

**AUTOMATIC CONTRIBUTION ARRANGEMENT (ACA) WITH QUALIFIED DEFAULT
INVESTMENT ALTERNATIVE (QDIA) NOTICE
FOR PLAN YEAR BEGINNING 2022
SCHIFF HARDIN LLP INCENTIVE SAVINGS 401(k) PLAN**

If you are an eligible Participant in the Schiff Hardin LLP Incentive Savings 401(k) Plan (the “Plan”), you may make contributions (called “salary deferrals”) directly from your paycheck into the Plan. The ability to make salary deferrals provides you with an easy method to save for retirement on a tax-deferred basis. If you make salary deferrals to the Plan, you generally will not be taxed on those deferrals or on any earnings on those contributions until you withdraw those amounts from the Plan. However, see the discussion under “**Taxation of salary deferrals**” below for special tax rules that apply if you make Roth Deferrals under the Plan.

If you have any questions regarding your eligibility to make Salary Deferrals under the Plan or any other questions regarding the Plan that are not addressed in this Notice, please review your Summary Plan Description. From time to time we may make changes to the Plan and/or Summary Plan Description which are described in a Summary of Material Modifications supplementing the Summary Plan Description. Any reference to the Summary Plan Description in the Notice includes any Summary of Material Modifications we may have issued with respect to the Plan. If you do not have a copy of the Summary Plan Description or Summary of Material Modifications, if applicable, please contact the Plan Administrator named below.

Automatic Deferral Feature

To assist you in your decision whether to make salary deferrals, we have established an automatic deferral feature under the Plan. Under this automatic deferral feature, if you do not specifically elect to make salary deferrals into the Plan, we will automatically withhold a designated percentage of your compensation from each paycheck and deposit such amount into the Plan in your name as a salary deferral. If you wish to defer a greater or lesser amount (including no deferral), you must complete a Salary Deferral Election designating a different percentage of deferral.

This Notice provides important information regarding the Plan’s automatic enrollment feature and describes:

- your right to make salary deferrals under the Plan;
- what amounts you may contribute to the Plan;
- how the automatic deferral feature applies to you;
- when you can change your salary deferral election;
- how your account will be invested; and
- other valuable information regarding your rights under the Plan.

Procedures for making salary deferrals under the Plan - automatic deferral feature. As described above, the Plan provides for an automatic deferral feature. Thus, if you do not specifically elect an alternative deferral amount (including zero), we will automatically withhold 3% from your paycheck each pay period and deposit that amount into the Plan in your name as a salary deferral. This is called your **automatic contribution rate**. If you wish to defer a greater or lesser amount (including no deferral), you must specifically elect to defer a different amount. If you have any questions about how to change your automatic contribution rate, you should contact the Plan Administrator or call 1-800-743-5274.

In addition, unless you specifically designate otherwise, your automatic contribution rate will increase by 1% each Plan Year beginning with the second full year following the year that you begin making automatic deferrals to the Plan. You always have the right to change your automatic contribution rate and also the right to tell us to stop increasing your automatic contribution rate. Unless you direct us otherwise, we will continue to increase your automatic contribution rate until it reaches a maximum of 10%.

Application of automatic deferral feature. The automatic deferral feature under the Plan applies to all eligible Participants who have not completed a Salary Deferral Election designating an alternate deferral percentage (including an election not to defer). Thus, if you have already completed a Salary Deferral Election (including an

election not to defer under the Plan), that election will continue to be followed and the automatic deferral provisions will not apply. You do not need to enter into a new Salary Deferral Election each year.

Special withdrawal rule: If amounts are automatically withheld from your paycheck, you may be able to withdraw those amounts within 90 days after the first amounts are withheld from your pay, regardless of any other withdrawal restrictions under the Plan. If you withdraw automatic deferrals under this special withdrawal rule, you will lose any matching contributions associated with those deferrals. Such withdrawal also will not be subject to the 10% penalty for early withdrawal. If you withdraw the automatic deferrals, no additional deferrals will be withheld from your paycheck unless you enter into a subsequent election to defer into the Plan. You should contact the Plan Administrator to determine if the Plan allows you to withdraw contributions under this special withdrawal rule.

Taxation of salary deferrals. The amount that you defer into the Plan reduces your taxable income, meaning you do not pay any taxes on those amounts until you withdraw your deferrals from the Plan. Any gains or earnings made from the investment of these contributions within the Plan are also not subject to income tax until they are withdrawn from the Plan. Alternatively, you may elect to treat all or any portion of your deferrals as "Roth deferrals." Roth deferrals do not reduce your taxable income when made so that you will pay taxes on the amount contributed as a Roth deferral. However, if you take a "qualified distribution" of your Roth deferrals, you will not be taxed on any amounts attributable to those Roth deferrals, including any earnings on those amounts. To be a qualified distribution, the distribution must occur at least 5 years after the year in which you first make a Roth deferral to the Plan and must be on account of death, disability or attainment of age 59½.

Change in deferral amount. You may increase or decrease the amount of your current salary deferrals or stop making salary deferrals altogether as of any designated election date. For this purpose, the designated election date for changing or modifying your salary deferral election is the first day of each calendar month. However, regardless of the Plan's normal deferral procedures, you will have a reasonable time after receipt of this notice and before the first amount is withheld from your paycheck under the automatic deferral feature to modify the automatic contribution rate. In addition, unless provided otherwise under the Plan, you may revoke an existing deferral election at any time. Any change you make to your salary deferrals will become effective as of the next designated election date and will remain in effect until modified or canceled during a subsequent election period.

Other contributions. In addition to the salary deferrals you may make to the Plan, the Plan provides for the following contributions:

- Employer contributions
- Matching contributions

For more information about the types of contributions permitted under the Plan, how the amount of such contributions is determined, any limits that might apply to such amount and the eligibility conditions for receiving such contributions, see the Summary Plan Description and any Summary of Material Modifications.

Vesting of contributions. You are always 100% vested in any salary deferrals you make to the Plan. This means that you have an immediate ownership right to such contributions and you will not lose that right if you should terminate from employment.

As mentioned above, the Plan also provides for regular matching contributions and employer contributions. The following schedule applies for purposes of determining your vested percentage in the other contribution types permitted under the Plan.

- **Employer and Matching Contributions.** Any additional employer and matching contributions we make to the Plan will be 100% vested when contributed to the Plan.

Withdrawal restrictions. Generally, you may withdraw amounts held on your behalf under the Plan upon death, disability or termination of employment.

In addition, you may withdraw amounts attributable to salary deferrals from the Plan while you are still employed under the following circumstances:

Salary Deferral contributions

- Attainment of age 59 1/2.
- A hardship (as defined in the Plan). See your Summary Plan Description and any Summary of Material Modifications for a list of permissible hardship events.

Note: No in-service distribution of salary deferrals will be permitted on account of an age earlier than 59½ except for a distribution on account of a hardship, to the extent allowed under the Plan.

Rollover contributions. You may withdraw any rollover contributions you make to the Plan at any time.

As described above, the Plan also provides for matching and employer contributions.

In addition, you may withdraw amounts attributable to such contributions while you are still employed if:

Matching and Employer contributions

- Attainment of age 59 1/2.
- A hardship (as defined in the Plan). See your Summary Plan Description and any Summary of Material Modifications for a list of permissible hardship events.

Plan investments. The amounts contributed to the Plan on your behalf will be invested in accordance with the Plan's investment procedures. Any earnings on the investment of your contributions under the Plan will be allocated to your Plan account.

If you have made an investment election with respect to your own account, the following information may not apply to you.

Right to direct investment. This notice advises you that as a Participant (including a Beneficiary of a deceased Participant or alternate payee under a QDRO) in the Plan, you have the right to direct the investment of all of your Plan account assets.

Default investment. You may invest your accounts specified above (your "directed accounts") in any of the investment choices offered in the Plan. If you do *not* make an election as to how the Plan should invest any of your future directed accounts (e.g. rollover contribution, employee or employer contribution) by returning the election form to the Plan Administrator, by electronically making your election via logging on to the participant website at www.retiresmart.com or by calling 1-800-743-5274, the Plan Trustee will invest your future directed accounts in the "default" investment that the Plan officials have selected. The default investment is the Vanguard Balanced Index Fund.

The Vanguard Balanced Index Fund Balanced Investment Option applies generally accepted investment theories, is diversified so as to minimize the risk of large losses, and is designed to provide long-term appreciation and capital preservation through a mix of equity and fixed income exposures consistent with a target level of risk appropriate for participants of the plan as a whole. The fund investment seeks to track the performance of a broad, market-weighted bond index and a benchmark index that measures the investment return of the overall U.S. stock market. The fund employs an indexing investment approach designed to track the performance of two benchmark indexes. With approximately 60% of its assets, the fund seeks to track the investment performance of the CRSP U.S. Total Market Index. With approximately 40% of its assets, the fund seeks to track the investment performance of the

Barclays U.S. Aggregate Float Adjusted Index. Please keep in mind that this investment option may not, however, be appropriate for you in light of your unique financial situation, personal objectives and risk preferences.

Description of default investment. The description of the default investment option including investment strategy, risk and return characteristics, and fees and expenses are shown on the attached Investment Profile.

Right to alternative investment. Even if the Plan Trustee invests some or all of your directed accounts in the default investment, you have the continuing right to direct the investment of your directed accounts in one or more of the other investment choices available to you under the Plan. You may change your investments daily. You are entitled to transfer amounts defaulted into the default investment to any of the alternative investment choices without restriction or without incurring a financial penalty. To learn more about the available investments under the Plan, you may contact your Plan Administrator or log onto the participant website at www.retiresmart.com or call 1-800-743-5274.

Required Disclosures. Detailed information about Plan fees and expenses can be found on the retirement plan website at www.retiresmart.com. After logging in, go to *My Account > Statements/Required Disclosures*. To view a full list of investments and updated investment performance, go to *My Account > Investment Performance and Research*.

Additional information. Please refer to the Summary Plan Description and any Summary of Material Modifications for additional information regarding Plan contributions, withdrawal restrictions, and other Plan features. You also may contact the Plan Administrator for more information. The following is the name, address and phone number of the Plan Administrator.

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