



Short-Term Disability Leave Policy

Ginkgo Bioworks offers paid Short-Term Disability (“STD”) to eligible U.S. employees who are scheduled to work 20 hours or more per week. Short-term disability provided by Ginkgo is an employer-funded plan providing income replacement for employees who experience a qualifying reason for leave. This policy applies to qualifying events that occur on or after June 1, 2022.

Eligibility

Eligible employees include U.S. employees who are scheduled to work 20 or more hours per week. This policy does not apply to contingent-workers.

General Administrative Guidelines

- Maximum of 26 weeks maximum of short-term disability is available to Bioworkers who need time off related to illness, injury, or pregnancy which requires an absence from work for two or more weeks.
- 13 weeks of leave will be paid by the Company at up to 100% of base wages and the remaining 13 weeks will be paid by the Company at up to 80% of base wages.
- In all cases, where an employee is eligible for short-term disability benefits or any other wage replacement income or state- or federal-provided benefits as a result of disability, STD will be taken concurrently with the receipt of any such benefits. In such cases, employees will receive their regular weekly base pay less any wage replacement income or state- or federal-provided benefits, such that their base wages will not exceed 100% of their regular weekly base pay for any pay period.
- The length of approved leave is determined based on certification from your physician.

Family Medical Leave Act (FMLA) and Related Local Laws

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees. Employees taking STD who are also eligible for FMLA will be placed on FMLA leave either at the start of STD or during it if an employee becomes eligible for FMLA during the period of short-term disability.

FMLA leave and any other applicable state or local family and medical leave laws will run concurrently with Short-Term Disability, to the extent allowed under applicable law.

Medical Certification

The employee must provide medical certification of the disability that includes the start and expected end date of the disability, among other pertinent details. The medical certification must be submitted to Ginkgo Bioworks’ STD policy administrator. The policy administrator will review the medical certification and determine if the STD claim is approved. Please contact the People Team to report the need for leave and start the claim process.



Impact on Service Hours and Healthcare Benefits

Employees on STD will continue to accrue service credit hours.

Employees will also continue to receive healthcare benefits so long as they pay any employee portion of the premiums during this period. Equity will also continue to vest during any period of approved short-term disability.

Return to Work

The employee should return to work when permitted by their health care provider. The employee must submit a fitness-for-duty clearance to the People Team prior to returning to work.

Employees returning from STD will be reinstated to the same job or to a comparable job with the same pay and benefits as the job in which they were employed before commencement of their leave, so long as their employment would not have been terminated if they had not taken leave. While on leave, the employee will be affected by decisions or actions of Ginkgo the same as an active employee. This includes organizational restructuring and staff reduction.

If the employee does not return to work from STD for any reason, Ginkgo Bioworks has sole discretion to decide the separation date, so long as the date is after the expiration of the short-term disability.

Process

Bioworkers who are planning for time off related to illness, injury, or pregnancy should contact the People Team to discuss your eligibility and the process for requesting time. The People Team will determine your eligibility to submit claims under this policy, along with FMLA and state/local regulations.

At-Will Policy

This policy does not create a contract between Ginkgo Bioworks and an employee. No promises of any kind are made by the Company in this Policy. Ginkgo Bioworks is free to change the terms of this Policy, or the terms of an employee's employment, without having to consult with or obtain the agreement of the employee. Ginkgo Bioworks and the employee each continue to have the absolute authority to terminate the employment relationship at will. The employment relationship may be terminated with or without cause, and with or without prior notice. This at will status can only be modified if such modification is in writing and signed by both the employee and the CEO of the Company.

Note: This policy is intended to comply in all respects with applicable state and local laws. In the event those laws would provide greater leave entitlements than those specified herein, those laws shall govern. Ginkgo Bioworks has the discretionary authority to interpret the program in order to make eligibility and benefit determinations as it may determine in its sole discretion. Ginkgo Bioworks also has the discretionary authority to make factual determinations as to



whether any individual is entitled to receive any benefits under the program. While Ginkgo Bioworks intends the program to be permanent, it has the right to amend the program or terminate it in whole or part at any time without notice. The program may also be merged, consolidated or transferred to another program.