

## HR-BN-102.1 Domestic Partner Policy

### Purpose

At Sonesta, we value our Team Members as individuals who enhance our guests' experiences with their unique skills and contributions. We recognize that benefits play a vital role in helping ensure the health and financial security of employees and their families. The purpose of the Sonesta Domestic Partner Policy is to define domestic partnership coverage eligibility and identify applicable internal benefits.

### Scope

The scope of this policy is to update Sonesta's existing Domestic Partner Policy, dated 11/1/2022, to clarify affected coverages.

### Definitions

Statement of Domestic Partnership – document to be completed and returned by Team Member wishing to cover Domestic Partner and/or Child(ren) of Domestic Partner.

### Policy

All eligible employees and their dependents receive benefits without regard to race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation, gender identity and expression, or any other characteristics required by law.

Domestic partners of employees and their dependents receive the same benefits that are available to spouses of Sonesta Team Members (e.g., medical, dental, vision, life, beneficiary designations, bereavement leave). Coverage for domestic partners may be taxable to the employee.

### Procedures

Employees who wish to apply for domestic partner benefits must complete and notarize a Statement of Domestic Partnership within 30 days of the employee's hire or the date the Domestic Partnership begins, if later. This original form will be kept on file indefinitely with Human Resources in the Team Member's Workday record (category Benefits) and will be deemed effective until the Team Member informs, in writing, of the end of the domestic partnership and completes a benefit event in Workday to remove the domestic partner's coverage.

In the event that a domestic partnership ends, benefits coverage for the domestic partner and their dependents will terminate on the date a written notice to inform Sonesta that the

partnership has ended is received by Sonesta's HR Representative. Employees must complete a Benefit Event in Workday to remove coverage. COBRA will be offered to ex-domestic partners and child(ren) of ex-domestic partners as is offered to ex-spouses and child(ren) of ex-spouses.

A Domestic Partnership ends when:

- one partner sends the other a written notice that he or she has ended the partnership;  
or
- one of the partners dies; or
- one of the partners marries or the partners no longer live together.

When a Domestic Partnership ends the employee must produce a written notice to inform Sonesta that the partnership has ended and give it to Sonesta's HR representative. The notice must be dated and signed. Additionally, the employee must send the notice within 30 days of the end of the partnership. If the employer or any benefits provider suffers loss as a result of failure to send this notice, the employee may be subject to disciplinary action, loss of benefits, and an obligation to reimburse Sonesta for any costs involved in providing benefits coverage. Failure to timely give the notice will neither prevent nor delay ending the Domestic Partnership.

## Addenda

Statement of Domestic Partnership with Policy

## Summary of Key Controls

Domestic Partnership SOP

## Version History

Version	Modified Date	Approved Date	Approved By	Reason/Comments
1.0.0	3/19/2025			Update to Domestic Partner Policy, dated 11/1/2022 per Gallagher suggestion
1.0.1				
1.0.2				