

# **EMPLOYEE BENEFITS SUMMARY 2023**

## **EMPLOYEE BENEFITS SUMMARY 2023**

**NaviFloor Robotics, Inc.**

*Effective Date: January 1, 2023*

### **1. INTRODUCTION**

This Employee Benefits Summary ("Summary") outlines the benefits available to eligible employees of NaviFloor Robotics, Inc. ("Company") for the 2023 calendar year. This document serves as a high-level overview and does not constitute full legal documentation of any specific benefit plan.

## **2. ELIGIBILITY**

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1. Full-time employees working 30+ hours per week are eligible for all benefits

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2. Benefits coverage begins on the first day of the month following date of hire

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3. Part-time employees (20-29 hours per week) are eligible for pro-rated benefits

## **3. HEALTH INSURANCE**

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1. Medical Coverage

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Provider<sub>2</sub> Blue Shield of Delaware

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Plan Options:

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Premium PPO Plan (90/10 coverage)

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Standard PPO Plan (80/20 coverage)

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High-Deductible Health Plan with HSA

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Company contribution: 85% of premium for employee coverage; 65% for de

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2. Dental Coverage

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Provider<sup>3</sup> Delta Dental

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Two-tier coverage system

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100% preventive care coverage

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Company contribution: 80% of premium

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3. Vision Coverage

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Provider: VSP

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Annual eye exam covered at 100%

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Hardware allowance: \$250/year

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Company contribution: 75% of premium

#### **4. RETIREMENT BENEFITS**

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1. 401(k) Plan

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Provider: Fidelity Investments

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Company match: 100% of first 4% contributed

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Immediate vesting of employee contributions

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3-year graded vesting for employer match

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Roth 401(k) option available

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2. Employee Stock Purchase Plan (ESPP)

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Semi-annual purchase periods

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15% discount on fair market value

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Maximum annual contribution: \$25,000

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6-month holding period requirement

## **5. PAID TIME OFF AND LEAVE**

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### **1. Vacation Time**

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0-2 years: 15 days annually

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3-5 years: 20 days annually

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6+ years: 25 days annually

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Maximum accrual: 1.5x annual allowance

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### **2. Sick Leave**

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10 days annually

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Unused sick leave carries over

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Maximum accrual: 30 days

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### 3. Parental Leave

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Primary caregiver: 16 weeks paid at 100%

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Secondary caregiver: 6 weeks paid at 100%

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Available after 12 months of employment



## **6. ADDITIONAL BENEFITS**

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### **1. Life and Disability Insurance**

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Basic life insurance: 2x annual salary

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Short-term disability: 66.67% of salary

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Long-term disability: 60% of salary

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Supplemental life insurance available

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### **2. Professional Development**

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Annual allowance: \$5,000

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Conference attendance: 2 per year

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Professional certification reimbursement

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Technical training programs

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### 3. Wellness Benefits

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Annual fitness allowance: \$500

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Mental health resources

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Telemedicine services

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Quarterly wellness challenges

## **7. PART-TIME EMPLOYEE BENEFITS**

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1. Pro-rated benefits for 20-29 hours/week:

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50% of full-time PTO accrual

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Health insurance eligibility (employee pays higher premium)

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401(k) eligibility with same match

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Reduced professional development allowance

## **8. LEGAL DISCLAIMERS**

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1. This Summary provides an overview of benefits and does not create a contract.

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2. The Company reserves the right to modify, amend, or terminate any benefit plan at any time.

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3. In case of discrepancy between this Summary and official plan documents, the official plan documents shall prevail.

## **9. ADMINISTRATION**

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1. Benefits Administration Contact:

Human Resources Department

NaviFloor Robotics, Inc.

benefits@navifloor.com

(302) 555-0123

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2. Plan Year: January 1 - December 31, 2023

## **10. ACKNOWLEDGMENT**

This Summary was approved by:

/s/ James Wilson

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James Wilson

Chief Financial Officer

NaviFloor Robotics, Inc.

Date: December 15, 2022

