11/20/2024

Aarsh Patel
217 Gum Swamp Trail
West Columbia,South Carolina 29169

Dear Aarsh Patel,

It is my pleasure to offer you a position in the Spring/Summer 2025 IT Co-op program within Vanguard's Information Technology division. Feedback from past interns indicates this will be a fun and rewarding experience for you.

Your primary work location will be at Vanguard's office in Charlotte, NC ("Assigned Office"). Depending on your specific assignment, your work model will be **Hybrid.** The details are provided for reference below.

HYBRID MODEL: This means you will be expected to work in your Assigned Office on "in-office" workdays and will have the option to work remotely or in your Assigned Office on the other workdays after your return to office date. Any remote work will be governed by Vanguard's remote work policies and procedures. If your role requires you to be licensed with FINRA and other regulators, your working model may be changed to comply with regulatory standards. Vanguard reserves the right to modify or rescind its agreement to permit you to work remotely at any time for any reason.

Randstad, our on-site temporary agency, administers our co-op program and will be your employer during the co-op. You will receive a salary from Randstad at the rate of 42.00 per hour, payable weekly, and monthly stipend of $1250.00 taxable. The monthly stipend will be provided during the duration of your co-op. Randstad will also be responsible for making all required tax and other withholdings from your paycheck, as well as issuing you a Form W-2 statement reflecting the compensation you earn during your co-op (including, for example, the value of any benefit you may receive for housing during the co-op). You will use this Form W-2 to complete your federal, state, and local tax returns for the year.

Vanguard's IT Co-op Program Manager will notify you regarding the details of your internship position approximately two to three weeks prior to the IT Co-op start date. Please note that as an IT Co-op, you are not a Vanguard employee and will not be eligible to participate in any of our benefit plans.

The IT Co-op offer is contingent upon the following:

- You must pass a background check and drug screen. You will receive an electronic specimen registration form from a Randstad representative during the pre-internship onboarding process performed in partnership with Randstad and Vanguard.

- You must be legally authorized to work in the United States and must show proof of that authorization during your meeting with Randstad at orientation. To comply with the Immigration Reform Act of 1986, you must provide Randstad with this specific identification.

- You must comply with Vanguard's health and safety requirements and applicable policies, including any policies relating to in-person work, meetings and travel, and any regional requirements.

- All co-op offers are contingent upon positive reference and security reports.

Please electronically sign the IT Co-op offer letter. Upon receipt of your signed offer letter, your contact information will be provided to Randstad. A Randstad representative will contact you with on-boarding instructions and documentation requirements as your co-op start date approaches.

Orientation

Your first day of orientation will be held in the "TBD" building **at 8:00 am**.   The program manager will contact you with additional details one week prior to your start date. Thank you for considering Vanguard for your IT coop!

This letter and all attachments and documents referenced herein contains terms and conditions of your offer of employment and supersedes any prior verbal or written communication. Please electronically sign the offer letter to agree to the terms outlined in this document.

I look forward to having you join the Vanguard crew. If you have any questions, please call me at.

Sincerely,

Vanguard