

# **Globomantics 401(k) Retirement Plan Summary Plan Description (SPD)**

**Provided by GloboRetirement Services**

Effective Date: January 1, 2025

This Summary Plan Description (SPD) provides an overview of the Globomantics 401(k) Retirement Savings Plan administered by GloboRetirement Services. It explains eligibility, contributions, company match, loans, withdrawals, and beneficiary designations. Employees should review this SPD carefully to understand how the plan supports their long-term financial goals.

# 1. Plan Overview

The Globomantics 401(k) Retirement Plan helps employees save for retirement with pre-tax or Roth after-tax contributions. Funds are managed by GloboRetirement, a trusted provider offering diversified investment options. All eligible employees can enroll following 30 days of employment.

## 2. Contributions and Company Match Policy

Employees may contribute up to the IRS annual limit through payroll deduction. Contributions can be made on a pre-tax or Roth after-tax basis. Globomantics encourages participation by offering a generous company match program designed to maximize long-term savings.

### ***Company Match Policy:***

- Globomantics matches 100% of the first 4% of employee contributions and 50% of the next 2%.
- Employees are fully vested in their own contributions immediately.
- Employer match contributions vest over three years of continuous service.
- Matching contributions are deposited each pay period and invested based on the employee's elected investment allocations.

### **3. Investment Options**

Participants can choose from a wide range of GloboRetirement investment options, including index funds, target-date funds, and bond funds. Employees can change their investment selections at any time via the GloboRetirement online portal. Each fund includes detailed performance and risk information to help employees make informed decisions.

## **4. Beneficiary Designations**

Each participant must designate one or more beneficiaries to receive plan assets upon the participant's death. Beneficiaries can be updated at any time through the GloboRetirement portal or HR system. If no beneficiary is designated, assets will be distributed according to plan default provisions or applicable law.

Primary beneficiaries receive plan proceeds first. If a primary beneficiary predeceases the participant, contingent beneficiaries will receive the balance. Married participants must obtain spousal consent to designate a non-spouse primary beneficiary.

## 5. 401(k) Loan Program

Globomantics allows participants to borrow from their 401(k) accounts under specific conditions. Loans are repaid through automatic payroll deductions and include interest credited back to the participant's account.

- Minimum loan amount: \$1,000
- Maximum loan amount: 50% of vested balance or \$50,000, whichever is less
- Maximum term: 5 years for general-purpose loans; 15 years for home purchase loans
- Interest rate: Prime + 1%
- Loan fee: \$75 setup charge deducted from the account
- If employment terminates, the outstanding balance must be repaid within 60 days or will be treated as a taxable distribution.

## 6. Withdrawals and Retirement Distributions

Employees can access their 401(k) funds through several withdrawal options, depending on employment status and age. Withdrawals prior to age 59½ may be subject to income tax and a 10% early withdrawal penalty unless an exception applies.

**In-Service Withdrawals:** Participants age 59½ or older may take in-service withdrawals without penalty.

**Hardship Withdrawals:** Allowed for immediate financial need such as medical expenses, eviction prevention, or funeral costs. Supporting documentation is required.

**Retirement Withdrawals:** Upon reaching retirement age, participants may elect lump-sum distributions, systematic withdrawals, or annuity payments.

**Required Minimum Distributions (RMDs):** Begin by April 1 following the year the participant turns age 73, unless still employed by Globomantics.

## 7. Contact Information

For questions about your 401(k) plan, contributions, or investment elections, contact GloboRetirement Member Services at 1-800-555-0456 or email [support@globoretirement.com](mailto:support@globoretirement.com). You can also contact the Globomantics Benefits Department for assistance with plan enrollment, loans, or withdrawals.

GloboRetirement Services, 200 Innovation Way, San Francisco, CA 94105