivities and are welcome to decline. Illumina also supports individual celebrations. However, these celebrations (e.g., birthdays) are not hosted by the Company. Instead, Illumina encourages employees to share the cost and organization of these individual celebrations.

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by Illumina. This list of prohibited conduct is illustrative and by no means exhaustive; other types of conduct harmful to security, personal safety, employee welfare and Illumina's operations also may be prohibited.

- Falsification of employment records (including timekeeping records), employment information, or other Illumina records;
- Theft, or deliberate or careless damage or destruction of any Illumina property or the property of any employee or customer;
- Removing or possessing Illumina's property without prior authorization;
- Unauthorized use of Illumina's equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Illumina's property;
- Violation of Illumina's drug and alcohol policy;
- Carrying firearms or any other dangerous weapons on Illumina's premises at any time;
- Engaging in criminal conduct during working time or on Company premises;
- Causing, creating or participating in a disruption of any kind during working hours or on Illumina's property;
- Insubordination, including but not limited to, failure or refusal to obey the lawful instructions of a member of management, or the use of abusive or threatening language toward a member of management;
- Using abusive or threatening language at any time on Illumina's premises;
- Failure to notify your supervisor or Human Resources when unable to report to work;
- Unreported absence of three (3) consecutive scheduled workdays;
- Failure to obtain permission to leave work for any reason during normal working hours, with the exception of meal and rest periods;
- Failure to provide a certification from a healthcare provider when requested or required to do so;
- Sleeping or malingering on the job;
- Wearing unsafe, unprofessional, or inappropriate attire at work;

- Violation of any safety, health, security or other Illumina policies, rules or procedures;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violation of the Harassment, Discrimination, and Retaliation Prevention policy; and
- Issuing any implied or express threat of violence.

This statement of prohibited conduct does not alter Illumina's policy of at-will employment. Both the employee and Illumina remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Nothing in this policy is intended to limit or abridge the rights employees possess under applicable law.

12 Travel and Expenses

Illumina reimburses employees for all reasonable and necessary expenses incurred while transacting authorized business on behalf of Illumina. Please see the Finance Insider page for Illumina's Travel and Expense Policy.

Corporate Credit Card Program

The corporate credit card program is an individual bill/Company pay program. Credit card transactions automatically feed into the Concur travel expense tool for employees to expense. Once the corporate credit card expenses have been approved by the employee's manager, and passes the accounts payable audit for compliance, Illumina will pay the employee credit card charges via wire transfer.

It is the responsibility of the employee to timely submit their expense reports. Late fees should be reported in Concur and expensed as "personal". It is the responsibility of the employee to pay these late charges directly to corporate card company.

All corporate card charges must be expensed monthly to clear the entries out of the Concur expense reporting tool. Employees may not use their corporate credit card for personal expenses. In the event a personal charge is included on a corporate credit card, such charge must be marked "personal" and paid directly to the corporate credit card company by the employee.

All credit card charges that are not cleared out of the expense reporting tool will be accrued to the manager's budget until the expenses are cleared out.

Upon termination of employment, it is the responsibility of the employee to ensure that all credit card charges have been expensed and cleared out of the Concur expense reporting tool.



1.800.809.4566 toll-free (US) | +1.858.202.4566 tel
techsupport@illumina.com | www.illumina.com

© 2024 Illumina, Inc. All rights reserved. All trademarks are the property of Illumina, Inc. or their respective owners. For specific trademark information, see www.illumina.com/company/legal.html.