

# NovaMente Soluções Cognitivas

Document 05 — Benefits Policy

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## Introduction

NovaMente's benefits package is designed to support the financial security, health, professional growth, and overall wellbeing of every employee. We review our benefits annually to ensure they remain competitive, relevant, and aligned with the needs of our team. This document describes each benefit in detail, including eligibility criteria, coverage limits, and how to access each benefit.

All benefits described in this document apply to full-time employees unless otherwise specified. Part-time employees and contractors may be eligible for a subset of benefits as defined in their individual agreements. Questions about benefit eligibility should be directed to the HR & Culture team.

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## Health and Wellbeing Benefits

### Health Insurance (Plano de Saúde)

NovaMente provides health insurance coverage through a nationwide provider to all full-time employees and their direct dependents (spouse or partner and children up to age 21, or 24 if enrolled in higher education). The plan covers medical consultations, hospitalization, emergency care, laboratory exams, and imaging. NovaMente covers 100% of the employee's premium and 60% of the premium for each registered dependent. The remaining 40% of dependent premiums is deducted from the employee's payroll monthly.

Coverage begins on the first day of employment. Employees must register their dependents within 30 days of their start date or within 30 days of a qualifying life event such as marriage, birth, or adoption. Late registrations cannot be processed outside of these windows without HR approval.

### Dental Insurance (Plano Odontológico)

All full-time employees are covered by a dental insurance plan at no cost to the employee. The plan covers preventive care (cleanings, X-rays), restorative procedures (fillings, extractions), and orthodontic treatment with a co-payment. Dependent coverage is available under the same cost-sharing structure as the health plan. Coverage begins on the first day of employment.

### In-House Psychological Support

NovaMente employs a licensed psychologist who is available to all employees for individual sessions at no cost. Sessions are strictly confidential — the psychologist does not share the content of sessions with management or HR. Employees may book sessions directly through the internal scheduling tool. Sessions may be held in person at the Florianópolis office or via video call for remote employees.

There is no limit to the number of sessions an employee may have. NovaMente encourages all employees to use this benefit proactively — not only in moments of crisis, but as a regular practice of psychological maintenance.

### **Mental Health Day Policy**

Every employee is entitled to up to four mental health days per calendar year. These are days off taken when an employee's mental or emotional state requires it, with no requirement to provide medical documentation or formal justification. The employee simply notifies their manager on the day, or in advance when possible, and the absence is recorded as a mental health day without impact on salary or leave balance.

Mental health days are separate from sick leave and vacation. They do not roll over to the following year. NovaMente introduced this policy in 2021 and has not placed conditions on its use — it is a benefit based on trust.

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## **Financial Benefits**

### **Meal Voucher (Vale-Refeição / Vale-Alimentação)**

All employees receive a monthly meal and food voucher credit loaded onto a multipurpose benefits card. The voucher may be used at restaurants, supermarkets, and food delivery platforms. The monthly credit value is reviewed annually in January and adjusted to reflect cost-of-living changes. The current monthly credit is R\$ 900,00 per employee, divided between meal and food categories as permitted by the benefits provider.

### **Transportation Voucher (Vale-Transporte)**

Employees who commute using public transportation are entitled to transportation vouchers covering the cost of their commute, in accordance with CLT regulations. Employees who work fully remotely or who use private transportation are not eligible for this benefit. Employees must register their commute route with HR within the first week of employment to begin receiving the benefit.

### **Profit Sharing (Participação nos Lucros e Resultados — PLR)**

NovaMente operates a Profit Sharing program (PLR) that distributes a portion of the company's annual results to eligible employees. Distribution is based on a combination of company performance against annual targets and individual performance as assessed in the December review cycle. Eligibility requires at least six months of continuous employment in the reference year. PLR is paid annually in February and is governed by a separate PLR agreement signed by all eligible employees.

### **Life Insurance (Seguro de Vida)**

NovaMente provides group life insurance coverage to all full-time employees at no cost. The policy covers accidental death and disability, providing a lump-sum benefit to registered beneficiaries. Employees must register their beneficiaries through the HR system within 30 days of their start date.

Details of coverage amounts are available from the HR & Culture team.

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## Professional Development Benefits

### Monthly Learning Stipend

Every employee receives a monthly learning stipend of R\$ 300,00, which may be used for any professional development purpose: online courses, books, certifications, workshop fees, or conference registrations. There is no approval process required for individual purchases below this amount — employees submit receipts at the end of each month for reimbursement. Stipends do not accumulate month to month; any unused amount in a given month is forfeited.

For development expenses exceeding the monthly stipend — such as multi-day conferences or professional certification programs — employees may submit a request to their manager and the HR & Culture team for additional sponsorship. These requests are evaluated individually based on the relevance of the development to the employee's role and growth plan.

### English Language Support

Given NovaMente's international expansion objectives and the English-heavy nature of much of the technology and business landscape, the company sponsors English language courses for employees who wish to improve their proficiency. Employees may apply for this benefit through the HR & Culture team, which maintains a list of vetted language schools and online programs eligible for company sponsorship.

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## Remote Work and Equipment Benefits

### Remote Work Setup Allowance

Employees who work fully remotely receive a one-time remote work setup allowance of R\$ 1,500,00 upon joining the company. This allowance may be used for any home office equipment or furniture that supports a productive and ergonomic work environment — monitors, keyboards, chairs, lighting, and similar items. Employees submit receipts for reimbursement and are not required to return purchased items when they leave the company.

### Company Equipment

All employees receive a company-issued laptop configured with the tools required for their role. Equipment is provided on a loan basis and must be returned upon departure. Employees are responsible for the care of company equipment and must report any damage or malfunction to the IT contact within the Engineering team as soon as possible. Full details on equipment use and care are in Document 14 — Equipment & Technology Use Policy.

### Internet Allowance

Remote employees receive a monthly internet allowance of R\$ 120,00 to offset the cost of their home internet connection. This is paid as part of the monthly payroll and is non-taxable under

current regulations. In-office employees are not eligible for this allowance, as internet access is provided at the Florianópolis office.

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## **Additional Benefits**

### **Flexible Vacation Policy**

NovaMente provides vacation in accordance with CLT requirements, with additional flexibility in how employees schedule and take their leave. Employees are encouraged to take their full vacation entitlement each year. NovaMente does not view unused vacation as a sign of dedication — it views it as a planning failure that both the employee and their manager share responsibility for addressing. Full details are in Document 07 — Vacation, Leave & Attendance Policy.

### **Birthday Day Off**

Every employee receives a day off on or around their birthday. If the birthday falls on a weekend or holiday, the employee may take the closest preceding or following working day. No approval is required — employees simply notify their manager in advance and mark the day in their calendar.

### **Employee Assistance with MindFlow**

All NovaMente employees have full access to MindFlow — the same platform we sell to our clients — as part of their employment. This includes the anonymous wellbeing check-in, access to the teleconsultation module for sessions with external psychologists (beyond the internal psychologist sessions), and the full set of self-directed mental health resources available in the platform. We believe that our team should benefit directly from the product we build.