

# Trends®

## International

January 1, 2015

### **SUMMARY OF BENEFITS FOR EMPLOYEES OF TRENDS INTERNATIONAL, LLC (U.S. BASED OPERATIONS)**

Employees working 30 hours or more per week are eligible to participate on their 61st day (calendar) of employment. Medical coverage includes medical and prescription and/or dental and vision. Medical coverage is available for Employee, Employee + spouse, Employee + child(ren), or family. Employee contributions are made through payroll deduction. ***Employee can choose from two different Health Savings Plans for medical and prescription. Dental and Vision are the same for both plans.***

### **HEALTH SAVINGS ACCOUNT PLAN 1**

**See attached "Your Summary of Benefits" Blue Access for Health Savings Accounts Option #2 Rx Option 5 for more detail on Network and Non-Network Benefits and your costs.**

#### **GROUP MEDICAL**

**Blue Access for Health Savings Account, underwritten by Anthem Insurance Company.**

- For a list of providers please use their website at [www.Anthem.com](http://www.Anthem.com)
- Questions with regard to providers, eligibility, benefits or claims should be directed to Anthem at [www.Anthem.com](http://www.Anthem.com) or call 1-800-295-4119.
- Group #00084333
- **Precertification:** Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.
- **Deductible – Single:** Network: \$2,000 – Non-Network: \$4,000
- **Deductible – Family:** Network: \$4,000 – Non-Network: \$8,000
- **Out-of-Pocket – Single:** Network: \$3,000 – Non-Network: \$8,000
- **Out-of-Pocket – Family:** Network: \$6,000 – Non-Network: \$16,000
- **2015 Trends Contributions to EE HSA Accounts:** \$175/single and \$350/Family
- You can use your HSA funds to pay for covered health expenses
- Unused dollars are saved and are yours to keep if you retire or leave the company.
- Credit Union – No fees

## **Prescription Drug Card**

**Underwritten by Anthem**

**Network Tier structure equals 1/2/3 (and 4 if applicable)**

- Questions with regard to eligibility, benefits or claims should be directed to Anthem at [www.Anthem.com](http://www.Anthem.com)

	<b><u>Network</u></b>	<b><u>Non-Network</u></b>
	Medical deductible applies before copayments.	50% 2 min. \$60 2
• <b>Network Retail Pharmacies:</b> (30-day supply) Includes diabetic test strip	\$10/\$30/\$60/25% w \$200 maximum.	
• <b>Home Delivery Service:</b> (90-day supply) Includes diabetic test strip	\$10/\$75/\$180/25% w \$200 maximum.	Not Covered

Specialty medications are limited up to a 30 day supply  
Regardless of whether they are retail or mail services.

- All deductibles and coinsurance apply toward the out-of-pocket maximum including prescription drugs. (Excludes Non-network Human Organ and Tissue Transplants).
- Deductible(s) apply to covered services listed with a percentage (%) coinsurance including 0%.
- Deductible applies to all prescription drug expenses. Once the deductible is met the appropriate copayment/coinsurance applies.
- Network and non-network deductibles, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.

### **Below is an example of how this benefit works:**

*After you reached your deductible, you will then pay a co-pay on prescriptions until you reach your out-of-pocket maximum.*

**Example:** Pat is enrolled in the HSA/Single Plan #1, which has a \$2,000 deductible and \$3,000 out-of-pocket maximum. On May 1, 2015 she has reached her maximum deductible of \$2,000. All medical services will be paid at 100% at this point; however, Pat will have a co-pay on prescriptions only until she reaches the \$3,000 out-of-pocket maximum. Once Pat reaches the \$3,000, all prescriptions will then be paid 100% also.

## HEALTH SAVINGS ACCOUNT PLAN 2

**See attached “Your Summary of Benefits” Blue Access for Health Savings Accounts Option 6 for more detail on Network and Non-Network Benefits and your costs.**

### GROUP MEDICAL

**Blue Access for Health Savings Account, underwritten by Anthem Insurance Company.**

- For a list of providers please use their website at [www.Anthem.com](http://www.Anthem.com)
- Questions with regard to providers, eligibility, benefits or claims should be directed to Anthem at [www.Anthem.com](http://www.Anthem.com) or call 1-800-295-4119.
- Group #00084333
- **Precertification:** Members are encouraged to always obtain prior approval when using Non-network providers. Precertification will help avoid any unnecessary reduction in benefits for non-covered or non-medically necessary services.
- **Deductible – Single:** Network: \$3,000 – Non-Network: \$6,000
- **Deductible – Family:** Network: \$6,000 – Non-Network: \$12,000
- **Out-of-Pocket – Single:** Network: \$6,450 – Non-Network: \$12,900
- **Out-of-Pocket – Family:** Network: \$12,900 – Non-Network: \$25,400
- **2015 Trends Contributions to EE HSA Accounts:** \$175/single and \$350/Family
- You can use your HSA funds to pay for covered health expenses
- Unused dollars are saved and are yours to keep if you retire or leave the company.
- Credit Union – No fees

### Prescription Drug Card

**Underwritten by Anthem**

**Network Tier structure equals 1/2/3 (and 4 if applicable)**

- Questions with regard to eligibility, benefits or claims should be directed to Anthem at [www.Anthem.com](http://www.Anthem.com)

	<u>Network</u>	<u>Non-Network</u>
<b>Network Retail Pharmacies:</b>		
(30-day supply)	20%	50% (2)
Includes diabetic test strip		
• <b>Home Delivery Service:</b>	20%	Not Covered
(90-day supply)		
Includes diabetic test strip		

**Below is an example of how this benefit works:**

*After you reached your deductible, you will then pay coinsurance on health and prescriptions at 20% until you reach your out-of-pocket maximum.*

**Example:** *Pat is enrolled in the HSA/Single Plan #2, which has a \$3,000 deductible and \$6,450 out-of-pocket maximum. On May 1, 2015 she has reached her maximum deductible of \$3,000. On May 1, 2015, Pat will have a coinsurance (20%) on health and prescriptions until she reaches the \$6,450 out-of-pocket maximum. Once Pat reaches the \$6,450, all health and prescriptions will then be paid 100%.*

Specialty medications are limited to a 30 day supply regardless of whether they are retail or home delivery. Specialty Medications must be obtained via Anthem's Specialty Pharmacy network in order to receive network level benefits.

- All medical and prescription drug deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services).
- Deductible(s) apply only to all covered medical services listed with a percentage (%) coinsurance and copayment, including prescription drug cost shares.
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.

**DENTAL AND VISION PLANS ARE THE SAME FOR  
BOTH HEALTH SAVINGS ACCOUNTS**

**SEE YOUR SUMMARY OF BENEFITS FOR MORE DETAIL IN ANTHEM PLAN  
DOCUMENT ON TRENDS WEBSITE/HR**

**DENTAL**

**Underwritten by Anthem**

- Questions with regard to eligibility, benefits or claims should be directed to Anthem at [www.Anthem.com](http://www.Anthem.com)
- \$25.00 annual individual deductible/\$75.00 family aggregate.
- \$1,000 per participant per calendar year maximum benefit (Orthodontia -\$1,000 Lifetime Limit per participant)

**VISION**

**Underwritten by Anthem**

- No calendar year deductible
- Blue Vision PPO network of vision care providers - Use the provider directory on the [anthem.com](http://anthem.com) home page, where you will also find maps and driving directions. You may also contact Anthem Blue Vision customer service by calling 866-723-0515, if you have questions about your vision benefits or need to locate a provider.

### Health Savings Account Plan 1 - Semi-Monthly Premiums, 01/01/2015

	<b>Medical and Prescription Only</b>	<b>Dental and Vision Only</b>	<b>Both</b>
Employee Only	104.43	5.08	109.51
Employee + Child(ren)	184.85	10.41	195.26
Employee + Spouse	250.64	10.16	260.80
Family	319.48	16.60	336.08

### Health Savings Account Plan 2 - Semi-Monthly Premiums, 01/01/2015

	<b>Medical and Prescription Only</b>	<b>Dental and Vision Only</b>	<b>Both</b>
Employee Only	46.71	5.08	51.79
Employee + Child(ren)	82.67	10.41	93.08
Employee + Spouse	112.10	10.16	122.26
Family	142.93	16.60	159.53

### Paid Time Off (PTO)

PTO is earned by full time employees each pay period. Hours of PTO may be scheduled throughout the year with the approval of an employee's direct supervisor. PTO requested in a block of hours greater than 80 requires Director or VP approval. Time may be utilized in 4 hour or greater blocks of time. As a guideline, at least half of the annual PTO hours should be taken in blocks of 40 hours. Unanticipated PTO such as sudden illnesses must still be approved by a direct supervisor, or will be considered unpaid leave. The PTO program simplifies administration by putting all paid time off, including vacation, and sick leave into one program. The design of the PTO program is also intended to provide more flexibility to employees and Trends in managing staffing needs in order to meet the operational demands of our customers.

- PTO that is unused at the end of the calendar year, December 31, may be used between January 1 and March 31 of the following year. On March 31, all unused PTO from the previous calendar year will expire.
- **Accrual system:**
  - 6 months:** Start accruing 5 hours per pay period for current year.
  - 1 year, but less than 3 years:** 15 days, 120 hours, 5 hours per pay period.
  - 3 years, but less than 5 years:** 20 days, 160 hours, 6.67 hours per pay period
  - 5 or more years:** 25 days, 200 hours, 8.33 hours per pay period
- **Earned** portion paid out upon termination
- If an employee terminates employment with a negative PTO balance, his/her last check will be adjusted to reflect repayment of ***used, unearned*** PTO days.

### Electronic Paystubs

Employees do not receive a paper paystub! Receiving your paystub online is a secure, easy-to-use, Web-based tool that empowers employees to view their current and/or past pay stubs anywhere, anytime, from Internet-enabled computers.

### HOLIDAY PAY

- Full-time employees receive 8 paid holidays per calendar year
- Holidays observed are:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day

### **SHORT-TERM DISABILITY**

- 100% of base pay
- Free to full-time employees
- Payments begin on 8<sup>th</sup> day of injury/illness
- Duration of payments: up to 12 weeks
- Eligibility: 6 months of employment
- Carrier: Self Insured

### **LONG-TERM DISABILITY**

- 60% of salary, defined as base pay plus commissions.
- Free to full-time employees; may not opt out of coverage
- Payments begin following 12 weeks of STD
- Carrier: Unum

### **GROUP LIFE**

- Free benefit provided to all full-time employees
- 2 x Salary
- Maximum \$50,000
- Carrier: Anthem

### **VOLUNTARY ACCIDENT AND/OR CRITICAL ILLNESS**

- Carrier: Unum

**Accident and critical insurance perform much like an extended warranty that supplement medical coverage in important and attractive ways. Here are a few of the key features:**

- **PAYMENT, NOT REIMBURSEMENT.** With these two products, the insured does not have to spend money up front, in terms of a deductible, in order to get the benefit. The employee doesn't have to incur an expense and then wait for reimbursement. Having an accident or being diagnosed with a specific illness, such as cancer, triggers the payout.
- **NOT TIED TO MEDICAL PLAN.** These limited benefit policies perform as supplements to medical coverage. The benefits are delivered with no offsets or reductions once policy requirements are met.

### **SUPPLEMENTAL/DEPENDENT LIFE**

- Term life and/or AD&D insurance available
- Employee
  - Up to 5 times salary in increments of \$10,000, not to exceed \$500,000
  - Guarantee Issue: \$100,000\*
- Spouse\*\*
  - Up to 50% of employee coverage amount in increments of \$5,000, not to exceed \$250,000
  - Guarantee Issue: \$25,000\*
- Child(ren)\*\*
  - Up to 50% of employee coverage amount in increments of \$2,000, not to exceed \$10,000
  - Guarantee Issue: \$10,000
  - Children up to age 19 or age 26 if full-time student
- Coverage amounts reduced by 65% of original amount at age 70, and by 50% at age 75
- Portable and/or convertible
- Carrier: UnumProvident Life Insurance Company

\*Evidence of insurability required for any coverage amount over guarantee issue amount.

\*\*In order to purchase life and/or AD&D coverage for dependents, the employee must buy coverage for himself/herself.

### **401(k) and Roth 401(k)**

- Eligible after 3 months of service and age 21.
- Fund Advisor: Morgan Stanley
- Record Keeper: Ascensus
- Trust: Ascensus Trust
- Monthly enrollment dates
- Employees may contribute from 1-90% of their salary
- Employees may choose a specified percentage of eligible compensation or a flat dollar amount.
- 16 investment options through Morgan Stanley - Ascensus
- Match: 50% of your deferral up to 6% of salary
- Match begins immediately upon participation
- Graduated 20% vesting schedule with full vesting achieved on 5<sup>th</sup> anniversary

### **FLEXIBLE SPENDING ACCOUNTS**

- Premium Conversion Dependent care accounts available

### **LIMITED FLEX SPENDING ACCOUNT – HSA**

- Dental and Vision care accounts available

### **EMPLOYEE ASSISTANCE PROGRAM**

- Free to all full-time employees and their family members
- Work-Life Balance Program for help with work, home, personal or family issues
- Carrier: Unum Financial

### **Trends Annual Profit Sharing Plan**

Trends Annual Profit Sharing Plan is a discretionary plan designed to allow full time employees to share in the financial success of the company.

#### **Payments**

Payments will be made annually after completion of the March 31<sup>st</sup> fiscal year end financial audit. This means the payment will generally be made on or about the July 15<sup>th</sup> pay period.

#### **Eligibility**

Employees who meet the following criteria are eligible to participate in the bonus plan:

- An employee must be a full time employee with active employment during the bonus period. Full time employees who begin employment with Trends during the last quarter of the fiscal year (January 1 – March 31) will not be eligible to participate in the plan until the next fiscal year.
- To receive an allocation of the bonus pool, an employee must have regular wages for the bonus period. Eligible wages include only regular earnings, overtime pay, vacation pay, sick pay, and commissions. Items not included in wages under the plan are expense reimbursements, auto allowance payments, employer pension contributions, medical disability benefits, and quarterly or achievement/award bonus payments.
- Only employees of record on the date the bonus is paid are eligible to participate in the plan. Terminated employees, even though they were actively employed during the entire term of a bonus period are not eligible. Employees who have resigned with notice prior to the date the bonus is paid will not receive a bonus payment, even if their last day of employment falls after the date bonus payments are made.

### Bonus Pool

The amount of the bonus pool will be determined at the discretion of Senior Management.

### Bonus Allocations

Once the bonus pool is determined, it is allocated to all eligible employees based on the pro rata regular compensation for the fiscal year and the rank of each employee within the company. The profit sharing bonus should be viewed as a possible supplement to your base compensation package and will allow you to share in the financial success of Trends.

Should you have any specific questions regarding the Trends Annual Profit Sharing Plan, please do not hesitate to contact Carol Kilgore at 317-388-4007.

This summary is provided to you as a brief explanation of benefits. In the event of any question, specific master contracts, plan documents, or employee handbook shall be the prevailing documents. Please be aware that management is continuing to discuss these policies and may at any time modify the policies stated. You will be made aware of these changes as they develop.