

## OUR PENSION ARRANGEMENT

Dear Colleague,

This pack contains important information about the Company's pension arrangement and the joining process.

### **What is the pension arrangement?**

The Company currently offers new employees access to a Defined Contribution (DC) pension scheme known as the Ecolab Ireland Retirement Savings Scheme (the "Scheme").

The Scheme is established under a trust and is governed by a Trust Deed and Rules (as amended from time to time). Nothing in this summary document can override the terms of the Trust Deed and Rules. In the event of any conflict or inconsistency between this summary document and the Trust Deed and Rules, the provisions of the Trust Deed and Rules shall prevail.

The Company may, with the consent of the trustees, amend the Scheme at any time and reserves its right, in accordance with the terms of the Trust Deed and Rules, to terminate the Scheme.

The Scheme has its own legal entity separate from Ecolab Ltd and has the approval of the Revenue Commissioners. The Scheme has also been registered with the Pensions Authority.

### **How does it work?**

- The contributions detailed in the "How much do I pay?" section below will be paid and invested into your pension account each month. Subject to certain limits, pensions are a tax efficient method of saving.
- These contributions are deducted from your salary at source each month.
- When you come to retire, you can use the funds that have built up to buy a pension, take a tax-free cash lump sum (subject to certain limits) in lieu of part

or all of your pension, a combination of these, or you may choose to invest in an Approved Retirement Fund subject to meeting certain criteria.

### **How much do I pay?**

Base level: Your contribution will be 3% of your basic salary and the Company contributes another 7%.

Additional Voluntary Contributions (AVCs): You can choose to contribute more than 3% of salary in AVCs. This can be a monetary amount per month or a percentage of salary. The Company contribution remains at 7% of your salary regardless.

### **How do I join?**

To join the ROI Ecolab pension plan there are **2 forms** that you need to complete and return. You will find these forms in the 'joiner pack tile' on the HR sharepoint site or if you are a new joiner to Ecolab the forms and pension information will be included in your offer pack.

1. There is an **application form** to join the pension scheme. You should complete both sides of the form and return it via email to [ROIpensions@ecolab.com](mailto:ROIpensions@ecolab.com) HR will then process it via payroll.
2. The **Death Benefit Nomination Form for Pension Scheme Members** - Should you die in service the trustees will take into account your wishes in respect of who the benefits are paid to so it is very important that you complete this form. See below for further details.

It is a good idea to keep a copy of both forms for yourself for future reference.

Upon joining, the pension provider will provide you with further information (describing your investment options, how to monitor your funds etc.).

### **Death Benefits Nomination Forms**

All employees are entitled to death in service benefits immediately upon joining Ecolab. However, there are separate death in service benefits payable under the pension scheme. You may wish to nominate the person(s) to whom you would like these benefits to be paid so please make sure you complete the nomination forms

which are designed to make your wishes clear. So employees joining the pension scheme need to sign two death benefit nomination forms in total.

1. Death Benefits Nomination Form for All Employees.  
Sign and return to [graeme.clinton@aon.ie](mailto:graeme.clinton@aon.ie)
2. Death Benefits Nomination Form for Pension Scheme Members.  
Sign and return to [June.Cunningham@willistowerswatson.com](mailto:June.Cunningham@willistowerswatson.com)

### **What if I have queries?**

Please visit the HR Sharepoint site. There you will find all the pension information including useful FAQ's and the plan member guide.

If you have a query that is not addressed on HR Sharepoint, please do not contact your HR Business Partner as they do not hold pension information, instead please register your query on the HR ticketing tool ASKHR. You will find the link to AskHR on Workday.