**FinNest**

123 Fintech Lane, Suite 456

San Francisco, CA 94105

**Employee Benefits Policy**

**1st July 2022**

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# PREAMBLE

At FinNest, we're not just shaping the future of finance; we're committed to investing in our most valuable asset - our employees. Our benefits mirror our values of innovation, continuous learning, inclusivity, and adaptability.

# OVERVIEW

FinNest, a pioneering leader in financial technology, has always recognized the importance of its diverse workforce. This Employee Benefits Policy is a testament to our commitment to the well-being, growth, and satisfaction of our team. Offering a suite of benefits designed with our employees in mind, we aim to reflect our values of innovation, continuous learning, inclusivity, and adaptability, ensuring that we remain an employer of choice in the fintech space.

# PURPOSE

The primary goal of this Employee Benefits Policy is to:

* Attract, retain, and motivate top talent in the fintech industry.
* Foster a culture of continuous learning, well-being, and financial security.
* Enhance employee morale, satisfaction, and engagement.
* Demonstrate our commitment to innovation, financial literacy, and inclusivity.
* Ensure alignment with industry regulations, company values, and budget allocations.

# SCOPE

This policy applies to all current and future employees of FinNest, irrespective of their role, department, or tenure. While the policy encompasses a wide range of benefits, certain benefits might have specific eligibility criteria, which will be detailed within each section. We will review and update this policy annually or as needed to accommodate shifts in industry trends, regulatory changes, or company needs.

# HEALTH AND WELLNESS

## Health Insurance

FinNest provides comprehensive health insurance to all eligible employees.

Premium Contribution: FinNest covers 80% of the premium for the employee and 70% for dependents.

Coverage: Includes hospitalization, outpatient visits, emergency services, maternity care, and prescription drugs.

## Dental and Vision Insurance

We believe in complete wellness, which extends to dental and vision care.

Dental: Covers two dental check-ups annually, with 50% coverage for orthodontic care up to $2000.

Vision: Covers one eye exam annually with an allowance of $150 towards eyewear or contact lenses every two years.

## Mental Health Support

Understanding the stresses of the fintech world, FinNest provides robust mental health support.

Counseling Sessions: Employees have access to six free counseling sessions annually.

Wellness Days: Two days off per year, in addition to regular paid time off, are allocated exclusively for mental health and well-being.

## Wellness & Fitness Incentives

Promoting an active lifestyle for overall wellness.

Gym Memberships: FinNest reimburses up to $50/month for gym or fitness class memberships.

Sustainable Commute Incentives: Employees who use public transport or cycle to work are eligible for a $25/month incentive.

## Health & Wellness Educational Webinars

Monthly webinars on topics such as stress management, nutrition, financial well-being, and more, allowing employees to gain knowledge and skills for a balanced life.

# FINANCIAL SECURITY

## Competitive Salary

FinNest ensures salaries that are competitive within the fintech sector, with regular market benchmarking. Annual reviews and adjustments are made based on industry trends, individual performance, and company growth.

## 401(k) Matching

To support our employees' retirement goals, FinNest offers a 401(k) plan with company matching.

Match Rate: FinNest will match 100% of employee contributions up to 5% of their annual salary. For instance, if an employee earns $80,000 annually and contributes 5% ($4,000), FinNest will also contribute $4,000.

## Bonus and Profit Sharing

As a token of appreciation for hard work and dedication, employees are eligible for performance-based bonuses and a share in the company's success.

Annual Bonus: Up to 10% of the annual salary based on individual and company performance metrics.

Profit Sharing: Eligible employees receive an annual profit-sharing bonus, equivalent to up to 5% of the company’s net profit, divided among the workforce.

## Stock Options & Equity

For those committed to the long-term success of FinNest.

Employee Stock Purchase Plan (ESPP): Employees can purchase company stock at a 15% discount off the market price.

Equity Grants: Long-serving employees or those in key positions may receive equity grants as part of their compensation, vesting over a four-year period.

## Educational Stipends & Professional Development

FinNest supports continuous learning.

Course Reimbursement: Up to $1,500 annually for approved finance, tech, or job-related courses.

Certification Allowance: FinNest covers exam fees and study materials for industry-recognized certifications, such as CFA or CompTIA.

## Student Loan Repayment Assistance

Understanding the financial pressures of student loans, FinNest provides support to its employees.

Repayment Contribution: FinNest contributes $100/month towards eligible employees' student loan repayments, up to a total of $5,000 over the employee's tenure.

## Financial Planning & Advisory Services

To aid in financial literacy and planning.

Advisory Sessions: Two free financial advisory sessions each year with a certified financial planner to help employees with budgeting, investments, and long-term financial goals.

# PERSONAL GROWTH & DEVELOPMENT

FinNest is built upon a foundation of innovation and continuous learning. Our commitment to personal growth and professional development is evident in our investment in the growth journey of each employee. We understand that our success is interwoven with the progress of our team members.

## Educational Stipends

To foster a culture of continuous learning:

Course Sponsorship: We provide up to $3,000 annually for employees interested in pursuing courses, certifications, or degrees relevant to their roles at FinNest.

Conference & Workshop Attendance: Employees can avail up to $1,500 annually for attending industry-related conferences, workshops, or seminars, allowing them to stay updated with the latest in fintech.

## Professional Development Programs

To further support career advancement:

In-house Training: Quarterly in-house training sessions are held on diverse topics ranging from the latest fintech trends to soft skills like leadership and communication.

Mentorship Programs: New hires are paired with experienced mentors in a structured 6-month mentorship program, ensuring smooth integration into the FinNest culture and providing a platform for knowledge sharing.

## Financial Literacy Workshops

Aligned with our core value of promoting financial literacy:

Monthly Workshops: Employees have access to monthly workshops on topics like investment strategies, tax planning, and retirement savings, ensuring they're as financially savvy personally as they are professionally.

## Skillshare Fridays

Promoting peer-to-peer learning:

Session Hosting: Once a month, employees can volunteer to host a session on a topic of their expertise, whether it's a new coding language or digital marketing strategies.

Attending & Learning: All employees are encouraged to attend these sessions, fostering a culture where knowledge is shared freely.

## Growth Feedback Mechanisms

Bi-annual Reviews: Apart from performance evaluations, employees have bi-annual growth reviews with their managers where they discuss their learning curve, challenges, and set goals for the next six months.

Open Feedback Channels: Platforms are available for employees to provide suggestions on additional resources or training they feel would enhance their growth at FinNest.

# DIVERSITY & INCLUSION AND SUSTAINABILITY

## Diversity & Inclusion Initiatives

At FinNest, we believe that a diverse and inclusive workplace is crucial for fostering innovation, creativity, and collaboration. Our commitment to diversity goes beyond mere representation - it's about creating an environment where every individual feels valued, respected, and empowered.

### Inclusivity Workshops

Our commitment to inclusivity is reflected in our regular workshops:

Interactive Sessions: Monthly workshops focus on topics like unconscious bias, cultural awareness, and fostering a respectful workplace.

Diversity Dialogues: Quarterly open forums provide a space for employees to share their experiences, perspectives, and ideas for enhancing inclusivity.

### Employee Resource Groups (ERGs)

Employee-led groups for networking, support, and advocacy:

Women in FinTech: A forum for female employees to share insights, support each other, and drive initiatives that empower women in the industry.

LGBTQ+ Allies: A space for LGBTQ+ employees and allies to collaborate, fostering understanding and driving positive change.

## Sustainable Living Benefits

As stewards of both financial innovation and the planet, FinNest is committed to encouraging sustainable practices among our employees. To reduce our carbon footprint and promote healthier commuting options:

Public Transport Support: We offer a transit subsidy to offset commuting costs via public transport.

Cycling Initiative: Employees who cycle to work receive a monthly reimbursement, promoting both sustainability and personal wellness.

Eco-Friendly Choices: Employees using active or eco-friendly commuting options are eligible for additional wellness incentives.

# FLEXIBLE WORKING ARRANGEMENTS

At FinNest, we recognize that the nature of work is evolving, and the well-being and productivity of our employees are best nurtured through flexible work arrangements. We offer a variety of options to cater to different preferences while ensuring a harmonious blend of professional and personal life.

## Hybrid Working Model

Understanding the benefits of both office and remote work, we offer a hybrid model that empowers employees to choose what suits them best:

Office Days: Employees can choose to work from the office for a set number of days a week, fostering collaboration and face-to-face interactions.

Remote Days: For the remaining days, employees can work remotely, enjoying the flexibility to create their ideal work environment.

## Home Office Stipends

We recognize the importance of a comfortable and productive home workspace:

Ergonomic Furniture: A one-time stipend to cover the cost of ergonomic furniture that ensures comfort and productivity while working from home.

Essential Tech Tools: A budget allocation for employees to purchase or upgrade essential tech tools like monitors, ergonomic keyboards, and noise-canceling headphones.

## Co-Working Space Memberships

We understand that some employees prefer the environment of a dedicated office space:

Co-Working Allowance: For employees who opt for a co-working space, we cover a portion of the monthly membership fee, ensuring a productive and collaborative workspace outside the main office.

Flexible Space Choices: Employees can choose a co-working space convenient to their location and preference.

## Flextime & Core Hours

We value work-life balance and accommodate varying schedules:

Flextime: Employees can choose their start and end times, allowing them to align their work hours with their peak productivity times.

Core Hours: We've defined core hours during which all team members are expected to be available for meetings and collaborations, ensuring efficient communication.

## Family-Friendly Policies

Recognizing diverse family needs:

Parental Leave: Maternity and paternity leave policies are in place to support new parents during this important life phase.

Remote Work for Caregivers: Employees caring for dependents can avail of extended remote work options.

# COMPLIANCE WITH REGULATIONS

At FinNest, maintaining full compliance with industry regulations is of paramount importance. It not only guarantees the safety and trustworthiness of our platforms for users but also ensures the protection of our employees and the long-term sustainability of the business. Here's how we approach regulatory compliance in the benefits space:

## Financial Industry Regulatory Authority (FINRA) Compliance

To protect investors and uphold the integrity of the markets, FinNest complies with all FINRA rules.

Employee Trades Monitoring: All personal trades made by employees are subject to regular monitoring to prevent insider trading and to maintain the highest ethical standards.

Training: Employees receive annual training on FINRA rules and regulations relevant to their roles.

## Securities and Exchange Commission (SEC) Compliance

As an entity operating within the financial sector, adhering to SEC guidelines is fundamental.

Disclosure Requirements: Employee benefits, especially stock options or profit-sharing schemes, are disclosed transparently in our annual report, ensuring full transparency for stakeholders.

Whistleblower Protections: We’ve established a system for reporting violations or suspicious activities, guaranteeing protection to whistleblowers from retaliation.

## Bank Secrecy Act (BSA) Compliance

To combat money laundering and other illicit activities, FinNest maintains rigorous anti-money laundering (AML) procedures.

Employee Screening: We conduct thorough background checks for all employees to ensure the company's and its users' safety.

Regular Audits: Our internal systems and processes are frequently audited to identify and rectify any compliance gaps.

## Healthcare and Benefits Regulations

Beyond financial regulations, we ensure that our benefits policies comply with health and employment law requirements.

Affordable Care Act (ACA) Compliance: Our health insurance benefits meet ACA standards, and we duly report coverage information to the IRS.

Family and Medical Leave Act (FMLA) Compliance: Eligible employees are entitled to 12 weeks of leave for specified family and medical reasons with continuation of group health insurance coverage.

## Ongoing Updates

Given the dynamic nature of regulations, we’ve instituted a monthly review mechanism wherein our legal and HR departments come together to:

Review Updates: Any regulatory changes or updates are immediately reviewed and discussed.

Employee Training: Following any change, necessary training sessions are organized for affected employees to ensure seamless adherence.