

PLEASE READ - IMPORTANT – ATOS NAM ONBOARDINGYOU MUST COMPLETE THE FOLLOWING ONBOARDING ITEMS**

DOCUSIGN

- Please complete the following Docusign (new hire paperwork) by February 19, 2021.
- Please ensure that the information in your Data Sheet and W4 matches perfectly, or Onboarding will need you to re-complete until it matches.
- Please review all documents in the Docusign you receive. Pay special attention to the notes on these documents. As a new hire, you will have access to MyAtos and the New Joiners App. Please complete this training. It is also a great source of information you will need.
- Your benefits enrollment and information are in your Docusign. You will not be receiving additional emails regarding this process.

BACKGROUND PROFILE AND DRUG SCREEN

- You will receive the background profile information request via email containing a link from First Advantage (FADV) on February 15, 2021. Please complete by February 19, 2021.
- ******For your Education, you are required to enter the school you graduated from. Certifications are not accepted. If you enter a school you did not graduate from, it will not be accepted******
- Your present employment will not be Atos IT Solutions and Services. Please put your present employment as the place you are currently employed at.
- If FADV cannot reach your school, or your school cannot verify your graduation, the Onboarding team will contact you and request a copy of your diploma or transcripts.
- Once you complete your BG profile, FADV will automatically send you the drug screen information via email. **Please complete your drug screen within 5 business days of receiving that email, or it will expire.** If the labs listed on that email are not Labcorp and it is asking you to obtain a COC (chain of custody), please email Onboarding @ AtosNAMONboarding.itsolutions@atos.net
- Please check your **junk folder** if you do not see this email from FADV in your inbox.

***Your employment and start date are contingent upon:**

Satisfactory results of substance abuse screening, police background check, verification of your education, previous employment and acceptable references.

I9 Verification:

- You will receive the I9 verification request on March 15, 2021. Please complete this as soon as possible. I9 verification is a Federal Requirement and must be completed.

Your employment is contingent upon:

Your ability to provide proof of your identity and the legal right to work in the United States as required by Federal Immigration Law.

*****If you do not complete by the 3rd day of your employment, you will not be able to return to work until your I9 has been successfully verified.***

*****Mandatory:*** On your first day of employment, please visit the New Joiner App: [New Joiner App](#), or <https://www.myatos.net>, click on Administration and then New Joiner App. Here you will find the tools and information that will help guide you as a new employee. The box labeled: **Toolbox** will have a link to the HR Portal, which contains information such as: Payroll, Benefits, 401K, leave, etc, and a link to PISA, which is the ticketing system used to create tickets for changes and issues.

Please contact the Onboarding team with any questions or concerns as we are happy to assist.

Sincerely,

Atos NAM Onboarding

AtosNAMOnboarding.it-solutions@atos.net



Human Resources

4851 Regent Blvd.
Irving, TX 75063
682-978-8622
www.atos.net

February 8, 2021

Liu,Gang

Dear

I am pleased to confirm our offer of employment to you for the position of Database Analyst II DBA05
Your compensation package will include an exempt annual base salary of \$ 146,241 USD to be paid on a bi-weekly basis. Your expected start date is May 10, 2021. Atos will honor your prior service date of 6/21/1998

You will be entitled to participate in the Atos/USA comprehensive benefits package including group health, dental, disability, life insurance, paid time off and other benefits or compensation programs that the company may adopt. Should you elect to participate in Atos' health benefits plan; you will become eligible on June 1, 2021. The details of these benefits will be discussed during our Orientation Program. You must elect enrollment options within 30 days of June 1, 2021 in order to have insurance coverage effective. If you do not enroll within this 30-day period, certain coverage will not be available to you until the next open enrollment period.

You will be eligible for Time Off based on the applicable policy for your state. These policies can be found on the HR portal. Please refer to the time off policy applicable for your state for further details. For your first calendar year, your time off will be prorated based on your start date. You will also be eligible to participate in Atos' 401(k) program on your first day of employment. Eligible Atos employees will be automatically enrolled in the Atos 401K Plan after 90 days of employment at a contribution of 3%. If you wish to un-enroll, you must contact Voya Financial. Details will follow under a separate cover. For those who currently participate in the BSWH 401K Plan, Atos will add an additional contribution of 2% (an overall total contribution of 5%) through December 31, 2021.

Your employment with Atos IT Solutions and Services, Inc. is for an unspecified duration that constitutes at will employment and either you or Atos can terminate this relationship at any time, with or without cause.

This offer is contingent upon:

- Your ability to provide proof of your identity and the legal right to work in the United States as required by Federal Immigration Law.
- Your completion of Atos' Employment Application Form.

Your continued employment is contingent upon:

- Satisfactory results of substance abuse screening, police background check, verification of your education, and previous employment after six months of employment.
- Your agreement to the following employment terms:
 - You will have access to and become familiar with various trade secrets, confidential and proprietary information, data, plans and know-how of Atos and receive training and specialized knowledge with respect to same, which is known only to Atos, its employees and agents. This information includes trade secrets and confidential or proprietary information, including without limitation, information relating to Atos' operations or financial condition or the results of its operations, its marketing or business strategies and plans, the names, addresses, case histories or specifications of any of its customers



or prospective customers, the types of goods and services sold or proposed to be sold to any customers or any prospective customers of Atos, the names, addresses, training, background or other information regarding any person who is or was an employee of Atos and other compilations of information, which are owned by Atos and which are regularly used in the operation of the business ("Confidential Information"). You agree that you will maintain the confidentiality of the Confidential Information.

- You agree that while employed by Atos and for twelve (12) months after employment with Atos ceases, you will not, directly or indirectly, solicit, recruit, hire, or assist in the recruitment, solicitation, or hire, of any person who is employed by Atos to provide the same or similar services to an employer other than Atos.
- You agree to promptly disclose and assign to Atos or its nominee as its exclusive property, all inventions and discoveries, technical or business inventions and discoveries, technical or business innovations, copyrightable works, or mask works ("Inventions"), developed or conceived by you, alone or with others, which result from or are suggested by the work which you do for Atos during the term of your employment. You agree to perform all reasonable acts (such as execution of all necessary papers) and otherwise provide proper assistance (at Atos' expense) during and subsequent to the term of this agreement, to enable Atos to obtain for itself or its nominees, patents, copyrights or other legal protection for such inventions in any and all countries. This Agreement does not apply to Developments in which you have an interest which were made before your employment with Atos. To clearly establish any such Developments, list them separately by titles and approximate dates and submit along with your signed offer letter.
- You also agree to return any and all documents, diskettes, keys, equipment and other materials /copies thereof related to Atos' business upon the end of the employment relationship.
- You certify that to the best of your knowledge there exist no commitments to any present or former employer, or any other parties, which could create a conflict of interest on behalf of Atos or its clients, and the Employee will not use or disclose any present, or former employer, or any other parties' confidential information in the performance of his/her duties with Atos. You further certify that you are not bound by any commitments or restrictions on your services as a result of past or present relationships, directorships, ownership or other position or connection with any other organization and will not enter into such commitments without prior authorization of Atos.
- You agree that, in the event any of the covenants or restraints provided in this Agreement are adjudicated to be excessively broad or otherwise unenforceable, said covenant or restraint shall be reduced to whatever extent is reasonable and shall be enforced to such reduction. Any provisions of this Agreement not so reduced shall remain in full force and effect.
- This Agreement sets forth the entire agreement and understanding between the parties to the subject matter hereof and merge and supersede all prior discussions, agreements, and undertakings of every kind and nature between them with respect to the subject matter hereof; and no party hereto shall be bound by any item, condition, definition, warranty, or representation other than expressly provided for in this Agreement and Employee's written Offer of Employment, Employee Handbook or may be on a date hereof duly set forth in writing signed by a party hereto who is to be bound thereby.

We certainly look forward to your association with Atos and trust that it will be an enjoyable and mutually rewarding relationship.
Please acknowledge and confirm your acceptance of this offer by signing and returning it to the signatory by February 19, 2021.

Sincerely,

Abbie Cowen

Abbie Cowen, SVP HR – North America

DocuSigned by:

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Liu Gang

– Signature

2/9/2021

Date



NEW EMPLOYEE DATA SHEET

TO BE COMPLETED BY EMPLOYEE

Please complete this form in order to help us comply with Federal /State equal employment opportunity record keeping, reporting and other legal requirements. Provision of some of this information is VOLUNTARY and will not have an adverse effect on our determination of your job-related qualifications. Refusal to provide this information will not result in adverse treatment. This information will be kept in a CONFIDENTIAL file, separate from the employee personnel file.

PLEASE WRITE IN YOUR NAME BELOW EXACTLY AS IT APPEARS ON YOUR SOCIAL SECURITY CARD

First Name: Gang	Middle Name or Initial:	Last Name: Liu
Social Security No. 642-52-8462		Preferred Phone Number: 2147974903
Birth Date: 12/20/1970 MM/DD/YYYY		Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Street Address: 516 Laredo Cir		Apartment:
City: Allen	State: TX	Zip code: 75013
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Widowed		<input checked="" type="checkbox"/> Married <input type="checkbox"/> Divorced
EMERGENCY CONTACT INFORMATION		
Name: Yun Lin		Name:
Relationship to Employee: Spouse		Relationship to Employee:
Address: 516 Laredo Cir, Allen, TX 75013		Address:
Preferred Phone Number: 2146971334		Preferred Phone Number:
Secondary Phone Number: 9724324005		Secondary Phone Number:

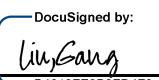
Tax Statement

Under U.S., ~~State and local tax laws~~, Atos is required to report income earned by employees and withhold taxes on that income as required in each jurisdiction. Tax jurisdiction rules do vary by state. In general, when an employee works at a location for thirty-one (31) consecutive days or longer, income should be reported as earned in that state. State and local taxes are the responsibility of the employee.

Employees are responsible to report any changes in their tax jurisdiction to the Human Resources Department by completing a W-4 form indicating the city and state where the employee is working.

<u>Permanent State Worked In</u> (at a location for thirty- one (31) consecutive days or longer): TX	<u>Permanent State Lived In:</u> TX
Is Local Income Tax required where you live? Yes _____ (Yes/No) Enter Local Tax Name (or n/a): Texas	

Signature: _____

DocuSigned by:

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Date: _____

2/9/2021

Form W-4

Employee's Withholding Certificate

2021

- ▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
 - ▶ Give Form W-4 to your employer.
 - ▶ Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information	(a) First name and middle initial Gang	Last name Liu	(b) Social security number 642-52-8462
	Address 516 Laredo Cir		
	City or town, state, and ZIP code Allen TX 75013		
	<p>► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.</p> <p>(c) <input type="checkbox"/> Single or Married filing separately <input checked="" type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)</p>		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ► <input type="checkbox"/>
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Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 5: Sign Here	<p>Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.</p> <p>DocuSigned by:</p>  <p>Liu Gang</p> <p>B4619FE3B9ED4F3...</p> <p>Employee's signature (This form is not valid unless you sign it.)</p>	<p>2/9/2021</p> <p>Date</p>	
Employers Only	<p>Employer's name and address</p>	<p>First date of employment</p>	<p>Employer identification number (EIN)</p>

General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 **and** you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2021 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2022.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.

 **Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2021 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) – Multiple Jobs Worksheet (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3

1 \$ _____

- 2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.

- a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a

2a \$ _____

- b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b

2b \$ _____

- c Add the amounts from lines 2a and 2b and enter the result on line 2c

2c \$ _____

- 3** Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.

3 _____

- 4 Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

4 \$ _____

Step 4(b) – Deductions Worksheet (Keep for your records.)

- 1** Enter an estimate of your 2021 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income

1 \$ _____

- 2** Enter: { • \$25,100 if you're married filing jointly or qualifying widow(er)
• \$18,800 if you're head of household
• \$12,550 if you're single or married filing separately }

2 \$ _____

- 3** If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"

3 \$ _____

- 4** Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information

4 \$ _____

- 5 Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4

5 \$ _____

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Widow(er)

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$190	\$850	\$890	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,100	\$1,870	\$1,870
\$10,000 - 19,999	190	1,190	1,890	2,090	2,220	2,220	2,220	2,300	3,300	4,070	4,070	4,070
\$20,000 - 29,999	850	1,890	2,750	2,950	3,080	3,080	3,160	4,160	5,160	5,930	5,930	5,930
\$30,000 - 39,999	890	2,090	2,950	3,150	3,280	3,280	3,360	4,360	5,360	6,360	7,130	7,130
\$40,000 - 49,999	1,020	2,220	3,080	3,280	3,410	3,490	4,490	5,490	6,490	7,490	8,260	8,260
\$50,000 - 59,999	1,020	2,220	3,080	3,280	3,490	4,490	5,490	6,490	7,490	8,490	9,260	9,260
\$60,000 - 69,999	1,020	2,220	3,080	3,360	4,490	5,490	6,490	7,490	8,490	9,490	10,260	10,260
\$70,000 - 79,999	1,020	2,220	3,160	4,360	5,490	6,490	7,490	8,490	9,490	10,490	11,260	11,260
\$80,000 - 99,999	1,020	3,150	5,010	6,210	7,340	8,340	9,340	10,340	11,340	12,340	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,930	7,130	8,260	9,320	10,520	11,720	12,920	14,120	15,090	15,290
\$150,000 - 239,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,830	14,030	15,230	16,190	16,400
\$240,000 - 259,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,830	14,030	15,270	17,040	18,040
\$260,000 - 279,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,870	14,870	16,870	18,640	19,640
\$280,000 - 299,999	2,040	4,440	6,500	7,900	9,230	10,470	12,470	14,470	16,470	18,470	20,240	21,240
\$300,000 - 319,999	2,040	4,440	6,500	7,940	10,070	12,070	14,070	16,070	18,070	20,070	21,840	22,840
\$320,000 - 364,999	2,720	5,920	8,780	10,980	13,110	15,110	17,110	19,110	21,190	23,490	25,560	26,860
\$365,000 - 524,999	2,970	6,470	9,630	12,130	14,560	16,860	19,160	21,460	23,760	26,060	28,130	29,430
\$525,000 and over	3,140	6,840	10,200	12,900	15,530	18,030	20,530	23,030	25,530	28,030	30,300	31,800

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$440	\$940	\$1,020	\$1,020	\$1,410	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040	\$2,040
\$10,000 - 19,999	940	1,540	1,620	2,020	3,020	3,470	3,470	3,470	3,640	3,840	3,840	3,840
\$20,000 - 29,999	1,020	1,620	2,100	3,100	4,100	4,550	4,550	4,720	4,920	5,120	5,120	5,120
\$30,000 - 39,999	1,020	2,020	3,100	4,100	5,100	5,550	5,720	5,920	6,120	6,320	6,320	6,320
\$40,000 - 59,999	1,870	3,470	4,550	5,550	6,690	7,340	7,540	7,740	7,940	8,140	8,150	8,150
\$60,000 - 79,999	1,870	3,470	4,690	5,890	7,090	7,740	7,940	8,140	8,340	8,540	9,190	9,990
\$80,000 - 99,999	2,000	3,810	5,090	6,290	7,490	8,140	8,340	8,540	9,390	10,390	11,190	11,990
\$100,000 - 124,999	2,040	3,840	5,120	6,320	7,520	8,360	9,360	10,360	11,360	12,360	13,410	14,510
\$125,000 - 149,999	2,040	3,840	5,120	6,910	8,910	10,360	11,360	12,450	13,750	15,050	16,160	17,260
\$150,000 - 174,999	2,220	4,830	6,910	8,910	10,910	12,600	13,900	15,200	16,500	17,800	18,910	20,010
\$175,000 - 199,999	2,720	5,320	7,490	9,790	12,090	13,850	15,150	16,450	17,750	19,050	20,150	21,250
\$200,000 - 249,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,820	20,930	22,030
\$250,000 - 399,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,820	20,930	22,030
\$400,000 - 449,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,910	21,220	22,520
\$450,000 and over	3,140	6,250	8,830	11,330	13,830	15,790	17,290	18,790	20,290	21,790	23,100	24,400

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$820	\$930	\$1,020	\$1,020	\$1,020	\$1,420	\$1,870	\$1,870	\$1,910	\$2,040	\$2,040
\$10,000 - 19,999	820	1,900	2,130	2,220	2,220	2,620	3,620	4,070	4,110	4,310	4,440	4,440
\$20,000 - 29,999	930	2,130	2,360	2,450	2,850	3,850	4,850	5,340	5,540	5,740	5,870	5,870
\$30,000 - 39,999	1,020	2,220	2,450	2,940	3,940	4,940	5,980	6,630	6,830	7,030	7,160	7,160
\$40,000 - 59,999	1,020	2,470	3,700	4,790	5,800	7,000	8,200	8,850	9,050	9,250	9,380	9,380
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,850	11,050	11,250	11,520	12,320
\$80,000 - 99,999	1,880	4,280	5,710	7,000	8,200	9,400	10,600	11,250	11,590	12,590	13,520	14,320
\$100,000 - 124,999	2,040	4,440	5,870	7,160	8,360	9,560	11,240	12,690	13,690	14,690	15,670	16,770
\$125,000 - 149,999	2,040	4,440	5,870	7,240	9,240	11,240	13,240	14,690	15,890	17,190	18,420	19,520
\$150,000 - 174,999	2,040	4,920	7,150	9,240	11,240	13,290	15,590	17,340	18,640	19,940	21,170	22,270
\$175,000 - 199,999	2,720	5,920	8,150	10,440	12,740	15,040	17,340	19,090	20,390	21,690	22,920	24,020
\$200,000 - 249,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,880	24,980
\$250,000 - 349,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,880	24,980
\$350,000 - 449,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,900	25,200
\$450,000 and over	3,140	6,840	9,570	12,160	14,660	17,160	19,660	21,610	23,110	24,610	26,050	27,350



ACKNOWLEDGE THE RECEIPT OF THE EMPLOYEE POLICY INFORMATION, CODE OF ETHICS & LETTER OF COMMITMENT FOR ATOS EQUIPMENT BY ENTERING YOUR INITIALS TO THE LEFT OF EACH SECTION AND SIGNING AT THE BOTTOM.

NORTH AMERICA MYHR PORTAL & CODE OF ETHICS ACKNOWLEDGMENT

I hereby acknowledge that I have received the Atos Code of Ethics brochure and have reviewed or will review Atos' policies and processes which are located on the North America MyHR Portal: <https://hr.myatos.net>. I have read or will read all of the information related to policy contained within the MyHR Portal.

I understand that the Atos Code of Ethics and the North America MyHR Portal represent only current policies and procedures and do not create a contract of employment. The Company retains the right to change these policies and procedures, as it deems appropriate.

I understand and agree that the information contained in the Code of Ethics or the MyHR Portal does not constitute an employment contract between Atos and myself. I understand that my employment is at will, which means that both the Company and I each have the right to terminate my employment at any time, with or without cause, and with or without advance notice. I further understand that my status as an at-will employee may not be changed except in writing and signed by either the Chief Executive Officer or the Vice President of Human Resources.

LETTER OF COMMITMENT FOR ATOS EQUIPMENT

I acknowledge that while I am working for Atos, I am expected to take proper care of company equipment. I understand that upon termination, I am expected to return all property of Atos in proper working order. This agreement includes, but is not limited to, the following: computers, mobile phones, secure token IDs and other company issued equipment. I understand that failure to return equipment may be considered theft by the company and may lead to criminal prosecution.

Further, I authorize the company to deduct from my pay any outstanding equipment expenses at the time of termination if the equipment is not returned. Such deduction may be taken from any paycheck, including my final paycheck, severance or vacation payment, in accordance with applicable local laws.

Liu, Gang

2/9/2021

EMPLOYEES NAME PRINTED

DATE

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Liu, Gang'. It is enclosed in a blue rectangular border.

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EMPLOYEES SIGNATURE

Employee Direct Deposit Enrollment Form

I hereby authorize "Atos", either directly or through its payroll service provider, to deposit any amounts owed me, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Atos, either directly or through its payroll service provider, to my account. In the event that Atos deposits funds erroneously into my account, I authorize Atos, either directly or through its payroll service provider, to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until Atos and Bank have received written notice from me of its termination in such time and in such manner as to afford Atos and Bank reasonable opportunity to act on it.

Payroll bank accounts are subject to "Pre-Note". A live check will be issued during this process.

Employee Name: Last 4 Digits SSN/SIN: Date Completed:

US & Puerto Rico Employee Enrollment



*Please use a check to complete the required information. The Routing Number on your deposit slip may be different and will delay your enrollment

Bank Account #1

Account Type: Checking Savings Full Deposit: If Partial, complete one: Partial %: Partial \$:

Routing Number: Account Number:

Bank Name:

Bank Account #2

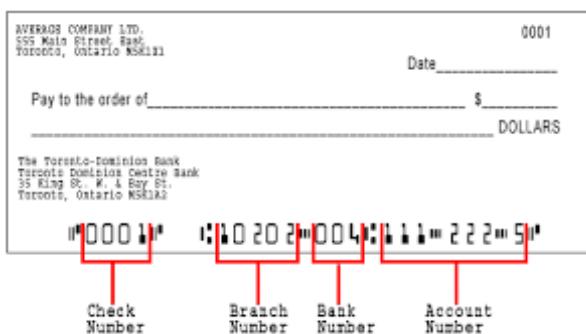
Account Type: Checking Savings Full Deposit: If Partial, complete one: Partial %: Partial \$:

Routing Number: Account Number:

Bank Name:

**US ONLY Additional accounts may be enrolled via www.MyADP.com after first paycheck is issued. See the HR Portal for registration instructions*

Canada Employee Enrollment



Bank Account #1

Account Type: Checking Savings

Branch Number: Bank Number: Account Number:

Bank Name:

Deposit Information for Expenses is stored separately and should be maintained in MyAtos ([Administration>Personal Information>Bank Information](#))

Yes

Confidential Pre-Employment Survey**Atos****Confidential Pre-Employment Survey****(To be given with Employment Application)**

Qualified applicants are considered for employment and employees are treated during employment, without regard to race, color, religion, sex, age, national origin, citizenship status, veteran's status, disability or other factors protected by federal, state, or local law. As part of our continuing commitment to Equal Employment Opportunity, the Company has a policy of hiring and promoting individuals based on ability and potential and without regard to those facts that have no bearing on the execution of job responsibilities. In order to help comply with federal/state equal employment opportunity record keeping, reporting and other legal requirements, please answer the questions below.

Provision of this information is **voluntary**, and will not have an adverse effect on our determination of your job-related qualifications. Refusal to provide this information will not result in adverse treatment. This information will be kept in a **confidential** file, separate from the application for employment.

Personal Information	
Date:	02/09/2021
Last Name, First Name, Middle Initial:	LiuGang
Permanent Address:	516 Laredo Cir
Phone #:	214-797-4903
City State Zip Code:	ALLEN, TX 75013

Race/Ethnic Group

Indicate one and only one.

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American (Not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

X Asian:

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino)

All persons who identify with more than one of the above five races.

Military Status: **Inactive**Veteran Status: **Non-Veteran**

Discharge Date:

Disability: **No**

Disability Date:

Information concerning your status will be kept confidential except to the extent necessary to provide special accommodations or emergency treatment. Government officials may be informed where required. Your participation is voluntary; failure to respond will not result in adverse treatment.

DocuSigned by:

Signature:



Date:

2/9/2021

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Visa Holder Information

****Please Read****

For Payroll Purposes – What type of Visa do you have?

Do you have a completed COC (Certification of Coverage)?

For F1 Visa Holders:

For Payroll Purposes - Please attach your F1 Visa paperwork, including EAD here:

Have you applied for, or are you in the process of applying for an EAD?

State and Local Tax Changes Process

**** PLEASE NOTE:** THAT IF PAYROLL DOES NOT RECEIVE A STATE TAX WITHHOLDING FORM AND STATE TAX WITHHOLDING IS REQUIRED, THE DEFAULT SELECTION WILL BE SINGLE AND ZERO, WHICH IS THE MAXIMUM WITHHOLDING. **

On your first day as an employee: you must complete the appropriate state tax form (using the link(s) below to find forms for your state) and submit it to Atos Payroll via PISA Ticket

1. Complete and Sign the relevant state tax form accessible at the following link: [State Tax Forms](#)

*Additional for PA (if living/working in PA only) - [PA.gov](#)

2. Attach the Signed and Completed form to a Payroll Service Request:

PISA: submit tickets to obtain IT, HR, Procurement and other internal services:

- Via the [MyAtos Support portal](#)

Or directly via: <https://pisa.myatos.net/home>

**Please note that the payroll processing deadline is 3pm (central time) on the Wednesday before the pay date for the pay period. Therefore, any change to your withholding is not immediate and will be processed as part of the normal pay cycle transactions.



Human Resources
Atos Human Resources
2500 Westchester Ave.
Purchase,, NY 10577
www.atos.net

We are pleased to announce ADP iPayStatements, a benefit for all employees. Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to your Payroll Department for processing.

How to Register on ADP iPayStatements

1. Go to <https://ipay.adp.com/>
2. Click on “Register Now”.
3. Click on “Register Now” again
4. Enter the **Self Service Registration Pass Code** which is: **ATOSUSA-iPay** and click on “Next”
5. Enter your Identity Information
 - First Name • Last Name • Social Security Number
(If the information above is not an exact match of your employer's records you will be prompted to enter additional information from your most recent pay statement.)
6. Click on “Next”
7. Enter Email Address (Phone Number is optional)
8. Enter Place of Birth

Next you will complete the registration process by selecting a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password.

Upon completing the registration process, you may access your pay statements at

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.

Sincerely,

Payroll/Human Resources Department

ds
DocuSign Envelope ID: 08551C1A-BF78-492D-9ECE-778258241567

IMPORTANT Please read carefully for detailed information regarding benefits. For all Benefits related questions, please call the Atos Benefits Service Center
1.833.864.0940 (Plan #292).
**You may not be able to login to enroll until the Friday after your first payroll. This is the correct login site for enrollment: <https://atosmybenefits.hroffice.com/account/sso>. Onboarding does not handle benefits relation questions and concerns.



Atos

2021 BENEFITS GUIDE

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WELCOME

At Atos, it's our employees who make the difference in our success. That's why, each year, you have the opportunity to choose from a variety of benefits that can make a real difference in your life. We offer a broad range of benefits, including health care, life insurance, disability insurance, and much more.

This year we're asking you to make Smart Choices — to choose and use your benefits wisely, to get the most for your health care dollars.

When enrolling, compare the options available to you and make sure you're choosing the best coverage for your situation and budget.

- Take advantage of preventive care benefits such as checkups and screenings, which are covered at 100% when you go to in-network providers.
- Always go to in-network health care providers to get the highest level of benefits available.
- Choose generic drugs whenever possible.

This guide provides a summary of your benefit options. Please review it carefully and make your elections before the deadline. All elections you make during your enrollment period will be effective from January 1, 2021 through December 31, 2021. No changes will be allowed at any other time unless you have a Qualified Life Event (such as a birth, death, divorce, marriage, etc.).

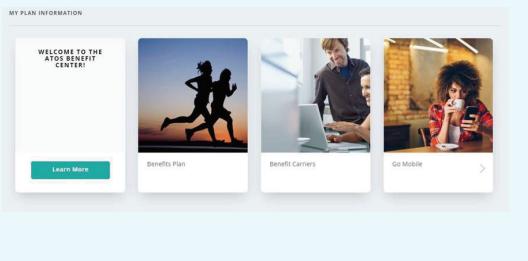
If you have any questions about your benefits choices or about how to enroll, please reach out to get the answers you need. Then you'll be sure to have the benefits you need for the year ahead.



****IMPORTANT**** Please use this site to register for benefits: <https://atosmybenefits.hroffice.com/account/sso>. You will be able to enroll the Friday After your First Payroll. Please review this benefits document. Onboarding does not handle Benefits related questions and concerns.

HOW TO ENROLL

There are several ways to enroll and log in to the Benefits system. Please choose the option that works best for you.

LOGIN USING SINGLE SIGN ON (SSO)	LOGIN USING A USERNAME AND PASSWORD	GO MOBILE!
<ul style="list-style-type: none"> Easy option if you're on your work computer Does not require any registration Does not require a separate username or password Will not work on mobile devices <p>https://atosmybenefits.hroffice.com/account/sso</p> 	<ul style="list-style-type: none"> For use on a non-company laptop or a mobile device Requires a simple registration process Your user ID is your employee number You will set your password Click on "register" and complete the form <p>https://atosmybenefits.hroffice.com</p> 	<p>GO MOBILE!</p> <ul style="list-style-type: none"> Download the "myPlans Connect" app from Apple or Google <p>https://apps.apple.com/ca/app/myplans-connect/id639101059</p> <p>https://play.google.com/store/apps/details?id=com.onetapsolutions.morneau.myplans</p> <ul style="list-style-type: none"> You must REGISTER online before you can use the app (you can't register using the app). Follow the directions listed on this page for login using username and password. 



Changing Benefits After Enrollment

During the year, you cannot make changes to your medical, dental, vision, Health Care or Dependent Care Flexible Spending Accounts unless you have a Qualified Life Event. If you do not contact the Atos Benefit Center within 31 days of the Qualified Life Event, you will have to wait until the next annual Open Enrollment period to make changes (unless you experience another Qualified Life Event).

ELIGIBILITY

If you work at least 30 hours per week, you are eligible for benefits. Most of your benefits are effective on the first of the month following 30 days of employment. You may also enroll your eligible dependents for coverage. This includes the following:

- Your legal spouse or qualified domestic partner
- Children under the age of 26, regardless of student, dependency or marital status
- Children who are past the age of 26 and are fully dependent on you for support due to a mental or physical disability, and who are indicated as such on your federal tax return

Qualified Life Events

Generally, you may only change your benefit elections during the Open Enrollment period. However, since life happens, you also may change your benefit elections during the year if you experience a Qualified Life Event (QLE) such as marriage, birth or adoption of a child, or a change in your spouse/domestic partner's benefits or employment status.

Spousal Exclusion

The working spouse/domestic partner provision restricts medical coverage for spouses and domestic partners who are eligible for other employer-provided medical coverage. If your spouse/domestic partner's employer offers group medical coverage, but he or she is not allowed to enroll in their plan, please complete the Atos Working Spouse/Domestic Partner Employer Verification Form and return it to the Benefits Service Center within 31 days of your online enrollment to ensure your spouse/domestic partner's medical plan coverage under Atos continues.

Separation of Employment

When an employee separates from Atos, health benefits end on the date of termination. Benefit deductions are a fixed amount and are not pro-rated on the final paycheck based upon the last day worked.



To Make a QLE Change...

Refer to page 3 of this guide for instructions on how to log into the enrollment system. Once in the system, you'll have the option to make a change.



MEDICAL PLANS

Our medical coverage is staying with **Blue Cross Blue Shield of Texas**. Each plan provides you and your family the protection you need for everyday health issues, or when the unexpected happens.

You can choose from any of the medical plans. Each medical plan offers:

- Comprehensive health care benefits
- In-network preventive care covered at 100%
- Prescription drug coverage

Smart Tip

You will save more when you use an in-network provider. It is easy to find a provider online. Visit www.bcbstx.com

Be Smart. Choose Wisely.

The key difference between the plans is the amount of money you'll pay each pay period and when you need care. When selecting a medical plan you need to consider what you spent last year for doctor visits, prescription drugs, urgent and emergency care. The plans have different:



Annual deductible amounts

The amount you pay each year for eligible in-network and out-of-network charges before the plan begins to pay



Out-of-pocket maximums

The most you will pay each year for eligible network services including prescriptions



Cost of Care

Money you pay when you access covered services

Medical Plan Comparison

	PPO GOLD		PPO SILVER		HDHP GOLD		HDHP SILVER	
	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK
CALENDAR YEAR DEDUCTIBLE								
Employee Only/ Individual	\$400	\$800	\$650	\$1,300	\$2,000	\$4,000	\$3,000	\$6,000
Family	\$800	\$1,600	\$1,300	\$2,600	\$4,000 (A)	\$8,000 (A)	\$6,000 (A)	\$12,000 (A)
CALENDAR YEAR OUT-OF-POCKET MAXIMUM (INCLUDES DEDUCTIBLE)								
Employee Only/ Individual	\$2,750	\$5,500	\$3,500	\$7,000	\$4,000 (B)	\$8,000 (B)	\$6,000 (B)	\$12,000 (B)
Individual (within a family tier coverage)	\$400 (C)	\$800 (C)	\$650 (C)	\$1,300 (C)	\$6,000 (C)	\$12,000 (C)	\$8,150 (C)	\$18,000 (C)
Family	\$5,500	\$11,000	\$7,000	\$14,000	\$8,000	\$16,000	\$12,000	\$24,000
	YOU PAY		YOU PAY		YOU PAY		YOU PAY	
Coinsurance	15%*	35%*	20%*	40%*	20%*	40%*	25%*	45%*
Preventive Care	\$0	Not covered	\$0	Not covered	\$0	Not covered	\$0	Not covered
Primary Care Physician	\$25 copay	35%*	\$30 Copay	40%*	20%*	40%*	25%*	45%*
Specialist	\$45 Copay	35%*	\$50 Copay	40%*	20%*	40%*	25%*	45%*
Urgent Care	\$55 copay	35%*	\$60 Copay	40%*	20%*	40%*	25%*	45%*
MDLIVE (Medical and Behavioral Health)	\$15 Copay	N/A	\$15 Copay	N/A	20%*	N/A	25%*	N/A
Emergency Room	\$350 Copay; Copay waived if admitted	20%*	20%*	25%*	25%*			

* After deductible.

(A) Aggregate: With family coverage, the plan does not begin paying benefits until the entire family deductible has been met.

(B) Only applicable if you are enrolled in Employee Only coverage.

(C) Embedded: When an individual member of the family meets the individual out-of-pocket maximum, then the plan begins to pay for that individual.

Prescription Drug Comparison

Prescription drugs are covered under all medical plans. The deductible for prescriptions is combined with the medical deductible.

	PPO GOLD		PPO SILVER		HDHP GOLD		HDHP SILVER	
	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK
Retail Rx (up to 31-day supply)								
Generic	15%, up to a max of \$150	Not covered	20%, up to a max of \$150	Not covered	20%*	Not covered	25%*	Not covered
Preferred Brand	15%*, up to a max of \$150	Not covered	20%*, up to a max of \$150	Not covered	20%*	Not covered	25%*	Not covered
Non-Preferred Brand	15%*, up to a max of \$150	Not covered	20%*, up to a max of \$150	Not covered	20%*	Not covered	25%*	Not covered
Mail Order Rx (up to 90-day supply)								
Generic	15%, up to a max of \$200	Not covered	20%, up to a max of \$200	Not covered	20%*	Not covered	25%*	Not covered
Preferred Brand	15%*, up to a max of \$200	Not covered	20%*, up to a max of \$200	Not covered	20%*	Not covered	25%*	Not covered
Non-Preferred Brand	15%*, up to a max of \$200	Not covered	20%*, up to a max of \$200	Not covered	20%*	Not covered	25%*	Not covered
Prescription Drug Coverage – In-Network Coverage ONLY								
Preventive Prescription Drugs	\$0 for Preventive Generics and Preferred Brand Drugs through the Home Delivery Program							
Prescription Tobacco Cessation	\$0 for Prescription Tobacco Cessation Medications							

* After deductible.

<p>Access MyPrime.com with a single sign-on through Blue Access for Members to Find Medicines</p> <p>From here, members can search medicines by drug name or condition to find cost and coverage status based on your individual benefit plan.</p>	<ul style="list-style-type: none"> Members can access specific prescription drug plan benefit information by registering or logging in to their BCBSTX Blue Access for MembersSM (BAMSM) account from bcbstx.com. Once in BAM, select Prescription Drugs in the “Quick Links” section to link to an individual account on MyPrime.com, the Prime member website. MyPrime.com provides resources and tools to help members manage their prescription drug benefit, including a “Find Medicines” function. Once you’ve searched your medicine – there will be messaging advising if the drug is covered on the drug list. Pricing options are available to the right of the drug starting with Home Delivery. You can select “See All Pricing Options” for pricing at additional pharmacies. Preventive drugs will indicate a \$0 cost for home delivery.
--	--

DENTAL PLANS

Your dental health is an important part of your overall wellness. Dental insurance through **Delta Dental** gives you a reason to smile – it's affordable and covers preventive care (including regular checkups) as well as fillings, bridges, crowns, and other dental services.

When you enroll in the Dental plan, you may visit any dentist you choose, but in-network providers offer larger discounts and can file your claims for you. If you prefer to see an out-of-network provider, keep in mind, since they are not under a contract, they may charge you for any amount billed in excess of the negotiated discounted rate.

The amount you pay for your coverage is based on who you cover and which plan you choose.

How to Find a Dentist

Visit www.deltadentalins.com or call 800-521-2651 to find an in-network dentist.



	PPO GOLD PLAN		PPO SILVER PLAN	
	IN-NETWORK	OUT-OF-NETWORK**	IN-NETWORK	OUT-OF-NETWORK***
CALENDAR YEAR DEDUCTIBLE – DEDUCTIBLE WAIVED FOR PREVENTIVE AND ORTHODONTIC SERVICES				
Individual	\$50	\$50	\$50	\$50
Family	\$150	\$150	\$150	\$150
CALENDAR YEAR PLAN MAXIMUM				
Per Individual	\$1,500		\$1,000	
	YOU PAY		YOU PAY	
PREVENTIVE CARE				
Exams, Cleanings, Routine X-rays, Fluoride Treatments (up to age 19), Sealants (up to age 16), Space Maintainers	\$0	\$0	\$0	\$0
BASIC SERVICES				
Fillings, Simple Extractions, Oral Surgery, Emergency Exams, Intraoral Occlusal X-ray, Extraoral X-ray, Non-Surgical Periodontics, Denture Repair and Relining	\$0*	\$0*	20%*	20%*
MAJOR PROCEDURES				
Surgical Periodontics, Endodontics, Prosthodontics: Crowns, Inlays/Onlays, Dentures, Bridges, Implants	40%*	40%*	50%*	50%*
ORTHODONTIA				
Adults and Children (up to 26th birthday)	50% up to a lifetime maximum benefit of \$1,500 per individual; deductible waived		Not Covered	

* After deductible.

** PPO Gold Plan: Reimbursement is based on PPO contracted fees for non-Delta Dental dentist. You may be balance billed any amount over the negotiated reimbursement amounts.

*** PPO Silver Plan: Reimbursement is based on the Reasonable and Customary allowance for non-Delta Dental dentist. You may be balance billed any amount over the negotiated reimbursement amounts.

VISION PLAN

You may elect vision care coverage through **VSP**, which provides affordable, quality vision care nationwide. Although vision care services and supplies are covered in-network and out-of-network, your benefits are generally greater when you use in-network providers. Your costs are based on the family members you choose to cover.

	GOLD PLAN		SILVER PLAN	
	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK
	YOU PAY	REIMBURSEMENT	YOU PAY	REIMBURSEMENT
Exam	\$15	Up to \$50	\$20	Up to \$50
COVERED SERVICES - LENSES				
Single Lenses	\$0	Up to \$50	\$0	Up to \$50
Bifocals	\$0	Up to \$75	\$0	Up to \$75
Trifocals	\$0	Up to \$100	\$0	Up to \$100
Lenticular	\$0	Up to \$125	\$0	Up to \$125
Frames	<ul style="list-style-type: none"> • \$160 allowance for wide selection of frames • \$180 allowance for featured brands • 20% discount over allowance • \$90 allowance at Walmart, Sam's, Costco 	Up to \$70	<ul style="list-style-type: none"> • \$140 allowance for wide selection of frames • \$160 allowance for featured brands • 20% discount over allowance • \$75 allowance at Walmart, Sam's, Costco 	Up to \$70
COVERED SERVICES - CONTACTS IN LIEU OF FRAMES/LENSES				
Medically Necessary	\$0	Up to \$210	\$0	Up to \$210
Elective	\$150 allowance	Up to \$105	\$130 allowance	Up to \$105
BENEFIT FREQUENCY				
Exams	Every calendar year	Every calendar year	Every calendar year	Every calendar year
Lenses	Every calendar year	Every calendar year	Every calendar year	Every calendar year
Frames	Every calendar year	Every calendar year	Every other calendar year	Every other calendar year
Contacts*	Every calendar year	Every calendar year	Every calendar year	Every calendar year

* In lieu of frames/lenses.



How to Find a Vision Care Provider

Visit www.vsp.com or call 800-877-7195 to find an in-network provider.

FLEXIBLE SPENDING ACCOUNTS (FSAs)

Flexible Spending Accounts offered through **TaxSaver Plan** allow you to pay for eligible health care and dependent care expenses using tax-free dollars. **There are three types of FSAs — the Health Care FSA, Dependent Care FSA, and the Limited Purpose FSA.**

Health Care FSA



Funds may be used for eligible expenses under your Health Care FSA. Some of these eligible expenses include: Medical care services, Dental care services, Vision care expenses, prescriptions, and over-the-counter items without written prescription.

If you participate in a Health Savings Account (HSA), you are not eligible to contribute to the Health Care FSA.

Dependent Care FSA



Funds are to help pay for expenses associated with caring for child or elder dependents. Unlike the Health Care FSA, reimbursements from your Dependent Care FSA is limited to the total amount that is deposited in your account at that time.

Eligible dependents include child(ren) younger than the age of 13 and dependents of any age that are incapable of caring for themselves.

Limited Purpose FSA



Funds may be used for eligible expenses under your Limited Purpose FSA. Those eligible expenses are: Dental care services and Vision care expenses only.

If you participate in a Health Savings Account (HSA), you are eligible to contribute to the Limited Purpose FSA.

It's Easy to Use These Accounts:

1 First, you contribute to the account(s) with pre-tax dollars deducted from your paycheck. That means no taxes (federal, state or Social Security) will be withheld from any of those dollars.

2 Then, you pay for certain eligible expenses out of your pocket as usual. You may use your debit card or submit a claim (along with the appropriate documentation) to be reimbursed for those expenses from the dollars in your account.

Important Information Regarding the Grace Period

Your FSA elections are effective from January 1 through December 31. Claims for reimbursement must be submitted by March 31 of the following year. Any money remaining in your account as of March 31 will be forfeited. This is known as the "use it or lose it" rule and it is governed by IRS regulations.

Comparing (FSA) Flexible Spending Accounts

HEALTH CARE	DEPENDENT CARE	LIMITED PURPOSE
Contribute up to \$2,750 per year, pre-tax.	Contribute up to \$5,000 per year, pre-tax, or \$2,500 if married and filing separate tax returns.	Contribute up to \$2,750 per year, pre-tax.
Receive a debit card to pay for eligible medical expenses (funds must be available in your account).	You must submit claims and be reimbursed if you enroll in this FSA; no debit cards are provided.	Receive a debit card to pay for eligible dental and vision (funds must be available in your account).
Eligible medical and dental expenses, coinsurance, deductibles, eyeglasses, over-the-counter items without a written prescription from your doctor.	Can only be used to pay for eligible dependent care expenses including day care, after-school programs and elder care programs.	Eligible expenses include dental and vision copays, coinsurance, deductibles and eyeglasses.
Submit claims up to March 31 of the following year for expenses from January 1 to December 31.	Submit claims up to March 31 of the following year for expenses from January 1 to December 31.	Submit claims up to March 31 of the following year for expenses from January 1 to December 31.
If you do not spend all the money in this FSA by March 31 , per IRS regulations, unused dollars will be forfeited for pre-tax contributions.	If you do not spend all the money in this FSA by March 31 , per IRS regulations, unused dollars will be forfeited for pre-tax contributions.	If you do not spend all the money in this FSA by March 31 , per IRS regulations, unused dollars will be forfeited for pre-tax contributions.

Commuter Benefits Program

Use pre-tax dollars to pay for your parking or public transportation expenses while commuting to work. This program is voluntary and you may participate on a month-to-month basis. Both payroll contributions and reimbursements cannot exceed the monthly statutory limits. Any unused funds in any month are rolled over to the next month's contribution. The contribution amounts are current as of the time of this publication but are subject to change by the IRS.

COVERAGE	BENEFIT	CONTRIBUTIONS
Transportation or Public Transit	Monthly passes, tokens, fare cards/vouchers (transit and vanpool expenses) for you	\$270 monthly maximum
Parking	Fees associated with parking at or near your place of employment, or parking at or near public transportation to get to work (e.g., parking at a bus or subway station)	\$270 monthly maximum

HEALTH SAVINGS ACCOUNT (HSA)

An HSA is a personal savings account you can use to pay for qualified out-of-pocket medical expenses with pre-tax dollars — now or in the future. Once you have opened your HSA account through **BenefitWallet®**, you'll receive a debit card to help manage your HSA reimbursements. Your HSA can also be used for your expenses and those of your tax qualified dependents, even if they are not covered by one of the HDHP medical plans.

HOW A HEALTH SAVINGS ACCOUNT (HSA) WORKS



Eligibility

You must be enrolled in one of the High Deductible Health Plans.



Your Contributions

You contribute on a pre-tax basis and can change how much you contribute from each paycheck up to the IRS maximum of \$3,600 if you enroll only yourself, or \$7,200 if you enroll in family coverage. You can make an additional catch-up contribution of \$1,000, if you are age 55+.

If you already have a Health Savings Account at another institution, you have the option to consolidate your HSA funds into one account.



Eligible Expenses

Medical, dental, vision and prescription drug expenses incurred by you and your eligible family members. If you want to enroll in a Health Care FSA, you are eligible to enroll in a Limited Purpose FSA.



Using Your Account

Use the debit card linked to your HSA to cover eligible expenses, or pay for expenses out of your own pocket and save your HSA money for future health care expenses.



Remaining Funds

Money left in your HSA at the end of the year will roll over to the next year — you'll never lose your HSA dollars. If you leave the Company or retire, you can take your HSA with you, and continue to pay and save for future eligible health care expenses.

Your HSA Is Always Yours — No Matter What!

One of the best features of an HSA is that any money left in your HSA at the end of the year rolls over so you can use it next year or sometime in the future. And if you leave the company or retire, your HSA goes with you!

The Triple Tax Advantage

1

You can use your HSA funds to cover qualified medical expenses, plus dental and vision expenses too — tax-free.

2

Unused funds grow and can earn interest over time — tax-free.

3

You can save your HSA funds to use for your health care when you leave the Company or retire — tax-free.

The HDHP and HSA: How They Work Together

Your contributions to your HSA can help you cover a portion of your deductible and coinsurance.



Deductible

You pay for your initial medical costs until you meet your annual deductible. This deductible is higher compared to the other medical plan, but offset by your HSA contributions.



Coinurance

Once the deductible is met, you and the Company share any further health care costs until you meet the out-of-pocket maximum.



Out-of-Pocket Maximum

The plan limits the total amount you'll pay each year. Once you meet your out-of-pocket maximum, the plan pays 100% of your eligible, in-network expenses for the remainder of the year.



Free In-Network Preventive Care

To emphasize the importance of wellness, preventive care is covered at 100%, if you receive this care from in-network providers.

How the HSA Works

Please note: You can only reimburse yourself with funds from your HSA as they become available. Unlike a Health Care FSA, this account is not pre-funded.

Choose an HDHP during Open Enrollment.

An HSA is created by BenefitWallet. Once you have opened your account, deposits can be made into the account.

You determine how much to contribute (tax-free) to your HSA each pay period.

Use money in your HSA for eligible medical, dental and/or vision expenses.

Money left over at the end of the year rolls over for future use.

Yolanda enrolls herself only in the HDHP with HSA. She chooses to use her HSA to pay for covered services – this reduces her out-of-pocket amount needed to meet her deductible before her health plan begins to pay.

YEAR 1 EXAMPLE

Yolanda contributes a total of \$3,600.

YEAR 2 EXAMPLE

She contributes \$3,600 for a total of \$6,500. (\$2,900 + \$3,600)

She uses her HSA to pay \$700 of eligible expenses.

She uses her HSA to pay \$1,250 of eligible expenses.

She has \$2,900 in her HSA to roll over to next year!

She has \$5,250 in her HSA to roll over to next year!

Imputed Income

Under current tax laws, imputed income is the value of your Basic Life insurance that exceeds \$50,000 and is subject to federal income, Social Security, and state income taxes, if applicable. This imputed income amount will be included in your paycheck and shown on your W-2 statement.



LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE

It's important to give some serious thought to what expenses and income needs your dependents would have if something happened to you. To make sure you have financial protection, the Company offers several different types of Life and AD&D insurance.

Basic Life insurance is provided at no cost to you, and you are automatically enrolled even if you don't elect medical coverage. If you purchase additional Life insurance for yourself, you may also purchase coverage for your Spouse/Domestic Partner and dependent children.

AD&D insurance is provided as part of your Basic Life coverage and provides you specified benefits for a covered accidental bodily injury that directly causes dismemberment (i.e., the loss of a hand, foot, or eye). In the event that death occurs from an accident, 100% of the AD&D benefit would be payable to your beneficiary(ies).

COVERAGE LEVEL	COVERAGE AMOUNT
Employee	1x your basic annual earnings, to a maximum of \$1,000,000
Spouse/Domestic Partner	\$5,000
Child(ren)	\$2,000
Reduction Schedule	65% at age 65 45% at age 70 30% at age 75 20% at age 80

Voluntary Life and AD&D Coverage

Voluntary Life insurance for you, your Spouse/Domestic Partner, and children can help protect your family during difficult times. Eligible employees may purchase Voluntary Life and AD&D for themselves and their family. Coverage is provided through **Voya**.

VOLUNTARY LIFE	COVERAGE AVAILABLE
Voluntary Employee Life Benefit Amount	Choice of 1 to 8 times your basic yearly earnings to a maximum of \$2,500,000 with a minimum benefit of \$10,000
Employee Guaranteed Issue (New Hire)	\$350,000 or 3 times basic annual earnings, whichever is less
Voluntary Spouse/Domestic Partner Life Benefit Amount	\$10,000 to a maximum of \$250,000 in increments of \$10,000, not to exceed 100% of your combined Basic and Voluntary Life coverage
Spouse/Domestic Partner Guaranteed Issue (New Hire)	\$50,000
Voluntary Children Life Benefit Amount	\$1,000 up to \$10,000 in increments of \$1,000

VOLUNTARY AD&D	COVERAGE AVAILABLE
Voluntary Employee AD&D Benefit Amount	Choice of 1 to 12 times your basic yearly earnings to a maximum of \$1,000,000 with a minimum amount of \$20,000
Voluntary Spouse/Domestic Partner AD&D Benefit Amount	Spouse/Domestic Partner Only: 60% of the Employee AD&D amount Spouse/Domestic Partner with Child: 50% of the Employee AD&D amount
Voluntary Children AD&D Benefit Amount	Child Only: 15% Child with Spouse/Domestic Partner: 10%

Guaranteed Issue and Evidence of Insurability

You may purchase additional Voluntary Life and AD&D insurance for you and your Spouse/Domestic Partner. Employees and Spouse/Domestic Partners who elect coverage when first eligible can elect up to the Guaranteed Issue (GI) amount without Evidence of Insurability (EOI).

If the amount requested is more than GI, you will need to provide EOI before the amount over GI becomes effective. Existing employees can increase their coverage during Open Enrollment by 1 times their annual salary, not to exceed \$350,000 or 3 times their annual salary, whichever is less. Existing Spouse/Domestic Partner can increase their coverage during Open Enrollment by \$10,000, not to exceed the GI amount of \$50,000, and you can increase dependent child(ren) coverage to the \$10,000 maximum without EOI. If your requested amount exceeds those stated above, an EOI is required for the additional coverage.

DISABILITY INSURANCE

If you have a serious injury or illness that keeps you from working, how will you pay your bills? Disability insurance through Voya replaces a portion of your income when you are unable to work due to a qualified illness or non-work-related injury.

Voluntary Short-Term Disability (STD)

Pregnancy, a scheduled surgery, or an unplanned illness or injury could keep you off the job and without income for an extended period of time. STD can protect part of your paycheck should you become disabled.

You have the option to elect Voluntary STD at favorable group rates.

COVERAGE	BENEFIT
Short-Term Disability	<ul style="list-style-type: none"> • 70% of your weekly earnings to a \$1,200 maximum for 26 weeks • Benefit begins after 5 days for injury • Benefit begins after 5 days for sickness
Evidence of Insurability	<ul style="list-style-type: none"> • If you previously declined STD coverage but wish to elect during this Open Enrollment, you will be subject to Evidence of Insurability.

A qualifying disability is a sickness or injury that causes you to be unable to perform any other work for which you are or could be qualified by education, training, or experience.

State Disability Plans

Note: Employees working in Rhode Island, New York, New Jersey, California, Hawaii or Puerto Rico may be eligible for state-sponsored Disability benefits. Employees working in California, Rhode Island, and Puerto Rico should contact the state directly to file for state-sponsored disability benefits. To obtain more information regarding statutory benefits, visit the state website:

California - <http://www.edd.ca.gov>

Rhode Island - <http://www.dit.ri.gov/tdi/>

Puerto Rico - www.trabajo.pr.gov

For employees in Hawaii, New York and New Jersey, **Voya** will be administering the state disability benefit concurrently with your Atos Short-Term Disability benefit.

If you work in any of these states, you may elect to supplement your statutory disability benefit by enrolling in the Atos Short-Term Disability Plan. If you choose to enroll in the Atos Short-Term Disability benefit, you should file a claim for your statutory benefit, and also file a claim for Short-Term Disability benefits with **Voya**. Please note, your Short-Term Disability benefits will be reduced by the amount you receive or are eligible to receive from the state-sponsored disability program.

Long-Term Disability (LTD)

LTD makes sure you have a portion of your income replaced if you can't work for an extended period of time due to a non-work-related illness or injury. This coverage is coordinated with other benefits you may receive while disabled, such as Social Security and Worker's Compensation. LTD payments will last for as long as you are disabled or until you reach your Social Security Normal Retirement Age, whichever comes first. Certain exclusions and pre-existing condition limitations may apply.

LTD is provided at no cost to you — you are automatically covered as a full-time employee and no enrollment is needed (unless you would like to participate in the Buy-Up plan).

COVERAGE	BENEFIT
Company-Paid Long-Term Disability	<ul style="list-style-type: none"> • 50% of your monthly earnings to a \$12,500 maximum. • Benefit begins after 26 weeks of disability (when STD ends), and payments will last for as long as you are disabled or until you reach your Social Security Normal Retirement Age, whichever is sooner.
Long-Term Disability Buy-Up Plan	<ul style="list-style-type: none"> • 60% of your monthly earnings to a \$15,000 maximum. • Benefit begins after 26 weeks of disability (when STD ends), and payments will last for as long as you are disabled or until you reach your Social Security Normal Retirement Age, whichever is sooner.
Evidence of Insurability	<ul style="list-style-type: none"> • If you previously declined the Long-Term Disability Buy-Up plan, but wish to elect during this Open Enrollment, you will be subject to Evidence of Insurability.

An Example: How STD and LTD Can Work Together

Let's say you have an accident on the ski slopes and you must be away from work due to your injuries. Here's how your disability benefits would work:

- For the first 5 days away from work, you would use your Paid Time Off (PTO) time and receive your regular pay.
- For the next 26 weeks, you would receive STD benefits equal to 70% of your pay, up to \$1,200 per week.
- If you are out longer than 26 weeks and cannot perform your job, LTD benefits would begin and would replace your pay, up to the monthly maximum. These benefits would continue until you no longer meet the definition of disabled as defined by the insurance company.

How STD and LTD Work Together



SUPPLEMENTAL INSURANCE PLANS

Just as it sounds, Supplemental Insurance Plans – Accident, Critical Illness, and Hospital Indemnity insurance – can help you pay for costs you may incur after an accidental injury, illness or hospitalization. **These plans are 100% voluntary.**

Voya Supplemental Insurance Plans pays a fixed, one-time benefit amount which you can use for any purpose you like. It can help pay for expenses not covered by your health care plan (such as your deductible or copays), lost income, child care, travel to and from treatment, home health care costs or any of your regular household expenses. For detailed plan designs and summaries, you can visit <https://presents.voya.com/EBRC/AtosIT>.

Coverage includes, but is not limited to, the following:

ACCIDENT (HIGH AND LOW OPTIONS)	CRITICAL ILLNESS	HOSPITAL INDEMNITY (HIGH AND LOW OPTIONS)
 Emergency Room Visits	 Heart Attack	 Hospital Admission
 Medical Exams – including major diagnostic exams	 Multiple Sclerosis	 Hospital Confinement
 Fractures and Dislocations	 Alzheimer's Disease	 Surgical Care
 Hospital Stays	 Parkinson's Disease	 Medical Diagnostic and Imaging
 Physical Therapy	 Stroke	 Hospital Intensive Care
 Transportation and Lodging – if you are away from home when the accident happens	 Major Organ Failure	 Transportation and Lodging

How Each Plan Works

ACCIDENT



- On his way to work, John was in a car accident.
- He was transported by ground ambulance to the emergency room and admitted to the hospital.
- He had a dislocated hip and spent five days in the hospital.
- He had several physical therapy sessions before returning to work.
- John submitted his accident claim and received \$5,850 from his accident insurance coverage.
- He used it towards his deductible, copay and supplemental income for his missed work days.

Ground Ambulance	\$300
Emergency Room	\$150
X-ray	\$50
MRI	\$150
Hospital Stay – Admission + 5 days	\$2,000
Dislocated Hip	\$3,000
Appliances	\$100
Physical Therapy (4 sessions)	\$100
Total Benefit Paid	\$5,850

CRITICAL ILLNESS



- Tom suffered a relatively small stroke.
- He was hospitalized for five days.
- He began rehab to get back to where he was physically before the stroke.
- Tom submitted his claim and received a lump-sum payment of \$10,000.

Benefit Amount

Employee and Spouse/ Domestic Partner	\$5,000 – \$30,000 in \$5,000 increments
Children	\$1,000 – \$15,000

HOSPITAL INDEMNITY



- In April, Sarah unexpectedly needed back surgery.
- Sarah was admitted to the hospital for surgery.
- After surgery, she began physical therapy to increase her strength and flexibility.
- Sarah submitted her claim and received a lump-sum payment of \$1,000.

Total Benefit Paid **\$1,000**

ALIGHT SOLUTIONS

Alight Solutions can help you bring down your overall health care costs. If you are enrolled in one of the medical plans, the Health Pros at Alight are available to answer your health care questions and guide you through the complexities of your medical, dental and vision plans — at no cost to you.

HOW ALIGHT TAKES CARE OF YOU	
 <p>Understand Insurance Benefits Receive guidance in understanding your benefits throughout the year.</p>	 <p>Coordinate Care Receive help scheduling appointments and coordinating care. Alight gives you back all the time you spent on hold and helps you get the services you need.</p>
 <p>Find a Great Doctor Find highly-rated doctors, dentists and eye care professionals in your area who meet your personal preferences and health care needs.</p>	 <p>Save Money on Medical Care Get price comparisons before receiving care. Depending on the doctor, hospital or facility, costs can vary by hundreds or thousands of dollars — even in-network.</p>
 <p>Pay Less For Prescriptions Alight can compare medication prices and explore lower-cost options for you.</p>	 <p>Get Help with Medical Bills Have your medical bills reviewed to make sure you are not overcharged.</p>

Health Care Support for You and Your Family



Simply visit member.alight.com and click on "Register" to get started. Note: All contact with Alight is strictly confidential.



Health Care Help on the Go

Whether you need help finding a great doctor or lowering health care costs, you can make smarter, in-the-moment health care decisions with the Health Pro Cloud app. Get instant answers to health care questions 24/7.



Testimonials

James — Savings of \$800

"When I hurt my shoulder, my doctor told me I needed a CT Scan. Luckily, I used Alight to check prices first because the hospital was going to charge me \$1,500. Alight found an imaging center near my home that only charged \$700."

Sarah — Savings of \$600

"After my surgery, I wanted to check my various bills and charges to make sure I wasn't being overcharged. I had absolutely no time to do this, so I called Alight and they found several mistakes. They worked everything out between the hospital and the insurance company and it saved me \$600."

TELEMEDICINE

MDLIVE™ is a great alternative to urgent care and emergency room visits because it provides you 24/7/365 access to U.S. board-certified doctors – receive the treatment you need in an easy and timely manner. In addition, you have the ability to send your visit results to your primary care physician.

If you enroll in one of the PPO plans, you will pay a \$15 copay for an MDLIVE consultation. If you enroll in the Gold HDHP or Silver HDHP medical plans, you will pay until you meet your deductible. After you meet your deductible, you pay 20% coinsurance if you are enrolled in the Gold HDHP or 25% if you are enrolled in the Silver HDHP medical plans until you meet your out-of-pocket maximum.



24/7/365



Quality Doctors



No ER Wait



Covered with your Copay
or Consult fee

Remote Health Care Can Treat Many Common Health Issues

MDLIVE doctors can diagnose many health issues like cold and flu symptoms, allergies, rash, skin problems and so much more! If medically necessary, a prescription will be sent to the pharmacy of your choice.

HERE IS A SMALL SAMPLE OF THINGS MDLIVE DOCTORS HAVE TREATED:

Abdominal Pain/Cramps	Bronchitis	Poison Ivy/Oak Rash
Allergies	Cold and Flu Symptoms	Respiratory Infection
Animal/Insect Bites	Dizziness	Strep Throat

Example

It was 10 p.m. and Susan's husband, Ben, was out of town. She just got the baby back to sleep when her five-year-old daughter, Katie, woke up with a fever. Since Atos provides telemedicine as part of her medical plan, she was able to sit at home and wait for a doctor to call instead of packing both children into the car for a trip to urgent care.

Talk to the doctor. Take as much time as you need — there's no limit!

With your consent, MDLIVE is happy to provide information about your consult to your primary care physician.



Visit
www.MDLive.com/bcbstx
or you can also download the
MDLIVE app for an easier way
to visit with a doctor.



Call 888-680-8646



EMPLOYEE ASSISTANCE PROGRAM

Everyone needs a little help from time to time. That's why we offer you and your eligible family members access to licensed counselors through our Employee Assistance Program (EAP) with **Magellan**. The EAP is available to you whether or not you elect other benefits coverage through Atos.

Through the EAP, you and your family can receive immediate support and guidance, as well as assessments and referrals for further services. The EAP includes up to 3 face-to-face counseling sessions and unlimited telephonic consultations.

It's important to note that all EAP conversations are voluntary and strictly confidential. In addition, there's never a cost to you when you contact an EAP counselor; Atos pays the full cost. However, if you and your counselor determine that additional assistance is needed, you'll be referred to the most appropriate and affordable resource available. Although you're responsible for the cost of referrals, these costs are often covered under your medical plan.

You can contact the EAP for help with:

- Stress
- Marital or family problems
- Anxiety and depression
- Substance abuse (alcohol and/or drugs)
- Financial issues
- Pet care
- Child care issues – including identifying schools, day care, tutors, and more
- Aging parents
- Maintenance and repair providers
- Community volunteer opportunities

Reach Out

Contact the EAP anytime at www.MagellanAscend.com or call 800-424-1772

PLANNING FOR RETIREMENT

What does retirement look like for you? Maybe you plan to travel the world. Or maybe you'd like to take up some hobbies closer to home. Whatever your goal, it's important to take responsibility for your own finances so you have the income you'll need in the future.

One of the smartest ways to ensure a secure retirement is to start saving as early as possible. Our 401(k) savings plan allows you to save for retirement on a pre-tax basis. You can begin contributing to the plan at any time once you become eligible and start making contributions to your account through convenient payroll deductions.

Increase Your Retirement Savings With a 401(k)

You are automatically enrolled in the plan after 30 days of employment at a 3% contribution rate.

After 90 days of service, Atos will match 50% of your contribution up to the first 6%. (Example: If you contribute 6%, Atos will match 3%). NOTE: To be eligible for that plan year's match, you must be employed by Atos on December 31 of that year.

To receive the full company match, you must contribute at least 6% per paycheck throughout the entire year.

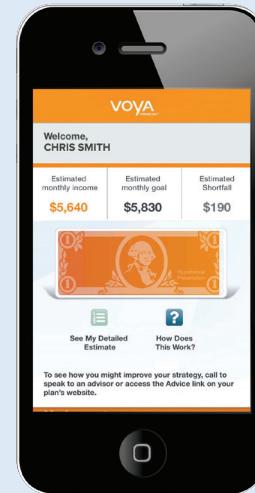
Your contributions are always yours. Company contributions are 50% vested after two years of service and 100% vested after three years of service.

2021 401(k) contribution maximum is \$19,500.

Age 50 or older? Make an additional "catch-up" contribution of up to \$6,500 to save even more.

Voya Retire Mobile App

The Voya Retire mobile app is a fast and easy way to access your retirement account, manage your savings, and evaluate whether you're on track toward reaching your goals — on the go!



Account Access

- Web** – Access your account and retirement planning information online at atos.voya.com
- Chat** – Use the chat functionality on the website to contact a Voya Customer Service Associate.
- Mobile** – Search "Voya Retire" in your app store.
- Phone** – 877-401-Atos (877-401-2867); 800-579-5708 (Hearing Impaired Number).

If you have questions or need assistance, Voya Customer Service Associates are available to help.

They're available from 8 a.m. to 8 p.m. ET, Monday through Friday, excluding New York Stock Exchange holidays.



ARAG LEGAL INSURANCE PROGRAM

Have you ever stopped to think about how many events in your life have a legal element to them? There are the joys — like getting married or buying the house of your dreams. And the challenges — like when true love doesn't work out or you find yourself fighting a speeding ticket.

With ARAG® legal insurance, your network attorney fees are 100% paid in full for a wide variety of covered legal matters.

Which Plan is Right for You?

UltimateAdvisor®

- Advice and Consultation
- Consumer Protection
- Criminal Matters
- Debt-Related Matters
- Driving Matters
- Family Matters
- Landlord/Tenant Issues
- Real Estate and Home Ownership Matters
- Wills and Estate Planning

UltimateAdvisor Plus™ offers you more...

- Child custody, support, visitation
- Divorce
- Identity Theft Protection
- Trusts
- And more



To see a list of coverages available, visit www.araglegal.com/myinfo and enter Access Code 1811ais

ADDITIONAL BENEFITS

Beneplace Savings Program/Auto Insurance Discounts

Your Beneplace Savings Program features exclusive employee discounts and voluntary benefits. You'll find great deals on thousands of products and services, including movie tickets, gym memberships, restaurant gift certificates, and more. To access the program, visit beneplace.com/atos.

The program also features discounted insurance products. Liberty Mutual offers protection against damage to your car, property and other valuables. Nationwide offers pet insurance to help you save on routine pet needs and expensive veterinary bills. To check out these plans and get quotes, select the "Insurance" category on the homepage.

Free Service Through Magellan

Legal assistance, financial coaching and identity theft resolution. Expert consultation to help with your legal, financial and identity theft needs. Access a free online library with resources for identity theft resolution, budgeting, debt management, family law, wills and more.

Blue365® – Discounts to Make Health and Wellness More Affordable

This program is designed to save you money on health and wellness products and services not covered by insurance. There are no claims to file and no referral or preauthorization is needed.

Once you sign up for Blue365 at www.blue365deals.com/BCBSTX, weekly "Featured Deals" will be emailed to you. Some of the discounts available are:

- Davis Vision | TruVision® – Eyewear & Lasik
- TruHearing® | Beltone™ – Hearing test & hearing aids
- Dental Solutions – A dental discount card
- Jenny Craig® – Weight loss
- Nutrisystem® – Weight loss
- Reebok | Skechers®

TriHealth Atos Wellness Portal

The TriHealth Atos Wellness portal is open to all U.S. employees and their families enrolled in our medical plans. This portal offers access to health information and resources including:

- Your biometric scorecard
- Mobile application
- Fitness tracker integration
- Nutrition, exercise and health logs
- Daily health tips
- Monthly health and wellness newsletter
- Online library of health-related articles and videos
- Employee promotional flyers

Visit www.trihealthcorporatewellness.com.

For help logging in, visit the HR Portal and search Wellness, or call 513-977-0065 or email atos@trihealth.com, M-F 8 a.m. to 5 p.m. EST.

24/7 NurseLine

With 24/7 NurseLine, you can speak to a registered nurse about any health issue 24 hours a day, seven days a week. You can get information on a wide range of health topics, find out more about a medical test or procedure, get help preparing for a doctor's visit, research a medicine, and more.

You can send an email and go online for health information.

Call the 24/7 NurseLine at 800-581-0393

EMPLOYEE BI-WEEKLY COSTS

Medical Plans – Wellness*

TIER	PPO GOLD	PPO SILVER	HDHP GOLD	HDHP SILVER
EE	\$166.56	\$103.20	\$55.20	\$34.62
EE + Spouse	\$337.44	\$207.36	\$103.20	\$80.77
EE + Child(ren)	\$299.04	\$184.80	\$94.62	\$68.31
Family	\$522.72	\$317.08	\$190.56	\$141.23

Medical Plans – Non-Wellness

TIER	PPO GOLD	PPO SILVER	HDHP GOLD	HDHP SILVER
EE	\$205.02	\$141.66	\$93.66	\$73.08
EE + Spouse	\$375.90	\$245.82	\$141.66	\$119.23
EE + Child(ren)	\$337.50	\$223.26	\$133.08	\$106.77
Family	\$561.18	\$355.38	\$229.02	\$179.69

Dental Plans

TIER	GOLD PLAN	SILVER PLAN
EE	\$12.75	\$5.78
EE + Spouse	\$25.50	\$11.56
EE + Child(ren)	\$25.97	\$11.77
Family	\$36.17	\$16.40

Vision Plans

TIER	GOLD PLAN	SILVER PLAN
EE	\$4.15	\$2.60
EE + Spouse	\$8.29	\$5.20
EE + Child(ren)	\$8.86	\$5.57
Family	\$14.18	\$8.89

Tobacco Use Surcharge

A tobacco surcharge of \$1,000 per employee and \$1,000 spouse/domestic partner annually is applied to the cost of medical plan coverage if evidence of non-tobacco use is not provided by October 30. To waive this surcharge, you and your spouse/domestic partner should have your physician(s) complete the tobacco section of the TriHealth Wellness Form and submit it to TriHealth by October 30.

Other Voluntary Programs

Rates for additional voluntary coverages such as Short-Term Disability, Voluntary Life and AD&D Supplemental Insurance Plans can be found within the online enrollment system outlined on page 3 of this guide.

* Employees who participated in the wellness plan in 2020 are eligible for this discount in 2021. Information on how to qualify for the wellness discount in 2022 will be provided in early 2021.

IMPORTANT CONTACTS

COVERAGE	CONTACT	PHONE	WEBSITE
Medical/Prescription Drug	Blue Cross Blue Shield	800-521-2227	www.bcbstx.com
Critical Illness, Accident and Hospital	Voya Financial	877-236-7564	www.voya.com
NurseLine	BCBSTX Informed Health Line	800-581-0393	www.bcbstx.com
Telemedicine	MDLIVE	888-680-8646	www.MDLive.com/bcbstx
Health Benefit Questions	Alight Solutions	800-830-2203	member.alight.com
Wellness Portal	TriHealth	513-977-0065	www.trihealthcorporatewellness.com
Dental	Delta Dental	800-521-2651	www.deltadentalins.com
Vision	VSP	800-877-7195	www.vsp.com
Flexible Spending Accounts	TaxSaver	800-328-4337	www.taxesaverplan.com
Health Savings Account	BenefitWallet	877-472-4200	www.mybenefitwallet.com
Commuter Benefits	TaxSaver	800-328-4337	www.taxesaverplan.com
Life and AD&D	Voya Financial	800-537-5024	www.voya.com
Short-Term Disability	FMLA/Voya Financial	888-ING-FMLA	www.fmlasource.com
Long-Term Disability	Voya Financial	888-305-0602	www.voya.com
401(k) Retirement	Voya Financial	877-401-Atos (2867)	www.atos.voya.com
Employee Assistance Program	Magellan	800-424-1772	www.MagellanAscend.com
Legal Insurance	ARAG	800-247-4184	www.araglegal.com/myinfo Access Code: 1811ais
Eligibility and Enrollment	Atos Benefits Service Center	Refer to page 3 of this guide	
Atos HR Advisory Line	Atos	800-882-1944	



This benefit summary provides selected highlights of the Atos employee benefits program. It is not a legal document and shall not be construed as a guarantee of benefits nor of continued employment at Atos. All benefit plans are governed by master policies, contracts and plan documents. Any discrepancies between any information provided through this summary and the actual terms of such policies, contracts and plan documents shall be governed by the terms of such policies, contracts and plan documents.

Atos reserves the right to amend, suspend or terminate any benefit plan, in whole or in part, at any time.

The authority to make such changes rests with the Plan Administrator.

Atos IT Solutions & Services, Inc.

Important Legal Notices



If you (and/or your dependents) have Medicare or will become eligible for Medicare in the next 12 months, a Federal law gives you more choices about your prescription drug coverage. Please see pages 4-7 for more details.



IMPORTANT NOTICE: This document is provided to help employers understand the compliance obligations for Health & Welfare benefit plans, but it may not take into account all the circumstances relevant to a particular plan or situation. It is not exhaustive and is not a substitute for legal advice.

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For questions regarding any of the notices contained herein, please contact:

**Atos IT Solutions & Services, Inc.
Human Resource Support Center
2500 Westchester Avenue, Suite 300
Purchase, NY 10577
(513) 336-1296**

SPECIAL ENROLLMENT RIGHTS NOTICE

This notice is being provided to insure that you understand your rights to apply for group health insurance coverage. You should read this notice even if you plan to waive coverage at this time.

Loss of Other Coverage

If you are declining coverage for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing toward your or your dependents' other coverage). However, you must request enrollment within 31 days after your or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

Example: You waived coverage because you were covered under a plan offered by your spouse's employer. Your spouse terminates his employment. If you notify your employer within 31 days of the date coverage ends, you and your eligible dependents may apply for coverage under our health plan.

Marriage, Birth, or Adoption

If you have a new dependent as a result of a marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, or placement for adoption. Example: When you were hired by us, you were single and chose not to elect health insurance benefits. One year later, you marry. You and your eligible dependents are entitled to enroll in this group health plan. However, you must apply within 31 days from the date of your marriage.

Medicaid or CHIP

If you or your dependents lose eligibility for coverage under Medicaid or the Children's Health Insurance Program (CHIP) or become eligible for a premium assistance subsidy under Medicaid or CHIP, you may be able to enroll yourself and your dependents. You must request enrollment within 60 days of the loss of Medicaid or CHIP coverage or the determination of eligibility for a premium assistance subsidy.

Example: When you were hired by us, your children received health coverage under CHIP and you did not enroll them in our health plan. Because of changes in your income, your children are no longer eligible for CHIP coverage. You may enroll them in this group health plan if you apply within 60 days of the date of their loss of CHIP coverage.

For More Information or Assistance

To request special enrollment or obtain more information, please contact (513) 336-1296.

MEDICARE PART D - Creditable Notice

Important Notice from Atos IT Solutions & Services, Inc. About Your Prescription Drug Coverage and Medicare

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with Atos IT Solutions & Services, Inc. and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare's prescription drug coverage:

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.
2. Atos IT Solutions & Services, Inc. has determined that the prescription drug coverage's offered by CIGNA on the Premier Plan and Standard Plan, Humana HMO and HMSA plan are, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and are therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

When Can You Join A Medicare Drug Plan?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th to December 7th.

However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

What Happens To Your Current Coverage If You Decide to Join A Medicare Drug Plan?

If you decide to join a Medicare drug plan, your current Atos coverage will not be affected. You can keep this coverage if you elect part D and this plan will coordinate with Part D coverage. Please see your current plan design for a description of current coverage.

If you do decide to join a Medicare drug plan and drop your current Atos coverage, be aware that you and your dependents will be able to get this coverage back at the next annual Open Enrollment or within 31 days of experiencing a qualifying event.

When Will You Pay A Higher Premium (Penalty) To Join A Medicare Drug Plan?

You should also know that if you drop or lose your current coverage with Atos and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later. If you go 63 continuous days or longer without creditable

prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

For More Information About This Notice Or Your Current Prescription Drug Coverage...

Contact the person listed below for further information. NOTE: You'll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage through Atos IT Solutions & Services, Inc. changes. You also may request a copy of this notice at any time.

For More Information About Your Options Under Medicare Prescription Drug Coverage...

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

For more information about Medicare prescription drug coverage:

- Visit www.medicare.gov
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the "Medicare & You" handbook for their telephone number) for personalized help
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at www.socialsecurity.gov, or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Remember: Keep this Creditable Coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).

Date:	September 26, 2017
Name of Entity/Sender:	Atos IT Solutions & Services
Contact--Position/Office:	Human Resource Support Center
Address:	2500 Westchester Avenue, Suite 300 Purchase, NY 10577
Phone Number:	(513) 336-1296

MEDICARE PART D – Non-Creditable Notice

Important Notice From Atos IT Solutions & Services, Inc. About Your Prescription Drug Coverage and Medicare

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with Atos IT Solutions & Services, Inc. and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are three important things you need to know about your current coverage and Medicare's prescription drug coverage:

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.
 2. Atos IT Solutions & Services, Inc. has determined that the prescription drug coverage offered by the Cigna Basic Plan is, on average for all plan participants, NOT expected to pay out as much as standard Medicare prescription drug coverage pays. Therefore, your coverage is considered Non-Creditable Coverage. This is important because, most likely, you will get more help with your drug costs if you join a Medicare drug plan, than if you only have prescription drug coverage from the Cigna Basic Plan. This also is important because it may mean that you may pay a higher premium (a penalty) if you do not join a Medicare drug plan when you first become eligible.
 3. You can keep your current coverage from Cigna Basic Plan. However, because your coverage is non-creditable, you have decisions to make about Medicare prescription drug coverage that may affect how much you pay for that coverage, depending on if and when you join a drug plan. When you make your decision, you should compare your current coverage, including what drugs are covered, with the coverage and cost of the plans offering Medicare prescription drug coverage in your area. Read this notice carefully - it explains your options.
-

When Can You Join A Medicare Drug Plan?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15TH to December 7th.

However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

When Will You Pay A Higher Premium (Penalty) To Join A Medicare Drug Plan?

Since the coverage under Cigna, is not creditable, depending on how long you go without creditable prescription drug coverage you may pay a penalty to join a Medicare drug plan. Starting with the end of the last month that you were first eligible to join a Medicare drug plan but didn't join, if you go 63 continuous days or longer without prescription drug coverage that's creditable, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

What Happens To Your Current Coverage If You Decide to Join A Medicare Drug Plan?

If you decide to join a Medicare drug plan, your current Atos coverage will not be affected. You can keep this coverage if you elect part D and this plan will coordinate with Part D coverage. Please see your current plan design for a description of current coverage.

If you do decide to join a Medicare drug plan and drop your current Atos coverage, be aware that you and your dependents will be able to get this coverage back at the next annual Open Enrollment or within 31 days of experiencing a qualifying event.

For More Information About This Notice Or Your Current Prescription Drug Coverage...

Contact the person listed below for further information. NOTE: You'll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage through Atos IT Solutions & Services, Inc. changes. You also may request a copy of this notice at any time.

For More Information About Your Options Under Medicare Prescription Drug Coverage...

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans. For more information about Medicare prescription drug coverage:

- Visit www.medicare.gov
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the "Medicare & You" handbook for their telephone number) for personalized help
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at www.socialsecurity.gov, or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Date:	September 26, 2017
Name of Entity/Sender:	Atos IT Solutions & Services
Contact--Position/Office:	Human Resource Support Center
Address:	2500 Westchester Avenue, Suite 300 Purchase, NY 10577
Phone Number:	(513) 336-1296

Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial **1-877- KIDS NOW** or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call **1-866-444-EBSA (3272)**.

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of July 31, 2016. Contact your State for more information on eligibility.

ALABAMA – Medicaid	FLORIDA – Medicaid
Website: http://myalhipp.com/ Phone: 1-855-692-5447	Website: http://flmedicaidplrecovery.com/hipp/ Phone: 1-877-357-3268
ALASKA – Medicaid	GEORGIA – Medicaid
The AK Health Insurance Premium Payment Program Website: http://myakhipp.com/ Phone: 1-866-251-4861 Email: CustomerService@MyAKHIPP.com Medicaid Eligibility: http://dhss.alaska.gov/dpa/Pages/medicaid/default.aspx	Website: http://dch.georgia.gov/medicaid - Click on Health Insurance Premium Payment (HIPP) Phone: 404-656-4507
ARKANSAS – Medicaid	INDIANA – Medicaid
Website: http://myarhipp.com/ Phone: 1-855-MyARHIPP (855-692-7447)	Healthy Indiana Plan for low-income adults 19-64 Website: http://www.hip.in.gov Phone: 1-877-438-4479 All other Medicaid Website: http://www.indianamedicaid.com Phone 1-800-403-0864
COLORADO – Medicaid	IOWA – Medicaid
Medicaid Website: http://www.colorado.gov/hcpf Medicaid Customer Contact Center: 1-800-221-3943	Website: http://www.dhs.state.ia.us/hipp/ Phone: 1-888-346-9562

KANSAS – Medicaid	NEW HAMPSHIRE – Medicaid
Website: http://www.kdheks.gov/hcf/ Phone: 1-785-296-3512	Website: http://www.dhhs.nh.gov/oii/documents/hippapp.pdf Phone: 603-271-5218
KENTUCKY – Medicaid	NEW JERSEY – Medicaid and CHIP
Website: http://chfs.ky.gov/dms/default.htm Phone: 1-800-635-2570	Medicaid Website: http://www.state.nj.us/humanservices/dmahs/clients/medicaid/ Medicaid Phone: 609-631-2392 CHIP Website: http://www.njfamilycare.org/index.html CHIP Phone: 1-800-701-0710
LOUISIANA – Medicaid	NEW YORK – Medicaid
Website: http://dhh.louisiana.gov/index.cfm/subhome/1/n/331 Phone: 1-888-695-2447	Website: http://www.nyhealth.gov/health_care/medicaid/ Phone: 1-800-541-2831
MAINE – Medicaid	NORTH CAROLINA – Medicaid
Website: http://www.maine.gov/dhhs/ofi/public-assistance/index.html Phone: 1-800-442-6003 TTY: Maine relay 711	Website: http://www.ncdhhs.gov/dma Phone: 919-855-4100
MASSACHUSETTS – Medicaid and CHIP	NORTH DAKOTA – Medicaid
Website: http://www.mass.gov/MassHealth Phone: 1-800-462-1120	Website: http://www.nd.gov/dhs/services/medicalserv/medicaid/ Phone: 1-844-854-4825
MINNESOTA – Medicaid	OKLAHOMA – Medicaid and CHIP
Website: http://mn.gov/dhs/ma/ Phone: 1-800-657-3739	Website: http://www.insureoklahoma.org Phone: 1-888-365-3742
MISSOURI – Medicaid	OREGON – Medicaid
Website: http://www.dss.mo.gov/mhd/participants/pages/hipp.htm Phone: 573-751-2005	Website: http://healthcare.oregon.gov/Pages/index.aspx http://www.oregonhealthcare.gov/index-es.html Phone: 1-800-699-9075
MONTANA – Medicaid	PENNSYLVANIA – Medicaid
Website: http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP Phone: 1-800-694-3084	Website: http://www.dhs.pa.gov/hipp Phone: 1-800-692-7462
NEBRASKA – Medicaid	RHODE ISLAND – Medicaid
Website: http://dhhs.ne.gov/Children_Family_Services/AccessNebraska_Index.aspx Phone: 1-855-632-7633	Website: http://www.eohhs.ri.gov/ Phone: 401-462-5300
NEVADA – Medicaid	SOUTH CAROLINA – Medicaid
Medicaid Website: http://dwss.nv.gov/ Medicaid Phone: 1-800-992-0900	Website: http://www.scdhhs.gov Phone: 1-888-549-0820

SOUTH DAKOTA - Medicaid	WASHINGTON – Medicaid
Website: http://dss.sd.gov Phone: 1-888-828-0059	Website: http://www.hca.wa.gov/free-or-low-cost-health-care/program-administration/premium-payment-program Phone: 1-800-562-3022 ext. 15473
TEXAS – Medicaid	WEST VIRGINIA – Medicaid
Website: http://gethipptexas.com/ Phone: 1-800-440-0493	Website: http://www.dhhr.wv.gov/bms/Medicaid%20Expansion/PageS/default.aspx Phone: 1-877-598-5820, HMS Third Party Liability
UTAH – Medicaid and CHIP	WISCONSIN – Medicaid and CHIP
Website: Medicaid: http://health.utah.gov/medicaid CHIP: http://health.utah.gov/chip Phone: 1-877-543-7669	Website: https://www.dhs.wisconsin.gov/publications/p1/p10095.pdf Phone: 1-800-362-3002
VERMONT – Medicaid	WYOMING – Medicaid
Website: http://www.greenmountaincare.org/ Phone: 1-800-250-8427	Website: https://wyequalitycare.acs-inc.com/ Phone: 307-777-7531
VIRGINIA – Medicaid and CHIP	
Medicaid Website: http://www.coverva.org/programs_premium_assistance.cfm Medicaid Phone: 1-800-432-5924 CHIP Website: http://www.coverva.org/programs_premium_assistance.cfm CHIP Phone: 1-855-242-8282	

To see if any other states have added a premium assistance program since July 31, 2017, or for more information on special enrollment rights, contact either:

U.S. Department of Labor
Employee Benefits Security Administration
www.dol.gov/ebsa
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Menu Option 4, Ext. 61565

WOMEN'S HEALTH AND CANCER RIGHTS NOTICE

ENROLLMENT NOTICE OF MANDATED BREAST RECONSTRUCTION BENEFIT

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, for:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance;
- Prostheses; and
- Treatment of physical complications of the mastectomy, including lymphedema.

This coverage will be provided in consultation with the attending physician and the patient, and will be subject to the same annual deductibles and coinsurance provisions which apply for the mastectomy. For deductibles and coinsurance information applicable to the plan in which you enroll, please refer to the summary plan description.

If you would like more information on WHCRA benefits, contact Human Resource Support Center (513) 336-1296.

NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Your Information. Your Rights. Our Responsibilities.

Recipients of the notice are encouraged to read the entire notice. Contact information for questions or complaints is available at the end of the notice.

Your Rights

You have the right to:

- Get a copy of your health and claims records
- Correct your health and claims records
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

Your Choices

You have some choices in the way that we use and share information as we:

- Answer coverage questions from your family and friends
- Provide disaster relief
- Market our services and sell your information

Our Uses and Disclosures

We may use and share your information as we:

- Help manage the health care treatment you receive
- Run our organization
- Pay for your health services
- Administer your health plan
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests and work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get a copy of health and claims records

- You can ask to see or get a copy of your health and claims records and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health and claims records, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct health and claims records

- You can ask us to correct your health and claims records if you think they are incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing, usually within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will consider all reasonable requests, and must say “yes” if you tell us you would be in danger if we do not.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations.
- We are not required to agree to your request.

Get a list of those with whom we've shared information

- You can ask for a list (accounting) of the times we've shared your health information for up to six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information at the end of this notice.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in payment for your care
- Share information in a disaster relief situation

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we *never* share your information unless you give us written permission:

- Marketing purposes
- Sale of your information

Our Uses and Disclosures

How do we typically use or share your health information?

We typically use or share your health information in the following ways.

Help manage the health care treatment you receive

We can use your health information and share it with professionals who are treating you.

Example: A doctor sends us information about your diagnosis and treatment plan so we can arrange additional services.

Pay for your health services

We can use and disclose your health information as we pay for your health services.

Example: We share information about you with your dental plan to coordinate payment for your dental work.

Administer your plan

We may disclose your health information to your health plan sponsor for plan administration.

Example: Your company contracts with us to provide a health plan, and we provide your company with certain statistics to explain the premiums we charge.

Run our organization

- We can use and disclose your information to run our organization and contact you when necessary.
- We are not allowed to use genetic information to decide whether we will give you coverage and the price of that coverage. This does not apply to long term care plans.

Example: We use health information about you to develop better services for you.

How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

Do research

We can use or share your information for health research.

Comply with the law

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

Respond to organ and tissue donation requests and work with a medical examiner or funeral director

- We can share health information about you with organ procurement organizations.
- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other government requests

We can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, on our web site (if applicable), and we will mail a copy to you.

MORE INFORMATION

If you would like more information about this Notice, please contact

Date:	September 26, 2017
Name of Entity/Sender:	Atos IT Solutions & Services
Contact--Position/Office:	Amy Brown, Director of Compensation and Benefits
Address:	2500 Westchester Avenue, Suite 300
Phone Number:	Purchase, NY 10577 (513) 336-1296



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 1-31-2017)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact: Amy Brown, Director of Compensation and Benefits at (513) 336-1296.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name: Atos IT Solutions & Services	4. Employer Identification Number (EIN): 13-3715291	
5. Employer address: 2500 Westchester Avenue, Suite 300	6. Employer phone number: (513) 336-1296	
7. City: Purchase	8. State: New York	9. Zip code: 10577
10. Who can we contact about employee health coverage at this job? Amy Brown		
11. Phone number (if different from above): (513) 336-1296	12. Email address: Amy.Brown@Atos.net	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
 - All employees. Eligible employees are:

- Some employees. Eligible employees are:

Active full-time employees, working a minimum of 30 hours per week

- With respect to dependents:

- We do offer coverage. Eligible dependents are:

- Your legal spouse/domestic partner, same sex or opposite sex, who is not eligible for other employer coverage (medical coverage only)
- Your children or the children of your domestic partner until they reach the end of the month when they turn age 26 which includes:
 - a biological child
 - a stepchild
 - a legally adopted child
 - a child placed with you for adoption
 - a child for whom legal guardianship has been awarded to the Subscriber or the Subscriber's spouse

The definition of a dependent child is subject to the following conditions and limitations:

- Married or unmarried children are covered to age 26 for medical, dental, and vision coverage.
- Unmarried children are covered to age 26 for all other types of coverage.
- Disabled children may be covered regardless of age for physical or mental disabilities that occurred while the child was covered as a dependent on this plan. Proof of the child's condition and dependence must be submitted to Aetna within 31 days after the date the child ceases to qualify above.

- We do not offer coverage.

- If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](#) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](#) to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

Yes (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage?
(mm/dd/yyyy) (Continue)

No (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value standard*?

Yes (Go to question 15) No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard* **offered only to the employee (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.**

- a. How much would the employee have to pay in premiums for this plan? \$
b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year?

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.* (Premium should reflect the discount for wellness programs. See question 15.)

- a. How much would the employee have to pay in premiums for this plan? \$
b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

• An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)

Atos



UNDERSTAND. SERVICE. INNOVATE.



New York Paid Family Leave



What Employees Need to Know

New York's Paid Family Leave program provides job-protected, wage replacement to employees when time is needed to bond with a child, care for a close relative with a serious health condition, or help relieve family pressures when someone is called to active military service.

The Paid Family Leave program starts January 1, 2018 with a maximum leave duration of 8 weeks and a benefit payout of 50% of an employee's average weekly wage. As demonstrated below, the number of weeks and benefit payout are phased in over the next four years.



In 2018, the maximum payout is \$652.96 (50% of the state average weekly wage). This maximum will increase each year until 2021. Employees may take the maximum benefit weeks in any given 52-week period. The 52-week clock starts on the first day the employee takes Paid Family Leave.



Participation: All eligible employees covered under the NYS Disability policy must participate in Paid Family Leave as long as they meet the following criteria:

Full-Time Employees: Scheduled to work 20 or more hours per week and will work 26 consecutive weeks.

Part-Time Employees: Scheduled to work less than 20 hours per week and will work 175 days in a 52 week consecutive period

* All new 2018 eligible employees must make PFL contributions from first day of employment.

** Employees who live in another state, but work in New York are required to participate in New York Paid Family Leave and are eligible for benefits.

Family Leave Waiver: An employee who is not scheduled to meet the above full-time or part-time criteria may file a waiver with their employer and therefore will not be eligible for PFL benefits and will not be required to make contributions. If an employee's status changes and they now meet the eligibility criteria, their waiver will be revoked and they will be required to make contributions, including any retroactive amounts due from date of hire (not to exceed 2018 maximum contribution).

Employee Contributions: Paid Family Leave is fully funded by employees through payroll deductions. The employee contribution rate is set by New York State each year. The weekly 2018 employee contribution rate for Paid Family Leave is 0.126% of the employee's average weekly wage capped at the **annualized** New York State average weekly wage of \$67,908. This equals an annual 2018 maximum contribution of \$85.56 per employee.





Eligibility for PFL Benefits:

Employees must meet the minimum qualification period come 1/1/18 to be eligible to file for Paid Family Leave benefits:

Full-time employees must have worked at least 26 consecutive weeks at their current employer.

Part-time employees must have worked at least 175 days in a consecutive 52 week period at their current employer.

New 2018 employees must meet the above qualifications before they can file for benefits.

How does Paid Family Leave differ from NY Disability?

New York Disability allows an employee to take time off and gain partial income replacement for when an employee is unable to work due to a qualifying disability (i.e. maternity, sickness, recovering from an accident, etc.). Paid Family Leave is meant for caring for someone else, such as bonding with a child, caring for a close relative with a serious health condition, or helping relieve family pressures when someone is called to active military service.

New York Disability benefits and Paid Family Leave benefits **cannot** run concurrently.

Can an employer terminate an employee on PFL?

The employee's job is protected under PFL just like it is under FMLA. If an employer terminates an employee returning from Paid Family Leave, the employee has the right to report them to the State. The employer then has 30 days to either take corrective action or file a formal response to the employee, explaining the reason that corrective action will or will not need to be taken.

I am collecting workers' compensation. Will I be able to use Paid Family Leave?

If you are not working and are collecting workers' compensation, you may not use Paid Family Leave.



Paid Family Leave Benefit:

There are three types of Paid Family Leave Benefits:

Bonding (Maternity and Paternity Leave)

Paid Family Leave only begins after birth and is not available for prenatal conditions. A parent may take Paid Family Leave during the first 12 months following the birth, adoption, or fostering of a child.



Caring for a Close Relative with a Serious Health Condition

Close relative includes:

Spouse, Domestic partner, Child, Parent, Parent in-law, Grandparent, Grandchild

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

inpatient care in a hospital, hospice, or residential health care facility; or continuing treatment or continuing supervision by a health care provider.

Active Duty Deployment

Paid Family Leave is available for families eligible for time off under the military provisions in the federal Family Medical Leave Act when a spouse, child, domestic partner or parent of the employee is on active duty or has been notified of an impending call or order of active duty.

Paid Family Leave cannot be used for one's own disability or qualifying military event. It may only be taken to care for your Spouse, Domestic partner, Child or Parent.



Can you take Paid Family Leave multiple times in one year for different events (i.e. bonding with a child in January and then need to care for a parent in July)?

You can take PFL multiple times during a year, but you cannot go over the maximum number of weeks in a 52 week period as defined in the law (8 weeks in 2018, 10 weeks 2019-2020, 12 weeks 2021 and beyond).

When a child is born, can both the mother and father take PFL?

Yes, the father can take PFL in the same way as the mother. The father has his own bank of PFL time off as long as he qualifies with his employer.

Do babies born in 2017 qualify for a mother or father to take PFL?

Yes, as long as the first day of PFL is not more than 52 weeks since the child's birth date.

Can a mother collect both DBL and PFL benefits?

A mother can, but not at the same time. She can collect DBL benefits as long as she is considered disabled by her physician and then take PFL benefits after DBL benefits are complete.

Does a mother need to use DBL before using PFL?

No, a mother or father can use PFL for bonding with their child as soon as the child is born.

Is there a maximum amount of time an employee can take between DBL and PFL?

Yes, a maximum of 26 weeks (in a 52 week period) between DBL and PFL.



Applying for PFL Benefits:

What does an employee need to do to file a PFL claim?

The employee needs to complete the Paid Family Leave claim form and provide any documentation requested (i.e. live birth certificate). The employer is also required to complete a section of the form for proof of employment, salary, etc. The fully completed claim form along with all requested documentation is then sent to Arch Insurance for processing (archdbl@visit-aci.com).

When should an employee inform their employer about taking PFL?

An employee must provide the employer with at least 30 days advance notice before the planned paid leave if the qualifying event is foreseeable, such as an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of a family member, covered service member or other known military exigency.

If a 30-day advance notice is not practical (for example, lack of knowledge, a change in circumstances, or a medical emergency), notice must be given as soon as practical under the facts and circumstances of the qualifying event, ideally within the time required by the employer's usual and customary notice internal policy.

For more information visit the New York State Paid Family Leave website:

<https://www.ny.gov/programs/new-york-state-paid-family-leave>

code of ethics



Atos code of ethics

Atos places great importance on the principle that business should be conducted both profitably and responsibly. Atos complies with applicable laws in all countries: this is mandatory. But this is not enough: Atos wants to conduct its business with good ethical principles and practices internally and with third parties.

Together with the Atos values and various specific policies regarding some aspects of the activity, this Code of Ethics is intended to remind all Atos employees, i.e. individuals having a labor contract with Atos, of the requirement to act honestly, fairly and with integrity in their day-to-day work.

This Code of Ethics is not intended to provide an exhaustive list of acceptable and unacceptable behaviors, but a general guide to good business practice. It should be interpreted within the legal framework in force in each country where Atos is conducting business, the more stringent rule prevailing. Additional provisions or codes deriving from this Code may apply in parallel for some functions (Finance, Purchasing...).

General business integrity principles

Atos applies the highest standards of professional integrity internally and with third parties, based on merits and qualifications, without consideration for race, nationality, sex, age, handicap or any other distinctive trait.

Atos firmly believes in the following principles as basis of dealings with and between its people, and with clients, suppliers, partners and other third parties throughout the world:

- ▶ Atos rejects any form of corruption or bribery;
- ▶ Atos is a fair competitor;
- ▶ Atos does not tolerate conflict of interest;
- ▶ Atos protects its assets;
- ▶ Atos protects confidential information.

This Code of Ethics applies to Atos employees and its principles must be shared by third parties assisting Atos in developing our business, partners or suppliers; therefore, Atos expects all of them to comply with both the letter and the spirit of the Code of Ethics, in addition to the laws and regulations of the countries where they operate.

These principles shall be detailed hereafter. Additional explanations, examples and recommendations on these principles may be provided in specific policies, training sessions to Atos directors and employees and shared with third parties assisting Atos in developing business. These documents and trainings will help understand and apply our Code of Ethics, understand when behaviors and actions are right or when they are not acceptable.

No bribery or corruption

Atos shall not tolerate any form of bribery or corruption, i.e. providing something of value to influence someone in our favor or accept something for acting against Atos interest, nor participate in any form of money laundering.

As a participant to the United Nations Global Compact, Atos adheres to United Nations principles related to human rights, labor, environment and anti-corruption. The 10th principle states "Businesses should work against corruption in all its forms, including extortion and bribery".

Atos thus commits to:

- ▶ Avoid bribery, extortion and other forms of corruption,
- ▶ Develop policies and effective programs to avoid corruption within Atos organization and business operations.

This clearly means Atos firmly rejects:

- ▶ the fact to offer, give, request, receive or accept, directly or indirectly (active or passive corruption)
- ▶ an inducement or reward (money, gift, hospitality, entertainment, trip, service...)
- ▶ to or from a potential customer or supplier, in the public or in the private sector
- ▶ in order to influence his behavior in our favor: get business or to do or forbear to do any act or show or forbear favor or disfavor to someone.

Negotiation and competition may be hard, but Atos will always stick to fair and honest practices. Gifts and invitations of small value to or from a customer, supplier or partner may under certain circumstances, be accepted. Conditions are strict and employees have to check with their hierarchy and legal department whether in such circumstances the giving or receiving of gifts or invitations is permissible.



Fair competition

Atos treats its customers, suppliers, partners, intermediaries with respect and shall not take unfair advantage nor practice discriminatory conditions. It does not mean that all customers, suppliers or partners must be treated in the same manner, but that there must be no advantage granted to someone (supplier, customer, partner...) without a proper objective justification.

Neither Atos employees nor third parties assisting Atos in developing business can take part in an agreement, understanding or concerted practice which would contravene the applicable laws and regulations concerning anti-competitive practices.

This means that Atos will not directly or indirectly exchange information with competitors on prices, terms and conditions, volumes, market shares, customers... nor fix prices or agree on conditions of supply, share markets or customers or sources, collude for a bid, ban a supplier or a customer in a way that infringes Competition laws.

Atos may have a dominant position in a given sector but will never take unfair advantage of this dominant position. Explanations regarding the authorized exchanges of information are available within the Legal Department.

Conflicts of interest

Conflicts of interest arise when Atos employees (or members of their family) can potentially benefit from their part in the conduct of company business. Such interest can be material or immaterial. Atos directors and employees' personal interests or obligations should never be in conflict or interfere with Atos's business activities, and Atos employees must always act for the benefit of Atos.

To avoid conflicts of interest arising during their employment with Atos unless he or she has obtained the prior written consent of the Senior Executive Vice President Functions and of their country Chief Executive Officer:

- ▶ no Atos employee can accept or exercise any management position as an officer or director of any company which is outside the Atos group;
- ▶ no Atos employee can enter into or maintain, directly or indirectly, any financial or family relationships with any Atos partner, customer, supplier or competitor - except for pure non controlling in accordance with Atos's policies relating to Insider Information;
- ▶ no Atos employee can be engaged or be interested (in either case, whether directly or indirectly) in any other activity, business or employment within the consulting or IT sectors or in a manner that interferes with his/her employment with Atos.

Any current position or interest in conflict not previously disclosed shall immediately be disclosed to the Senior Executive Vice-President Functions and the country Chief Executive Officer. In addition, Atos employees willing to be active politically shall maintain a complete separation between such political activities and professional responsibilities.

Atos employees shall notify annually to Corporate HR Department if they are in a conflict of interest situation.

Protection of Atos assets - Fraud

Atos has many valuable assets, on which its future is built. Atos information, hardware, tools and intellectual property rights are some of the most important ones that have to be protected, and this is an obligation for all Atos directors and employees. Intellectual property rights cover for instance Atos copyrights, patents, software in object or source code form, technical information, inventions, trade secrets...

Atos code of ethics

These assets must be used only for conducting Atos business and according to the guidelines defined by the Group. Particular attention must be paid to safeguarding of assets: using USB sticks or laptops when travelling or even at home requires specific care, as the loss or theft of this device does not just mean loss of the hardware value, but also loss of the data that it contained.

Misappropriation of resources or manipulation of data or assets, wrong financial reporting, may constitute fraud and as such may lead to sanctions from Atos , as well as civil and criminal sanctions. Similarly, giving wrong information to a customer in order to sign a contract could be a misrepresentation with potential civil and criminal sanctions.

Fraudulent acts or suspicions of such acts have to be reported immediately to Corporate Legal Department, Group Internal Audit or Group Security.

Protection of confidentiality - Insider information

As a general rule, Atos protects the confidential information it owns or which is made available to it by third parties (customers, suppliers or partners) during the performance of business operations.

Atos employees have the duty to hold this information in confidence, to use it only for business purposes, to disclose it only to persons having a need to know it for the purposes defined by the management or agreed with the concerned third party and to protect it against unauthorized or accidental disclosure by use of physical or logical protection devices. Encryption is one of the possible safety tools which is available; Atos Security officers can help selecting the most suitable device in a given situation.

In addition Atos has a specific concern regarding "Insider Information". Atos is listed on the Euronext Paris Stock Market. Accordingly, and as provided by law in order to ensure that there is a fair and open market in Atos securities, Atos has defined key protecting mechanisms and rules in relation to stock trading and use or disclosure of insider information, i.e. any information of a precise nature that has not been made public and which, if it were made public, would be likely to have a significant effect on the prices of Atos securities.

Detailed information on this subject including Closed periods can be found in the separate document issued by Atos headed "Guide to the prevention of Insider Trading".

About Atos

Atos is an international information technology services company with annual 2010 pro forma revenues of EUR 8.6 billion and 74,000 employees in 42 countries. Serving a global client base, it delivers hi-tech transactional services, consulting and technology services, systems integration and managed services. With its deep technology expertise and industry knowledge, it works with clients across the following market sectors: Manufacturing, Retail, Services; Public, Health & Transport; Financial Services; Telecoms, Media & Technology; Energy & Utilities.

Atos is focused on business technology that powers progress and helps organizations to create their firm of the future. It is the Worldwide Information Technology Partner for the Olympic Games and is quoted on the Paris Eurolist Market. Atos operates under the brands Atos, Atos Consulting and Technology Services, Atos Worldline and Atos WorldGrid.

Atos

Group Legal department
River Ouest
80 quai Voltaire
95877 Bezons Cedex
France
Tel: +33 (0)1 73 26 00 00

Should a non compliant behavior happen Atos would immediately apply, under supervision of Human Resources department, sanctions which may go up to termination of the relation with the concerned Atos directors and employees or third party; and these persons could also be subject to civil and criminal sanctions.

The present document establishes the baseline for our ethical behavior; it is not deemed to cover all situations and other rules may apply. Trainings and other materials are here to help understanding and applying these principles.

It will be updated each time it is necessary.

Each and all of us have the duty to protect our company, our people, our brand, our reputation. This is why it is important, in the case of doubt, to contact the concerned GBU Legal Department or the Corporate General Counsel in charge of Compliance.

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Ds DocuSign Envelope ID: 0855101A-BF78-492D-9ECF-178258241567
Information and link to orientation is provided below. We strongly suggest that you attend Orientation after your start date, at the day and time given below. Information provided during Orientation is very helpful, and may answer any employee related questions.

****No Registration Required for Orientation****

If you experience any issues regarding Orientation: [Atos HR Advisory Line: 1- 800-882-1944, Option 8](#)

****ORIENTATION: For new employees of Atos. Orientation features company history, benefits coverage, leave policies, holidays, reward and recognition plans, etc.

Conference Invite: New Hire Orientation every Wednesday from 12:30 pm to 1:30 pm Eastern

Best to use **Chrome** to access Circuit. Please join 5 minutes early to allow Circuit to load properly.

Click the URL below to join the voice and screen sharing session:

Join using the Circuit Desktop App or mobile app:

[circuit://eu.yourcircuit.com/guest?token=234155b2-474a-40db-b5e8-c00630941c31](https://eu.yourcircuit.com/guest?token=234155b2-474a-40db-b5e8-c00630941c31)

Join using the Circuit web client or mobile app:

<https://eu.yourcircuit.com/guest?token=234155b2-474a-40db-b5e8-c00630941c31>

United States (English): +19179333637

<tel:+19179333637,,1677659107#>

Circuit Spaces are a great place to get information. Following your start date please follow the instructions below to join the HR NA Connect Space.

To join the HR NA Connect Space, you will need to request access. The moderator can accept your request.

1. Click the Spaces icon  and then click **Spaces directory**.
2. In search bar at the top type HR NA Connect
3. Select the HR NA Connect closed Space and click **Join**. (Note: Closed Spaces can be identified by the  icon.)
4. Type the following message in the pop-up window “North America New Hire” as your reason for wanting to join the Space and click **Confirm**.

Your request is sent to the moderators of the Space. You will be notified when your request is processed.

Circuit Spaces – Social Collaboration

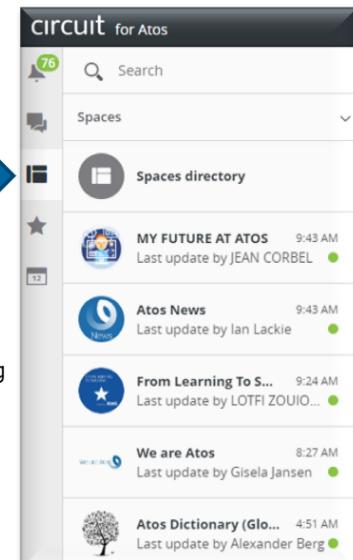
Spaces allows you to build and extend your Atos network. Reach out to colleagues locally and globally, grow your expertise, contact experts, or contribute to innovative ideas.

- Access Spaces  easily from within the Circuit application
- To join/search for Spaces:
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 - You can also use the ‘Search’ field in the directory to find available open and closed Spaces. Closed Spaces can be identified by the  symbol and require a request to join.

Please join our HR NA Space – your one stop shop for HR Info. When requesting to join, please type “North America New Hire” in the pop up window.

To learn more about Circuit Spaces:

- Ask Circuit Space. Post your Circuit usage questions here!
- Check out the [training video](#) and [support documentation](#)



New Employee Orientation

Welcome to Atos!

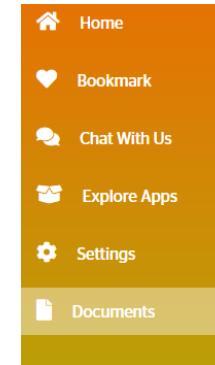
NEO Agenda

1. Introduction to Atos
2. Equal Employment Opportunity
3. HR Support & Resources
4. Payroll
5. Employee Benefits
6. Time Off Policy / Travel & Expense Policy
7. Performance Management & Career Development
8. Learning & Development
9. Global Capability Model (GCM)
10. Accolade Award Program
11. New Employee Checklist

Location of this Presentation

- ▶ My Atos – New Joiners Section:
 - Documents ->New Hire Orientation

- ▶ HR Portal - <https://hr.myatos.net/>
MyHRLibrary -> My Recruitment ->
Hiring & Onboarding -> New Employee Orientation



Atos Welcome Book	Topic Name	New Employee Guide and Orientation
Employee Referral Program - NAO (Excluding Mexico)	Category	Hiring & Onboarding
Manager Onboarding Instructions	General Information	For new employees, the New Employee Guide provides important and useful information f etc. It is imperative that all new employees review the New Employee Guide
New Employee Guide and Orientation	Useful Information	Employee User Guide: PKI Card Activation New Employee Guide US_2018.pdf US New Employee Orientation.pdf CAD New Employee Orientation.pdf
Service Date Recognition for Retirees		

1

Introduction to Atos

Mission Statement

Atos is the **first** organization to put its purpose within the legal company statement

"At Atos, our mission is to help design the future of the information technology space.

Our services and expertise, multiculturally delivered, support the advance of knowledge, education and science and contribute to the development of scientific and technological excellence.

Across the world, we enable our customers, employees and as many people as possible to live, work and develop sustainably and confidently in the information technology space."



Key Facts

110,000
experts worldwide

**Leading pure
player in Europe¹**
Top 5² digital world leader

€1.2bn
2019e operating
margin



**Worldwide IT
Partner**

Of the Olympic and Paralympic
Games



Present in
73 countries

€11bn
2019e revenue

c. 5,000 patents
c. €250m R&D
per annum

Note: Data as of December 31, 2018

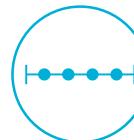
1) First European player 2) Pro-forma Syntel acquisition

Our differentiator



Leading Innovation

- ▶ **Only digital services company** to aggressively invest in innovation at scale
- ▶ **Circa €1 billion R&D spend over 4 years**, circa 5,000 innovation patents
- ▶ First company to set up an internal **Scientific and expert community**



Unmatched Breadth

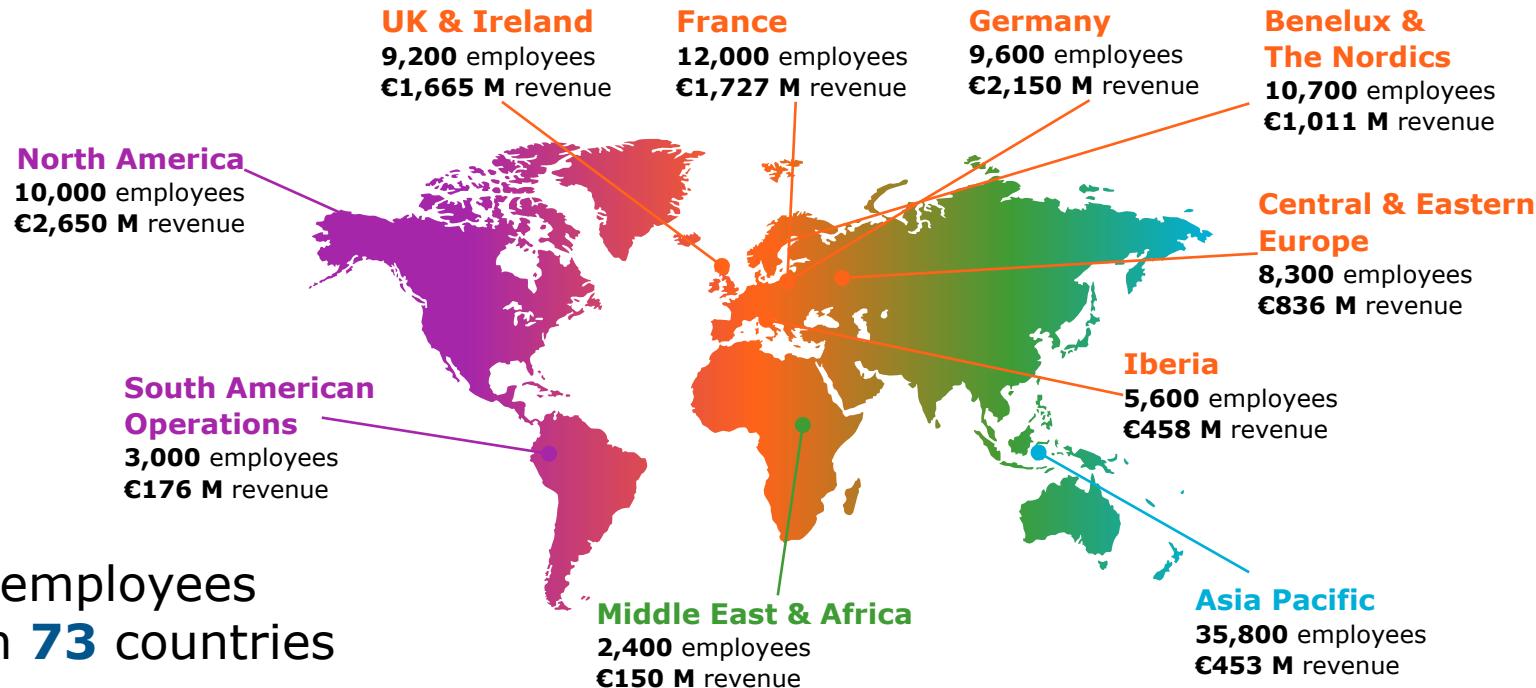
- ▶ **Only IT company to manage the whole value chain of data**
- ▶ **Proven specialized industry-specific solutions and services portfolio**
- ▶ **Global presence** in 73 countries, circa 110,000 experts worldwide



Trusted Partnership

- ▶ **We** invest in trusted long-term relationships
- ▶ Established world-renowned partnerships with Siemens, Worldline, Google Cloud
- ▶ Building partnerships with clients and start-ups

Our international presence



BTIC (Business Technology & Innovation Center)

The Dallas **BTIC** (based in Irving, Texas) draws together Atos experts and customers to find tangible solutions for client's operational needs.

Atos regularly delivers innovation workshops to our customers at the BTIC.

The Dallas BTIC is part of a global network that includes Bezons (Paris), Munich, London, Madrid, Vienna, Amstelveen (Amsterdam) and Pune (India).

Business Technology &
Innovation Center

Atos



2

Equal Employment Opportunity

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

- ▶ Atos is an equal opportunity employer. We conduct our business without regard to race, color, religion, gender, sexual orientation, national origin, age, marital status, disability, veteran status or any other category protected under applicable law.
- ▶ The Atos EEO policy applies to all employment decisions, including but not limited to: hiring, placement, training, compensation, transfer, promotion and termination.
- ▶ All employees are responsible for ensuring that the EEO policy is implemented in all employment-related decisions. No discrimination will be tolerated by Atos.
- ▶ Any retaliation against anyone who has formally/informally complained about discrimination or has cooperated with an investigation of a discrimination complaint is prohibited. Depending on the circumstances, Atos will take action to correct any violations of the policy, up to and including termination.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

- ▶ The successful achievement of a nondiscriminatory employment program requires a highly cooperative effort. Management is obliged to lead the way in establishing and implementing affirmative procedures and practices which will ensure the Atos objectives: namely, equitable employment opportunity for all.
- ▶ If, at any time, employees believe they have been subjected to discrimination, contact Human Resources via email at hr-advisor.it-solutions@atos.net or by U.S. mail at the following address: Attention: Atos HRA, 4705 Duke Drive, Mason OH, 45040, USA.
- ▶ For more information about the Atos EEO policy please see the "EEO Is The Law" poster on display at your Atos office location or view the full EEO policy on the myHR portal under My Terms of Employment.

3

HR Support & Resources

HR Support Model

CLICK



MyHR Portal

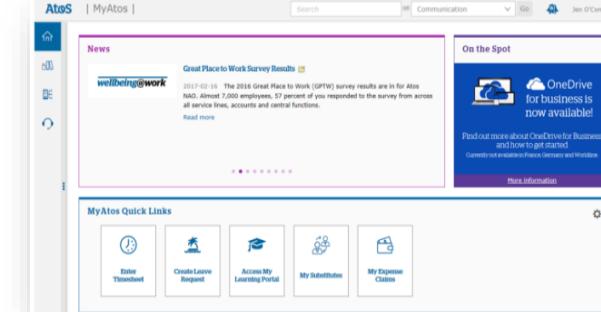
Policies
Forms
Processes
Contacts



<https://hr.myatos.net>

NOTE:

To access all Atos internal sites:
Login using DAS ID & PW or PKI card



<https://www.myatos.net/irj/portal>

MyAtos Portal

Personal Info Changes,
Time Entry,
Leave Requests,
Self Service Ticketing,
MyCareer,
MyLearning



HR People Services

Line 0 – Payroll

1 – USA Health Benefits
2 – USA 401(k)

1-800-882-1944 (US/CAD/PR/GT) 0-1-800-668-0286 (MX)

3 – USA Workers Comp

4 – USA Employee Assistance Plan

5 - USA Employment Verifications

7 – Ethics Hotline

8 – HR Advisors

9 – HRSC



FACE

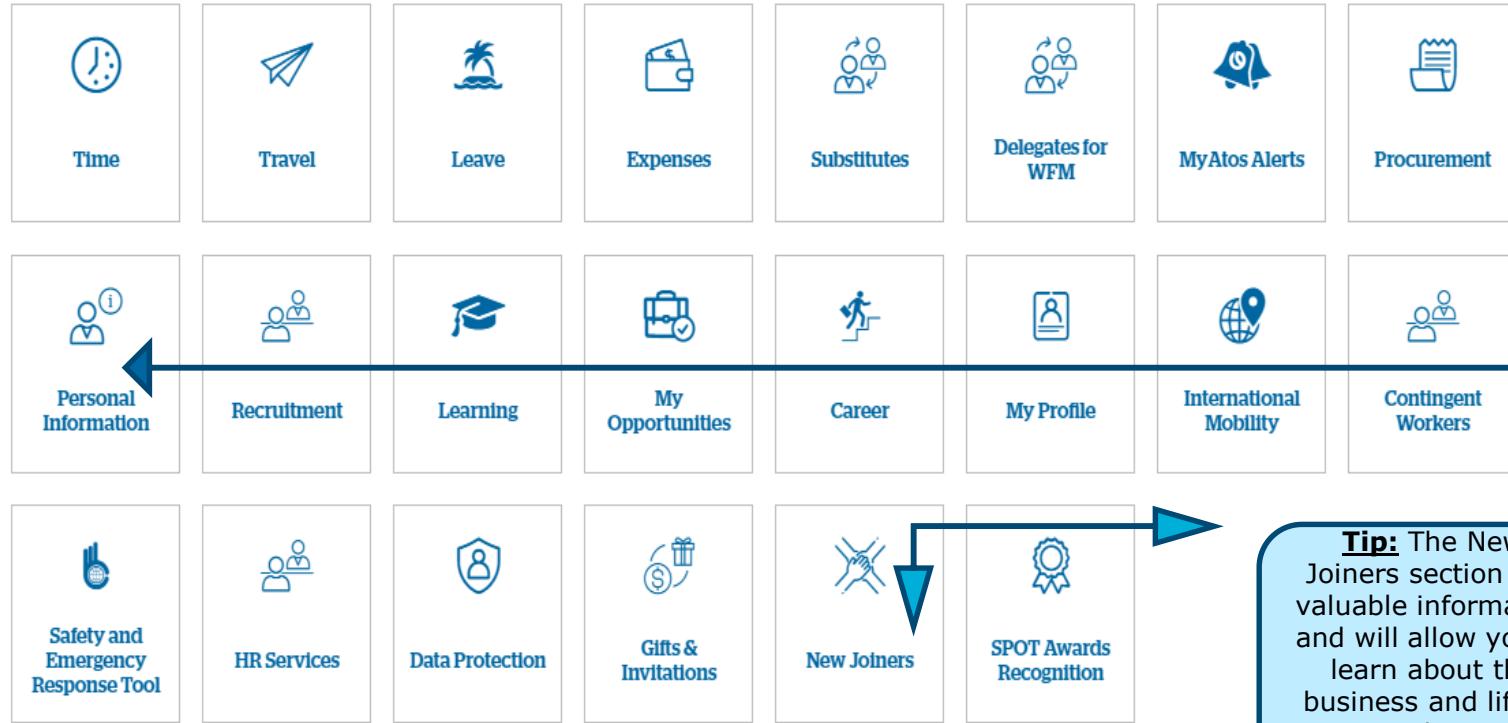
- ▶ If the HR Advisory team is unable to answer your question, they will escalate to a local "Face", an expert in the area of your inquiry.

HR Portal – Topics in Library

- ▶ Compensation & Benefits
 - Payroll & Time
 - Health Benefits & 401(k)
 - Employee Discounts
- ▶ My Education
 - Learning & Development
 - Tuition Reimbursement
- ▶ My HR Organization
 - Personnel Data Change Forms
 - HR Contact List
- ▶ My Leave & Absences
 - Leave Policies (Medical & Non-Medical)
 - Time off policies
- ▶ My Other Resources
 - Finance, IT, Legal, Travel & Expense
- ▶ My Performance & Career
 - Performance Management
 - Accolade Program - recognition award program
- ▶ My Terms of Employment
 - Compliance & Workplace Expectation
 - Separation of Employment – COBRA, FAQ
- ▶ My Wellbeing
 - EAP (Employee Assistance Program)
 - Wellbeing @ Work
 - Diversity Programs
- ▶ My Workforce Management
 - MPP (My Professional Profile) User Guide
 - ORM User Guide

MyAtos Portal

Atos



Tip: Click here to validate your Personal information is correct & to locate your NESSIE Personnel ID (8 digit #)

Tip: The New Joiners section has valuable information and will allow you to learn about the business and life @ Atos. Make sure to review.

Source Intranet

<https://source.myatos.net/NAO/Pages/Home.aspx>

- ▶ Your source for information about our Organization:
 - Strategic Topics: Ambition & Innovation
 - Company News
 - Communication Toolkits (Group heading)
 - Corporate collaterals, templates, logos and business cards
- ▶ Under 'Applications': Links to My HR Portal, MyAtos, Circuit, URA and others
- ▶ Check out our '[Employee Hub](#)' (accessible from home page)

The screenshot shows the Atos Source Intranet homepage. At the top left is a sidebar with a list of links: 'News You Can Use', 'Atos Twitter account', 'Careers at Atos', 'From Learning to Success', 'EF English learning platform', 'Sales Service Portal', 'We Are Atos', and 'Atos Press Releases'. To the right is a large orange banner with the text 'Coronavirus-Covid-19 Update' and a 'HERE >' button. Below the banner is a photo of four people in business attire. To the right of the banner is a blue box with the text 'Employee Hub Check it out!' and a 'CLICK HERE >' button. The main content area features a large image of a woman looking down at a laptop screen. Text on the left side of the image reads 'One single tool for collaboration and communication' and 'Find building our collective knowledge'. On the right side, there are two columns of text: '02 MARCH 2020 The last days of blueKiwi. Find all your communities on Circuit Spaces!' and 'We are entering in the last month of the lifecycle of blueKiwi as Circuit Spaces is our new Space for communities.' Below the image is a grid of circular icons representing various applications: ABP+, ATOS SALES SERVICE PORTAL, ATOS.NET, blueKIWI, CAREERS, CIRCUIT, CLARITY, DAS, EOLE, IT SELF SERVICE PORTAL, MY SUPPORT PORTAL (MSP), MYATOS, MYHR PORTAL, MYRISKS, NEWSROOM, OUTLOOK WEB ACCESS, PARMA, PKI PORTAL, SF, SHAREPOINT, SOURCE, and URA. At the bottom of the page is a footer bar with the Atos logo, the text 'Employee Hub | North America', a 'Global Update' section for 'Corona Virus', a 'DNA - Our Ambition to Achieve Excellence' section with a 'Click here to learn more' button, and the Atos DNA logo.

Circuit Spaces – Social Collaboration

Spaces allows you to build and extend your Atos network. Reach out to colleagues locally and globally, grow your expertise, contact experts, or contribute to innovative ideas.

- Access Spaces  easily from within the Circuit Application

- To join/search for Spaces:
 - Use the Spaces directory. Click the Spaces icon  , then Spaces directory. This will display all available open Spaces and allow you to join
 - You can also use the 'Search' field in the directory to find available open and closed Spaces. Closed Spaces can be identified by the  symbol and require a request to join.



Please join our HR NA Space – your one stop shop for HR Info. When requesting to join, please type “North America New Hire” in the pop up window.

To learn more about Circuit Spaces:

- [Ask a question](#). Post your Circuit usage questions here!
- Check out the [training video](#) and [support documentation](#)

Space Name	Last Update	Status
MY FUTURE AT ATOS	9:43 AM	Green dot
Atos News	9:43 AM	Green dot
From Learning To S...	9:24 AM	Green dot
We are Atos	8:27 AM	Green dot
Atos Dictionary (Glo...	4:51 AM	Green dot

DAS Directory

<https://idm.das.myatos.net/SelfService/home.do>

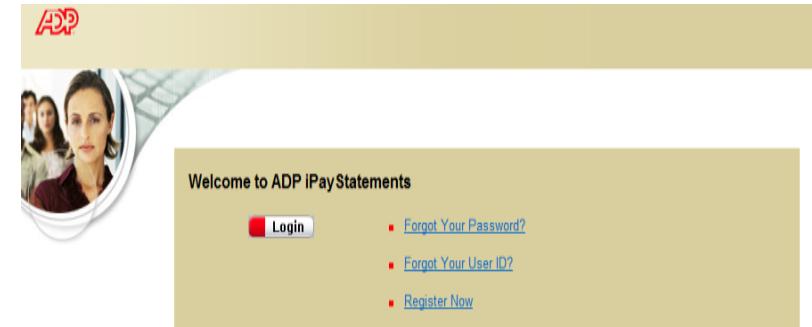
- ▶ DAS (an acronym for Directory and Authentication Service) is the global corporate directory for Atos.
- ▶ Search by DAS ID, name, email
- ▶ The site also have a self service section which allows you to reset your password

The screenshot shows the Atos DirX Identity Web Center interface. The top navigation bar includes links for Home, Self Service, Agent Identities, Companies, Organizational Units, Sites, Help, and Logout. A search bar at the top contains the placeholder "Enter user's DAS ID or name" and a magnifying glass icon. Below the search bar, a section titled "Select a User" displays a message about viewing users and using the search panel. A "Search users" dropdown menu is open, showing options for "Search base: Users" and checkboxes for "Include dependent malleable objects" (unchecked) and "Include standalone malleable objects" (checked). Below these are search filters for "Search for: Last name" (set to "begins with") and a search input field, followed by a "Search" button and +/- buttons.

4 Payroll

Payroll

- ▶ Payroll Schedule
 - Bi-weekly, one week in arrears
- ▶ Direct Deposit
 - Direct deposit generally starts on the second payroll cycle.
 - Your first paycheck will automatically be sent out by standard mail, and each paycheck after that will be sent out on payday until your direct deposit is active.
- ▶ Payroll Documents
 - <https://hr.myatos.net> > Compensation & Benefits > Payroll & Time > Payroll Schedule, ADP iPay Quick Reference Guide
- ▶ Access online paystubs at ADP iPayStatement site
 - <https://ipay.adp.com>
 - Note: When prompted to enter 'Employee ID', enter your Personnel ID not DAS ID



Timesheets

- ▶ Every direct employee (and some indirect employees) are required to submit a timesheet on a weekly basis.
- ▶ Employees should submit their time worked every week prior to the established approval deadline of 1:00 pm EST on Mondays.
- ▶ Timesheets are submitted at:
 - <https://www.myatos.net/irj/portal>
 - Click on The image shows a vertical navigation bar for the Atos MyAtos portal. It features the Atos logo at the top. Below it are three main categories: 'Home' (represented by a house icon), 'Time' (represented by a clock icon), and 'Reports' (represented by a bar chart icon). The 'Time' category is highlighted with a blue background.
- ▶ Check to confirm you have been assigned a WBS code in the 'Time' tool in MyAtos. If not, contact your manager.
- ▶ The timesheet policy is located at <https://hr.myatos.net> > Compensation & Benefits > Payroll & Time > Payroll & Timecard Guidelines

5

Employee Benefits

Benefits Overview 2020



- ▶ Two PPO and two HDHP medical plans through Blue Cross Blue Shield at different price points and coverage levels to give you distinct choices.
- ▶ Two PPO dental plans through Delta Dental based upon your coverage needs.
- ▶ Two vision plans offered through VSP.
- ▶ Short Term Disability (STD) and Long Term Disability (LTD)
- ▶ Life Insurance and Accidental Death & Dismemberment (AD&D) Insurance
- ▶ Flexible Spending Accounts, Health Savings Account and pre-tax Parking/Commuter benefits.
- ▶ Employee Assistance Plan (EAP)
- ▶ Wide range of voluntary insurance benefits such as Critical Illness, Accident, Hospital and Legal Services.
- ▶ Find a wide variety of vendor discounts in areas such as automotive, health and wellness, electronics, travel and entertainment: <http://www.beneplace.com/atos/>

**Benefits Guide &
Enrollment Guide located at
<https://hr.myatos.net>**

**Library > Compensation &
Benefits > Health Benefits
& 401(k)**

Program Overview

- ▶ Emphasize Atos' commitment to the health and well-being of our employees and their families by encouraging preventative care visits and basic biometric testing each year.
- ▶ Employees (and spouses/DPs) who choose to schedule a visit with their Primary Care Physician and have basic biometric lab work completed will receive a discounted medical premium and have the opportunity to have the tobacco surcharge waived.
- ▶ The Atos Plan covers the cost of the copay, blood work and the required screenings.

Wellness Rates

- ▶ Annual savings of \$1,200 on the employee medical premiums.
- ▶ Employees whose start date is May 1st or later are grandfathered at the wellness medical rates with no tobacco surcharge for the remainder of the calendar year.
- ▶ To receive the wellness medical rates for the following year, employees are required to participate in the wellness deal and submit the required forms by August 31.

Tobacco Surcharge

- ▶ Added automatically : \$1,000 per employee and \$1,000 for spouse / DP on the plan.
- ▶ Only removed from employee's paycheck deductions if employee completes these actions: 1) If a non-smoker: Physician validates he/she is a non-smoker or 2) If a smoker, employee participates in the Tobacco Cessation Journey Courses.

Benefits

- ▶ Coverage begins on DOH for these benefits
 - Company-provided life insurance and AD&D insurance (no enrollment required)
 - Short-Term Disability (enrollment required) and Long-Term Disability (enrollment required on buy-up plan only)
 - Supplemental Life and Accidental Death & Dismemberment (enrollment required)
 - Voluntary benefits (Accident, Critical Illness, Hospital, Commuter, Legal) (enrollment required)
 - Flexible Spending Account (enrollment required)
- ▶ Benefits Enrollment – Health & Welfare
 - Enrollment Deadline: You must enroll [within](#) 31 days of your Date of Hire (DOH)
 - Medical, Dental & Vision benefits
 - Coverage begins the First of the Month after a 30 Day waiting period.

Example	Benefits Enrollment Deadline	Benefits Effective Date
Employee has a DOH of May 7	June 6	July 1

Benefits – Health & Welfare



- ▶ How to enroll: 3 options:
 - **LOGIN USING SINGLE SIGN ON (SSO):** Easy option if you're on your work computer; Does not require any registration or require a separate username or password. Please note: Will not work on mobile devices
 - **LOGIN USING A USERNAME AND PASSWORD:** For use on a non-company laptop or a mobile device; Requires a simple registration process; Your user ID is your employee number ; click on "register" and complete the form.
 - **GO MOBILE!** Download the "My plans Connect" app from [Apple](#) or [Google](#); please note: you must REGISTER online before you can use the app (you can't register using the app). Follow the directions above for login using username and password.
- ▶ **Note:** You will be able to access the enrollment site the week after your first paycheck.
- ▶ For Questions:
 - Atos Benefits Service Center :
 - **1-800-882-1944 – Option #1**
 - Hours: M-F, 8am-8pm EST

Note: If you are transitioning/rebadging from another company and are joining Atos as the result of another company, please follow up with our HR Transition Director, Colleen Martin.

Retirement Plan – 401(k)



- ▶ Administered by Voya Financial
- ▶ Enroll at <https://atos.voya.com>
- ▶ New employees are able to enroll starting the Monday after the first Atos paycheck
- ▶ Automatic enrollment:
 - If you have not enrolled in the plan within 30 days of your hire date, you will be automatically enrolled at a contribution rate of 3% of your pretax eligible earnings.
 - Based on your date of birth and assuming a retirement age of 65, you will be invested automatically in Vanguard Target Retirement Fund with a corresponding target retirement date.
- ▶ Atos Matching Contribution:
 - Match equals 50% of the first 6% of eligible compensation
 - Eligible for matching contributions after 90 days of service
 - Employees must be actively employed on December 31st to be eligible for the match for that calendar year.

6

Time Off Policy Travel and Expense Policy



Holiday Schedule – US

► Company Holidays

- Six fixed holidays
 - New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving
 - Christmas Day

► Floating Holidays

- Three floating holidays
 - Available starting on January 1
 - Use it by December 31st or lose it
- Pro-rated for new employees based on date of hire

Date of Hire	# of Floating Holidays
Jan 1 – Mar 31	3
Apr 1 – Jun 30	2
Jul 1 – Sept 30	1
Oct 1 – Dec 31	0

Time Off Policies – US only

- ▶ Atos has five groups of time-off policies:

Vacation & Sick

1. California only
2. Puerto Rico only
3. Montana, Nebraska, and Colorado only
4. Illinois, Louisiana, Massachusetts, North Dakota, and Rhode Island

PTO (Paid Time Off) – More on next slide

5. All other states

- ▶ Policies located at <https://hr.myatos.net>
 - Leave and Absences
 - Time Off
 - Paid Time Off / Vacation/Sick Time

- ▶ Time off is granted based on where the employee lives and works.



Paid Time Off Policy



Paid Time Off

Who's Covered: Regular full-time employees in non-required states.

How Allocated: Full allocation provided at beginning of the year.

Changes to award amounts occur in January of the milestone year.

Unused PTO: All unused PTO is forfeited if not used by December 31st (except in required states)

Termination: All unused PTO is forfeited (except in required states)

PTO Accrual Schedule

Years of Service	Hours Per Year
0-4	120
5-9	160
10+	200

- ▶ For new employees, PTO is pro-rated by taking the number of days between the Date of Hire and December 31st of that year.
- ▶ Example: Jane starts with Atos on September 26.
- ▶ There are 96 days from Sept 26th until Dec 31st.
- ▶ $(96 / 365) * 120 \text{ hours} = \mathbf{31.56}$ hours allocated for the remainder of the year

Business Travel & Expense Reimbursement

- ▶ American Express Corporate Card

Application Process

1. Employee signs the Commitment Letter. Go to:
<https://hr.myatos.net> > Library > My Other Resources > Travel & Expense > American Express >Commitment Letter
2. Obtain Director level approval via email
3. Open a ticket using the path below:
 - My Atos Portal -> My Support Portal -> Create New Support Ticket -> Human Resources -> Change -> American Express Corporate Card
 - Submit the following with the ticket:
 1. Signed Letter of Commitment and
 2. Director level email approval
4. Instructions for completing the online application are sent to the employee via email.
5. Once the online application is approved by AmEx, it takes approximately 7 to 10 days for the card to be mailed to the employee.

- ▶ Expense Reimbursement

- Set up bank account info at MyAtos > Personal Information > Bank Information
- All charges made to the Atos Corporate card must be paid by the employee upon receipt of the monthly card statement.
- Eligible charges should be submitted for reimbursement through the Atos expense reporting process.

- ▶ Travel Arrangements

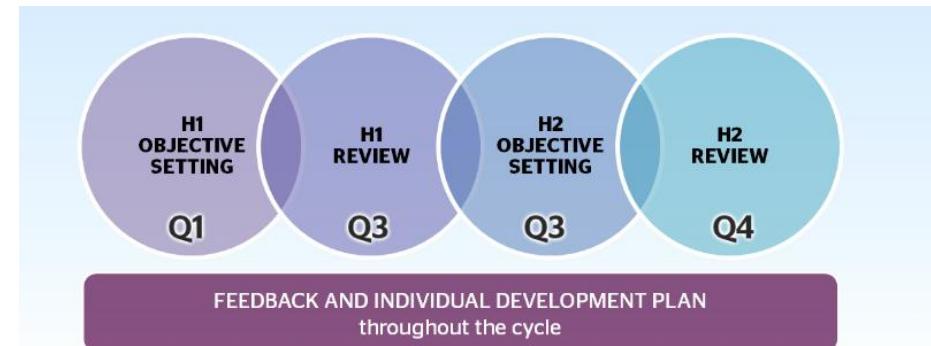
- Make business travel arrangements through the American Express travel agency website
 - <https://www.concursolutions.com/default.asp>



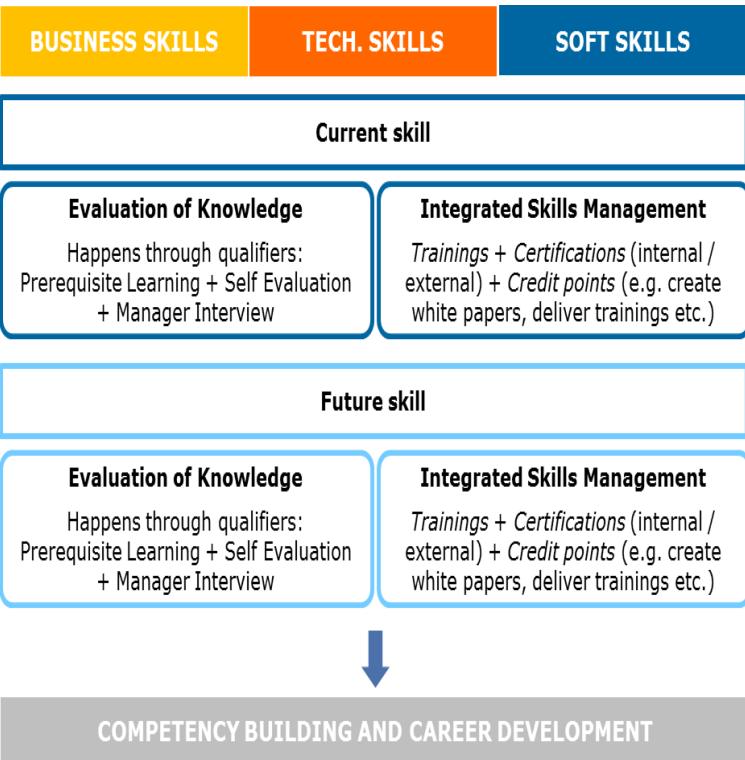
Performance Management & Career Development

Performance Management Overview

- ▶ Performance is managed on a semester basis:
 - H1 (first half) of the year: January 1 to June 30
 - H2 : July 1 to December 31
- ▶ Objectives are set at the beginning of each half and reviewed towards the end of the half
- ▶ Skills Acquisition Plan is created at the start of the year and evaluated annually
- ▶ MyCareer is the tool used to support the Performance Management process.
 - <https://www.myatos.net/irj/portal>
 - Click on the 'Career' icon under the 'Administration' toolbar
 - Then on 'Access My Career'



Skills Acquisition Plan



- ▶ Strategic Skills & employee development.
The Skills Acquisition Plan is based on a **limited Strategic Skills list** selected by Atos based on future customer needs, market trends, Atos strategy and expected mid term growth areas
- ▶ Each individual has to select two skills:
 - **Current skill:** core skill needed day to day
 - **Future skill:** area the employee wants/needs to develop to be ready for future opportunity
- ▶ Annual evaluation. Employee actions throughout the year.
- ▶ Access: MyAtos -> MyCareer
- ▶ Refer to slides 64-68 for additional information



MyCareer - New Employee Next Steps

1. Ensure the correct Appraising Manager is listed in MyCareer
 - From the drop down menu at the top left, click on 'My Employee File'.
 - If no Appraising Manager is listed, click on the pencil then type in the correct Manager's name and save.
2. Discuss and set performance objectives with your manager
3. Create your Skills Acquisition Plan

What are Career Management & Internal Mobility?

Career Management is a process for enabling employees to better understand and develop their skills and interests and to use them most effectively within the company.



This is a lifelong process in your career journey.

Internal Mobility is a dynamic internal process that consists in moving to a position/rank (GCM) and/or localization.



Internal mobility can be Vertical, Horizontal, and/or Geographical.

VERTICAL:
change in GCM with more responsibilities and recognition



GEOGRAPHICAL:
movement from one location to another - inside or across GBUs or global entities

HORIZONTAL:
a similar or different job in a Division or cross Division

Internal First goal is 80% of all GCM 4+ positions filled internally

Employees eligible after 12 months in current role

Atos Career Development and Internal Mobility Charter commitment for new horizons

Purpose

2011 marks an important milestone and the beginning of our internal mobility strategy. 2010 our plan is to strengthen our growth, innovation and leadership in the delivery of IT services to our clients and customers around the world and accessibility of our customers in their local markets. This charter is a commitment of Atos to our employees to provide them with opportunities for professional development and internal mobility at least once every 12 months.

Enrich careers and enabling mobility

Every level of mobility, whether it is Vertical (promotion), Horizontal (cross functional, cross divisional, cross geographical), or Diagonal (cross function, cross division, cross geographical), is important to our Employees to grow, broaden their skills and knowledge, and increase their value to the organization. Atos believes that mobility is a great way to develop a greater potential due to contribution and these opportunities will be provided to the employees over the course of their career.



My Professional Profile (MPP)

- ▶ MPP is the central place where all employees enter and maintain profile data such as skills, assignments, education, employment history, achievements.
- ▶ Access through MyAtos portal <https://www.myatos.net/irj/portal>
- ▶ A CV can be automatically generated or can be uploaded as a word or PDF document.
- ▶ Why should I keep MyProfile updated?
 - This will help us know who you are and what your skills are
 - Gives you access to job opportunities within Atos
 - Allow Atos to understand our employees better and what they bring to the table
 - Manage the long-term resource planning cycle and forecast skill evolution
- ▶ Download the full guide to MPP & MPP requirements via the New Joiners section in MyAtos

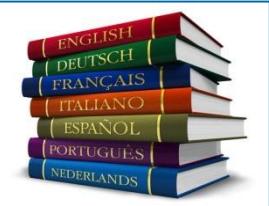


Learning and Development

Available courses & certifications

Over 10,000 e-learning courses as well as numerous external certifications available.

Group Learning Programs.

					
Language	IT, PM and Sales skills	Canopy Training Program	Global Delivery Program	Service Lines Certification	Transversal Programs*

Atos University Academies

					
Contract Management Academy Consulting Academy	Finance Academy	Leadership for Excellence	Project Management Academy	Quality Management Academy	Sales Academy

Atos Required Training

- ▶ New employees are required to complete the online courses below within 30 days of their hire date.
- ▶ Please note you have to pass an exam at the end for the training to be considered “complete.”
- ▶ Go to MyAtos / MyLearning / Find Training and enter the course number below.

Course Name	Course Code	Course Duration
<u>Global Mandatory Courses</u>		
Atos Data Protection Training	9141	.75 hour
Customer Experience Awareness	29495	.75 hour
Code of Ethics	65818	.75 hour
Security & Safety Awareness	28023	1 hour
Creating Value for Our Clients	58634	1 hour
<u>NAO Mandatory Courses</u>		
Sexual Harassment Prevention for Employees	Search by course name	.5 hour
Workplace Harassment Prevention for Managers*	Search by course name	1 hour

*Managers only need to take the course for managers.

Atos 4 Pillars Training

- ▶ For sales people and all managers, this is a required course. The completion deadline is within 30 days of the hire date.
- ▶ For all other employees, it's highly recommended but not required.
- ▶ Please note you have to pass an exam at the end for the training to be considered "complete."
- ▶ Go to MyAtos / MyLearning / Find Training and enter the course number below.

Course	Course Code
Atos Digital Workplace	74066
SAP HANA	74320
Atos CODEX	Atos codex
Hybrid Cloud (2 courses below)	
• Atos Canopy Orchestrated by Hybrid Cloud	74295
• Atos Application Transformation	74585

9

Global Capability Model (GCM)

Global Capability Model (GCM)

- ▶ The Global Capability Model (GCM) provides:[GCM Matrix](#)
 - a standard for categorizing jobs across Atos.
 - an overview of all the positions within our organization and the different levels of experience and expertise required in each position
- ▶ The Job Matrix assigns jobs to one of ten skill level ranges from 0 (entry level) to 9 (senior leadership level).



- ▶ Assignment of skill level is based on:
 - Level of autonomy, responsibility and authority
 - Complexity of work
 - The skills essential to working in a particular job
 - The depth and range of knowledge required
 - The level of learning and development, and responsibility for them, required in the job

GCM Job Matrix

The GCM matrix displays all the jobs that are considered representative within Atos.

<https://sp2013.myatos.net/organization/gf/hr/WFM/GCM/default.aspx>

GCM Level

skill level	0	1	2	3	4	5	6	7	8	9
Program Management (PRM)					I. Management				PRM8 Program Manager 8 basic ACMG7 PGMG8 PRMG8 additional SDMG8	PRM9 Program Manager 9 basic ACMG7 PGMG8 PRMG8 additional SDMG8
Project Management (PM)					PM4 Project Leader 4 basic PRMG4 additional ANAL4 DBDS4 DESN4 TEST4	PM5 Project Leader 5 basic PRMG5 additional ANAL5 CPMG5 DBDS5 DESN5 EMRG5 TAUT5 TEST5	PM6 Project Manager 6 basic PRMG6 additional ANAL6 CPMG6 DBDS6 DESN6 DLMG6 EMRG6 TAUT6	PM7 Project Manager 7 basic PRMG7 additional DLMG7	PM8 Project Manager 8 basic PRMG8 additional DLMG8	PM9 Project Manager 9 basic PRMG8 additional DLMG8
Business Management (BSM)							BSM6 Business Manager 6 basic BSMG6 additional RSMG6	BSM7 Business Manager 7 basic BSMG7 additional RSMG7	BSM8 Business Manager 8 basic BSMG8 additional RSMG7	BSM9 Business Manager 9 basic BSMG8 additional RSMG7

Basic Roles:
Mandatory – Key Job Component

Grouping

Job Family

10 Accolade Award Program



Accolade Award Program

- ▶ The Accolade Award Program is an award program which enables all employees to nominate their teams or colleagues for exceptional performance or contribution.
- ▶ Accolades should be awarded to individuals or teams who:
 - Achieve outstanding results outside of their expected work duties and objectives
 - Consistently demonstrates our Atos values
- ▶ Program guidelines located at:
<https://hr.myatos.net> > My Performance & Career > Recognition Programs

Award Level	Award Amount	Guidelines
Thank You Certificate	No Cash Award	Appreciation for a job well done, e.g providing assistance on a project.
Champagne Award	\$25	Results have an impact on the department or workgroup.
Bronze Award	\$100	Results impact multiple departments or workgroups.
Silver Award	\$250	Results have a measurable impact on business performance.
Gold Award	\$1,000	Results contribute significantly to outcomes that are celebrated and valued at Atos (i.e., Innovation)

11

New Employee Checklist



New Employee Checklist

Area	Task	Website/Tool
Payroll	Enroll in direct deposit and register for ADP iPay	MyHR portal / Compensation & Benefits / Payroll & Time / Direct Deposit iPay : https://ipay.adp.com
	Review paychecks to ensure deductions are correct	iPay : https://ipay.adp.com
	Timesheet completion - Review with direct manager - Discuss timesheet requirements and deadlines. - Confirm you have been assigned a WBS code	MyAtos portal / Time
Personal Information	Verify 'Personal Information' is accurate & make updates if needed	MyAtos portal / Personal Info
Benefits	Health & Welfare: Enroll in benefits plans within 31 days of Date of Hire	https://atosmybenefits.hroffice.com/account/sso https://atosmybenefits.hroffice.com/
	401(k): Enroll in 401(k) plan	https://atos.voya.com
Training	Complete the mandatory courses & the 4 Pillars training (if applicable)	MyAtos portal / MyLearning

New Employee Checklist



Area	Task	Website/Tool
Performance Management	Discuss and set performance objectives with your manager and create your Skills Acquisition plan	MyAtos portal / Career
	Update the Appraising Manager field in MyCareer	MyAtos portal / Career
My Professional Profile (MPP)	Complete your personal experience and skills information	MyAtos portal / My Professional Profile
Tools & Resources	Bookmark key sites: MyAtos, HR portal, Source, Spaces, GCM matrix	Refer to previous slides
	Join Spaces Communities	Circuit Application
New Joiner Information	Check out the New Joiners information on the MyAtos portal	MyAtos portal / New Joiners

Questions?



Reference Slides

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Atos Organization

Functions

- ▶ Chief Technology Officer⁹⁾
- ▶ Human Resources¹⁾
- ▶ General Secretary²⁾
- ▶ Executives & Talents, Communications⁹⁾
- ▶ Investor Relations & Financial Communications³⁾

1) Also Head of Siemens Global Alliance and Group Corporate and Social Responsibility

2) Also Head of M&A, Corporate Development, Legal, Compliance & Contract Management

3) Also responsible for Internal Audit

4) Also CEO Olympics & Major Events

5) Also responsible for Group Security

6) Also responsible for Procurement and Internal IT

7) Including India local business

8) Group Executive Committee Member

Divisions

- ▶ Infrastructure & Data Management⁹⁾
- ▶ Unified Communication & Collaboration⁴⁾
- ▶ Business & Platform Solutions⁹⁾
 - Atos Syntel⁹⁾
- ▶ Big Data & Cybersecurity⁵⁾

General Management Committee Chairman & CEO

SEVP

- ▶ Chief Financial Officer⁶⁾

SEVP

- ▶ Global Operations⁹⁾
- ▶ RACE Program

SEVP

- ▶ CEO UK&I⁹⁾

SEVP

- ▶ Chief Commercial Officer⁹⁾

Sales & Markets

- ▶ Manufacturing
Retail &
Transportation
- ▶ Financial Services
- ▶ Telcos, Media & Utilities⁸⁾
- ▶ Public & Health
- ▶ Siemens Account*

Business Units

- ▶ North America Operations⁹⁾
- ▶ Germany⁹⁾
- ▶ France⁹⁾
- ▶ United Kingdom & Ireland⁹⁾
- ▶ Benelux & The Nordics⁹⁾
- ▶ Central & Eastern Europe⁹⁾
- ▶ Iberia⁹⁾
- ▶ Asia-Pacific⁷⁾
- ▶ Middle East & Africa⁹⁾
- ▶ South America

Atos General Management Committee

Atos' General Management Committee develops and executes the Group strategy and ensures value is delivered to clients, shareholders, partners and employees.

This Committee, which is led by Thierry Breton, Chairman and Chief Executive Officer, is in charge of the global coordination of the Group's management.



Elie Girard

Atos Chairman and Chief Executive Officer



Pierre Barnabé

Senior Executive Vice-President
Head of Big Data & Cyber security



Eric Grall

Senior Executive Vice-President
Global Operations and RACE Program,
Head of Infrastructure & Data Management



Adrian Gregory

Senior Executive Vice-President,
Chief Executive Officer
United Kingdom & Ireland



Philippe Mareine

Senior Executive Vice-President,
Head of Group Human Resources, CSR,
Chief Digital & Transformation Officer



Sean Narayanan

Senior Executive Vice-President,
Head of Business & Platform Solutions



Robert Vassoyan

Senior Executive Vice-President,
Chief of Commercial Officer

The Atos Employee Experience Program



Social Value

To bring technology and innovation to society by educating and helping to better integrate all communities and groups into the digital world.

Diversity & Inclusion

To be the most diverse company in our market place, leveraging our diversity to connect to society and our customers



Work life

To innovate on the way we work together in order to make our employees feel challenged and supported in their individual development, their career and their contribution to achievement of our business goals



Wellbeing

To be a company/community where we take care of ourselves and our colleagues and continuously improve our collaboration and way of working all together



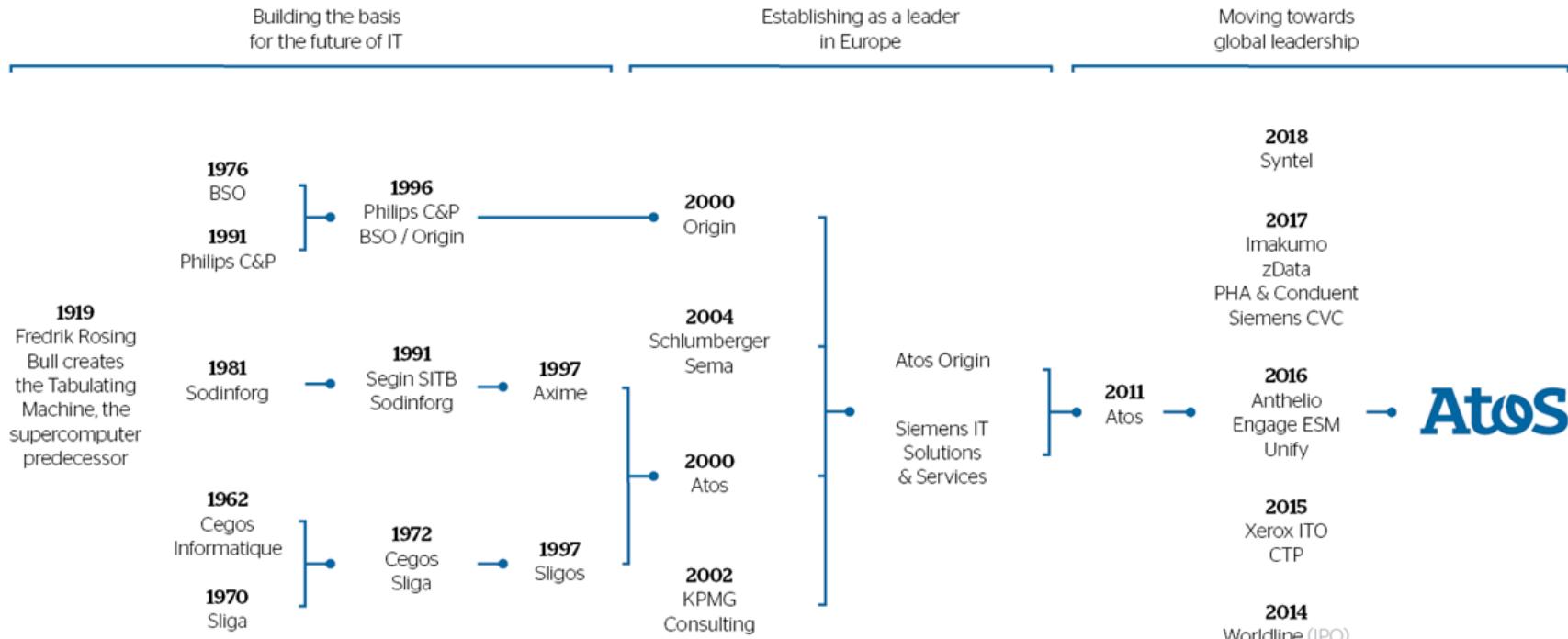
Employee Experience with our customers

To share employee experience knowledge, expertise and best practice with our customers to strengthen customer relationships and help improve customer satisfaction

A focus on industry and vertical go-to-market

							
Health-care	Energy & Utilities	Telecom, Media & Technology	Retail, Transport & Logistics	Public Sector & Defence	Manufacturing	Financial Services & Insurance	
1000 major hospitals across Europe and North America served	4+m smart grid end-points 200+ utility clients	150 TMT clients 30+ years of proven delivery in carrier networks	+5bn annual payment transactions processed 15m daily shipments processed	100m identities managed daily	20+m secured industrial connected objects	13 of 20 leading banks served 15 of top 30 insurance organizations	
<p>Focus on Global Integrated Accounts</p>			<p>Adopt a vertical Go-To-Market approach</p>			<p>Build on existing offers and proven cases</p>	

Serving our customers for a century



Atos

Digital Transformation Factory

Drive

A business-driven method



Customer experience



Operational excellence



Business reinvention



Trust & compliance



Design

Technical blueprints and accelerators
to build our customers data-driven digital platforms



Deliver

Vertical Solutions

Atos Digital Transformation Factory

Atos Digital Workplace

Connecting collaborators & customers with data

Atos Codex

Transforming data into business outcomes

Atos Business Accelerators

Enabling the real-time enterprise

Atos Canopy Orchestrated Hybrid Cloud

Creating the foundation for digital business

Atos Cyber Security

Digital Payments



Manufacturing,
Retail,
Transportation



Financial
Services



Telecom,
Media,
Utilities



Public,
Health

Dedicated to a sustainable future

Corporate Responsibility is at the heart of Atos' development and growth strategy, creating shared value for its stakeholders with a conscious environmental and social impact



People

Being a responsible employer

- ▶ 87,57% of our employees get an annual appraisal
- ▶ 37.90 hours of training per employee and free e-training access
- ▶ Great Place To Work Trust Index® at 57%
- ▶ 29.42% Percentage of female within Atos

Business & Innovation

Generating value for clients through sustainable and innovative solutions

- ▶ More than €3.2M of sustainability offerings revenue
- ▶ 297 Innovation workshops delivered with customers
- ▶ Net Promoter Score of 48% for Top clients

Ethics & Governance

Being an ethical and fair player within Atos' sphere of influence

- ▶ 57% of strategic suppliers assessed by supplier sustainability rating agency EcoVadis representing 55% of total spend
- ▶ 92% of employees who successfully completed the Code of Ethics' e-learning

Environment

Supporting the transition to a low-carbon economy

- ▶ -50% of CO2 emissions between 2008 and 2015
- ▶ 100% Offsetting of all data centers GHG emissions
- ▶ 95% of the energy consumed in are strategic datacenters is from renewable or low-carbon energy sources

Examples of achievements in 2018 – Audited KPIs (figures include Worldline)

A global leader in CSR

Worldwide awards and recognitions

Leading by example



AA1000
Assurance Standard



CDP
DISCLOSURE INSIGHT ACTION



Dow Jones
Sustainability Indexes



Ethibel
SUSTAINABLE FINANCE
INDEXES



Euronext
vigeo eiris



FTSE4Good



People



Business & Innovation



Ethics & Governance



Environment

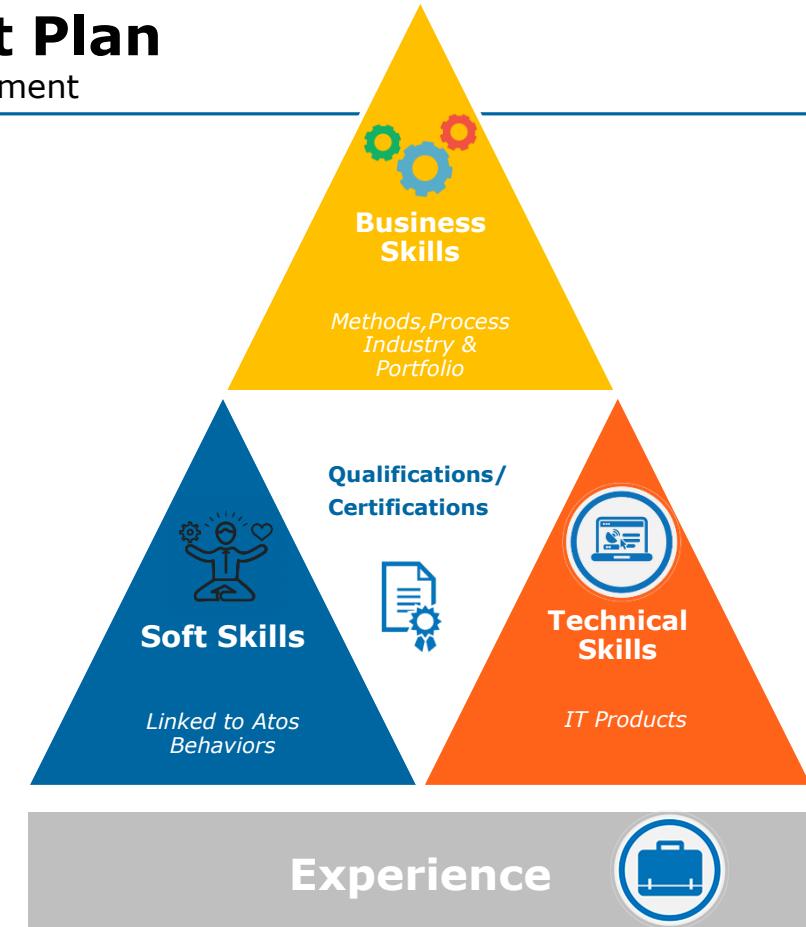


SKILLS ACQUISITION & Development Plan

End to end framework for effective people and skills development

Objective:

- ▶ Inspired in the Syntel X.0 and Atos Career Dialogue initiatives, **the objective of the Skills Acquisition Plan is to establish the framework for employees to skills development.**
- ▶ Skills Acquisition Plan contains a set of **technical, business and soft skills** that the employee needs to develop for his/her present position or for his/her future development.
- ▶ The Skills Acquisition Plan is based on a **limited Strategic Skills list** selected by Atos based on future customer needs, market trends, Atos strategy and expecting growth areas in the mid-term future.



Skills Acquisition & Development Plan –

Example: Cristina (Application Developer)



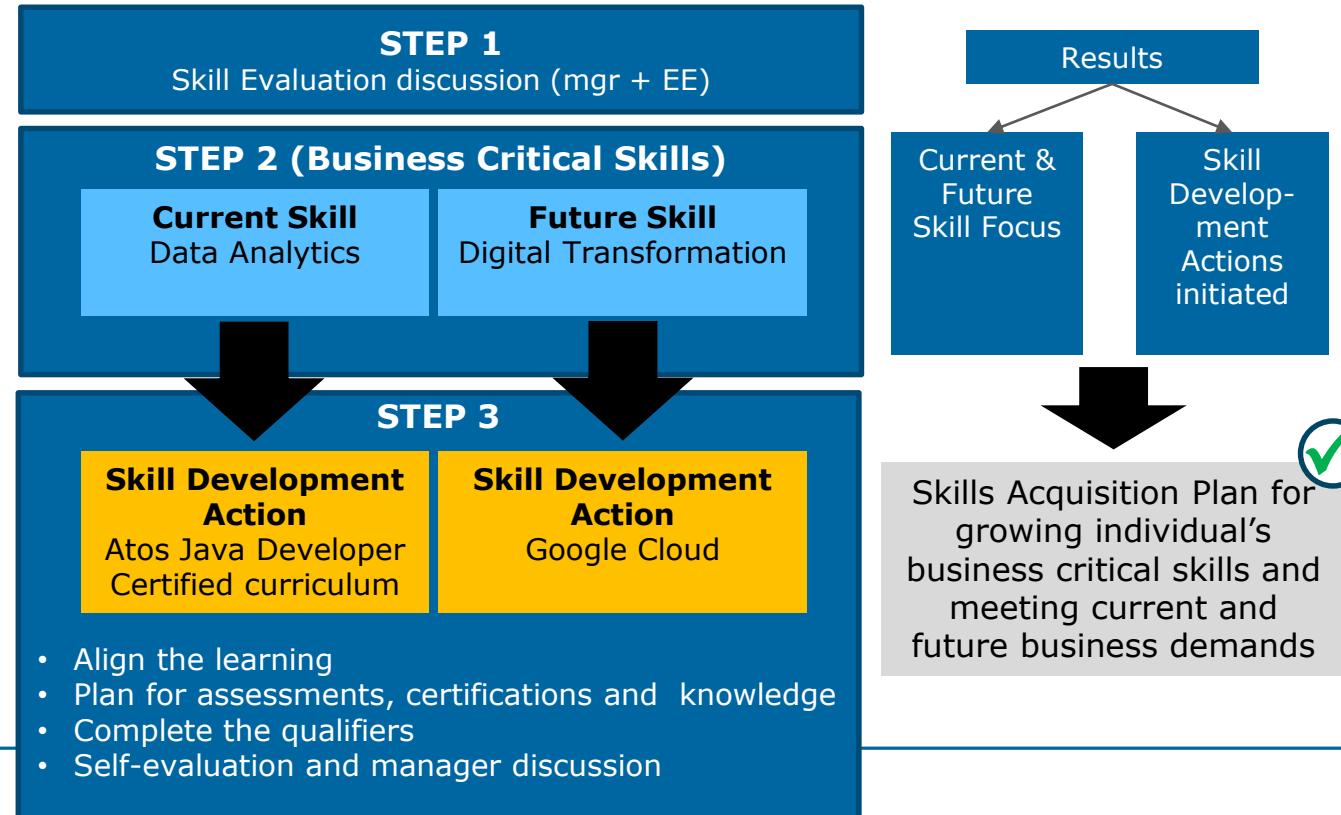
"My name is Cristina! I am responsible for program applications for the customer. I need to further my Java skills and also want to focus on developing Google Cloud skills.

Manager As a Catalyst

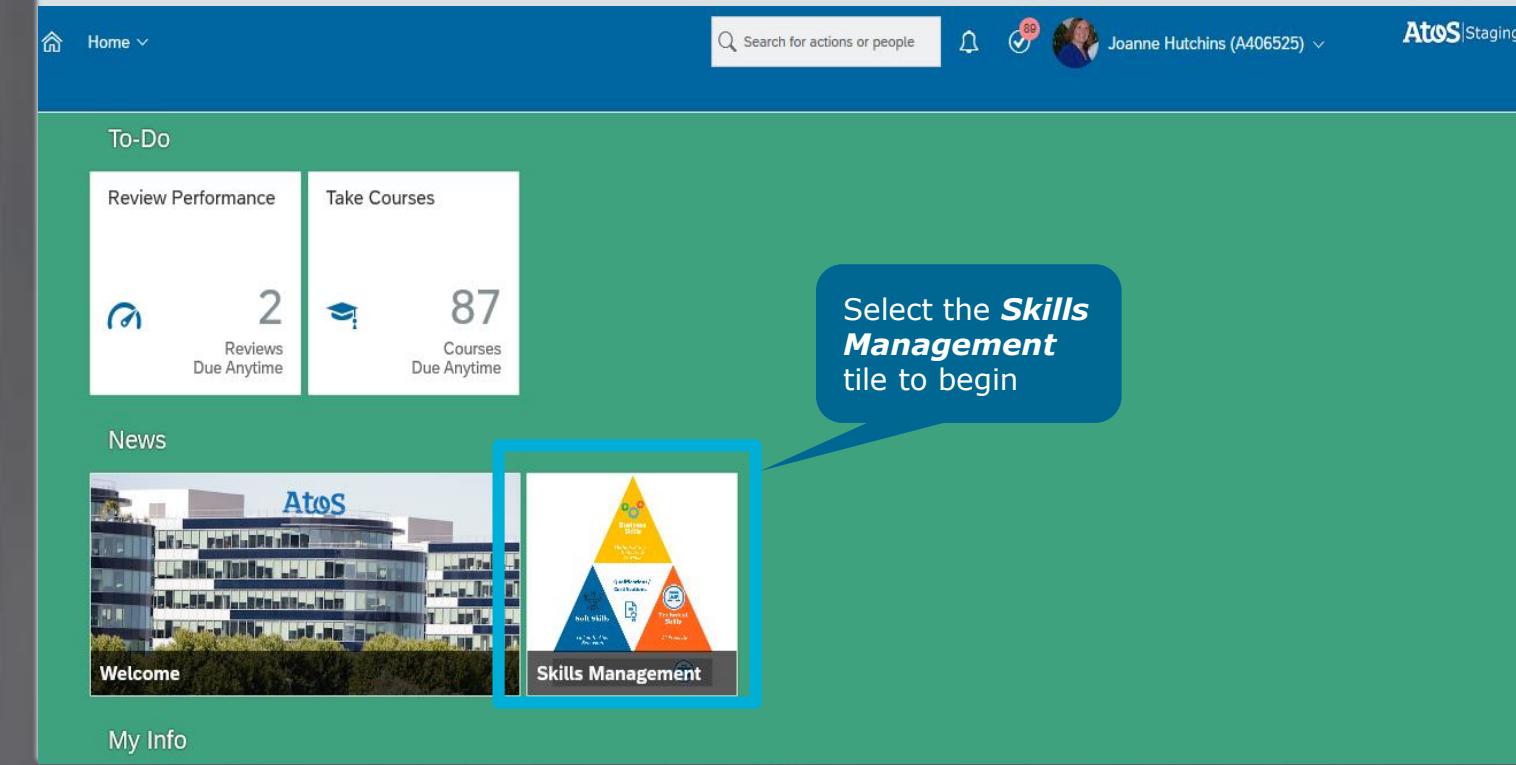
Being The CEO of my career

Continuous Feedback & Dialogue

Atos Behaviors



Dedicated 'Skills Management' tile on home screen



The image shows the Atos Home screen. At the top, there is a blue header bar with the Atos logo on the right. Below the header is a search bar and a user profile for Joanne Hutchins (A406525). The main content area has a green background. On the left, there is a 'To-Do' section with two cards: 'Review Performance' (2 reviews due) and 'Take Courses' (87 courses due). Below this is a 'News' section featuring a photograph of an Atos building with the word 'Welcome' overlaid. To the right of the news section is a large, semi-transparent blue callout bubble containing the text: 'Select the **Skills Management** tile to begin'. A blue rectangular box highlights the 'Skills Management' tile, which is a yellow triangle divided into three sections: 'Soft Skills' (blue), 'Technical Skills' (orange), and 'Business Skills' (yellow). At the bottom left of the screen is a 'My Info' section.

Skill level*

Level (Ascending) – Description

Novice: Has undertaken training and/or work shadowing, may have some practical experience. Makes frequent use of guidance from others with higher level of skill.

Junior: Takes full responsibility for tasks of growing complexity. Expects to call reasonably frequently on advice of others with higher level of skill.

Proficient: Confident in applying the skill to complex situations. Provides guidance in the skill to others, will seek advice from others when appropriate.

Senior: Uses the skill to deal effectively with unexpected issues. Recognised expert with detailed knowledge of the skill, calls on advice from others only by exception.

Expert: Has extensive practical experience of applying the skill in a wide variety of environments. Recognised beyond current environment as a specialist in the skill.

*Skill level assessment does not have a link to the Overall Performance Rating Calculation

Skills Acquisition Plan

Create strategic skill development plan with associated learning mappings

The screenshot shows a user interface for creating a skills acquisition plan. At the top, there's a navigation bar with a profile picture of Joanne Hutchins, a dropdown for '2020 Skills Acquisition Plan', and buttons for '+ Add Objective' and 'Actions'. A blue callout box highlights the '+ Add Objective' button.

The main area is divided into sections: 'Introduction', 'Business Skills', 'Technical Skills', and 'Soft Skills'. Under 'Introduction', there are tabs for 'Current Skill' and 'Future Skill', each with an 'Evaluation of Skill Level and needed or desired Target Skill Level' and a 'Skill Development Objectives, Actions and link to Learning & Development opportunities' section.

A central column contains text about the skills acquisition plan and its purpose, mentioning 'Strategic Appraiser' and 'Development Action aligning employee's current skills'. Below this is a 'Competency Building & Continuous Improvement' section.

At the bottom, there's a 'Development Actions' section with a table for 'Cloud / IaaS - Google Cloud'. The table includes columns for 'Action', 'Description', 'Due Date', and 'Status'. A green bar at the bottom right indicates the status is 'On Track'.

A blue callout box highlights the 'Find in catalog' and 'Search By Skill' buttons in the 'Development Actions' section.

Create Skills Acquisition Plan for Current and Future skills to be acquired or developed including associated learning mapping or opportunity.

My Profile Requirements

- ▶ It is vital for the depending processes (and a global requirement) that **all employees have their skills and a CV entered in My Professional Profile!**
- ▶ The **minimum requirements** for a compliant profile are as follows
 - A minimum of 2 skills defined in “Activities” tab
 - A minimum of 1 skill defined in “Business Processes” tab
 - A minimum of 2 skills defined in “Products” tab
 - A minimum of 1 skill defined in “Languages” tab
 - A minimum of 4 certifications defined in the “Certifications” tab
 - My Skills and CV **updated every 6 months**
- ▶ Details on how to enter and update all My Profile entries can be found [here](#)



MyFuture North America

MyFuture NAO



- ▶ MyFuture North America aims to provide our internal candidates with support and guidance on how to find the next opportunity within their career.
- ▶ The Space has lots of supporting info such as; weekly Hot Jobs; all open Vacancies; detailed advice on how to develop and refine your CV and how to prepare for an interview; information on Atos business units; guidance on developing yourself; and much more...
- ▶ Look out for job adverts and links to help you understand more about our roles.

Welcome to MyFuture North America,
Take a look at our content, and make your career blossom! 😊

Internals First, Be the next! [Click here](#) to learn more!



MyFuture
Process & guidance
for Employees & Managers



Open
Vacancies



Hot Jobs



"Hands Up"
Register Here

[CLICK HERE](#)



Atos
Competency
Models

[CLICK HERE](#)



MPP
My Professional
Profile

[CLICK HERE](#)



IDP
Individual
Development Plan

[CLICK HERE](#)



WFM
SharePoint

[CLICK HERE](#)



Learning &
Development

**Discover MyFuture North America by
joining the Circuit Space**

Hands Up Program

MyFuture NAO



In a business like Atos there is always change. There are ongoing internal opportunities that arise through attrition or winning new business.

The “Hands Up” Program has been developed to specifically support those people who require a bit of extra help in securing a new role. We want to help you go further in your career, whether it's applying for a role in your current field or looking to change career completely.

To highlight that you are interested in a new opportunity, you need to submit skills, preferences and mobility information about yourself. Recruitment will use this information to match your profile with internal job opportunities, and to send out targeted communication highlighting any opportunities or business overview sessions that might be of interest to you.

Your details will only be visible to the dedicated recruitment team which will process and treat them confidentially.

We Are Atos - So Many Great Programs Happenin



Social Value



Diversity & Inclusion

Embracing differences
driving diversity



Health@Work



Self Development

MyFuture @Atos  Explore the many job opportunities available @Atos!	MyLearning @Atos  Invest in yourself and learn a new skill online!	MyCareer @Atos  Access the Atos Job Search Engine & Apply Online!
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Employee Engagement



Employee Hub | North American Operations



We want to hear from you.
Click here and tell us your story!

Nominate your colleagues for an Accolade Award.

Work/Life



Discover Atos Affinity Groups – Circuit Spaces

**African American Affinity Group (NA)**

10 Last activity: Friday 7:18 AM

There are no tags associated with this Space

[Join](#)**10+ Affinity Group (NA)**

147 Last activity: Feb 14 1:18 PM

[10+](#) [affinity](#) [diversity](#) [employee](#) [erg](#) [generations](#) [group](#) [inclusion](#) [NA](#) [plus](#) [resource](#) [+2](#)[Join](#)**Women's Affinity Group (NA)**

367 Last activity: Feb 10 2:14 PM

[Affinity Group](#) [Aspire Network](#) [Book Club](#) [Diversity & Inclusion](#) [Employee Development](#) [HR](#) [+4](#)[Join](#)**AtosPride (NA)**

93 Last activity: Feb 07 12:31 PM

[affinity](#) [bi-sexual](#) [Diversity & Inclusion](#) [employee resource group](#) [erg](#) [gay](#) [HR](#) [intersex](#) [+6](#)[Join](#)**Latin-American Affinity Group (NA)**

38 Last activity: Jan 29 12:25 PM

[affinity](#) [African-American](#) [America](#) [central](#) [Diversity & Inclusion](#) [employee resource group](#) [+10](#)[Join](#)**Millennials Affinity Group (NA)**

7 Last activity: Jan 29 12:19 PM

[affinity](#) [Diversity & Inclusion](#) [employee](#) [erg](#) [gen y](#) [HR](#) [millennial](#) [resource group](#) [wellbeing](#)[Join](#)**Accessibility Affinity Group (NA)**

7 Last activity: Jan 08 3:29 PM

There are no tags associated with this Space

[Leave](#)

blueKiwi – Social Collaboration Tool –

<https://zen.myatos.net/home>

- ▶ One of the most important things to do in Atos is to build and extend your network.
- ▶ Reach out to colleagues around the globe (or next door) to grow your expertise, to develop an interest, or to get more enjoyment out of work.
- ▶ How? Join blueKiwi communities or start your own community and gain unique perspectives, get help with important decisions, reach out to experts, or contribute to innovative ideas.
- ▶ Slides 72 &73 contain suggestions on communities to join

The screenshot shows the Atos ZEN Guide dashboard. At the top, there's a navigation bar with links for 'Atos', 'Type in your search...', 'Network', 'Spaces', 'Notifications' (with 1 new), 'New post', and 'Account'. Below the navigation is a header bar with 'ZEN Guide', 'Home', 'Juniors Group', 'GBU France', 'Global Coms', 'NAM GBU', and a dropdown menu. On the right side of the header, it says 'January 5, 2015'. The main area features a 'Welcome back, Florence Vayleux' message and several icons: News (a brain icon), How To (a book icon), Usecases (a document icon), Report Issue (a red heart icon), I'm new (a person icon), Newspace (a speech bubble icon), Need help (a question mark icon), and Security (a lock icon). To the right, there's a 'What's up today?' section with a yellow ribbon icon and a 'Clear and easy Out of Office graphic' tip. Below that is a 'Looking for...' section with a location pin icon and a 'new community?' link. The central part of the dashboard is the 'My Navigation Dashboard' which features a map-like interface with various nodes connected by lines. Nodes include 'My GBU' (GBU SBU Country Legal Entity: Sites & Internal Communication), 'My Service Line', 'My Interests', 'My Expertise', 'My Projects' (Bids, Service, Delivery, Units, Departments), 'My Services' (Space for Company Initiatives & Employee services), 'My Clients' (Everyone working @ a Client / Account), and 'My Markets' (Market expertise, news & knowledge). A legend on the right explains the colors and symbols used for these nodes. At the bottom of the dashboard, there's a link to 'ZEN Guide Introduction & demo'.

Please note that blueKiwi is currently being phased out. Communities are migrated to Circuit Spaces.

blueKiwi – Communities to join

► All employees communities

- **Welcome to Atos: New Joiners** - brings together both long-time Business Technologists & new colleagues.
https://zen.myatos.net/space/in/Welcome_to_Atos/home
- **North America News and Communications** – read and share news with all colleagues in NAO
https://zen.myatos.net/space/in/North_America_News_and_Communications/home
- **NAO Health and Wellness** – stay tuned on Wellness initiatives in NAO
https://zen.myatos.net/space/in/NAM_Health_Wellness/home
- **NAO Great Place to Work** – Stay updated on the ongoing Wellbeing@work initiatives for NAO and to help us collect your ideas and interact with you.
https://zen.myatos.net/space/in/WBW_NAM/home
- **NAO Mobility**
<https://zen.myatos.net/space/in/MyMobility/home>

NAO MyFuture
https://zen.myatos.net/space/in/iMove_NAO/home

Provides internal candidates with support and guidance on finding the next opportunity within their career.



blueKiwi – Communities to join

► Business and experts communities

- **CTO, Innovation, Portfolio and Architecture** – an open MS community to learn and discuss about our portfolio
[https://zen.myatos.net/space/in/NAM CTO Innovation Portfolio and Architecture/home](https://zen.myatos.net/space/in/NAM_CTO_Innovation_Portfolio_and_Architecture/home)
- **Ask the SAP expert** - a global community to help connecting and get quick access to SAP experts
[https://zen.myatos.net/space/in/Ask the SAP expert/home](https://zen.myatos.net/space/in/Ask_the_SAP_expert/home)
- **Big Data** – a global community to discuss latest trends and share insights on the topic
[https://zen.myatos.net/space/in/Big Data1/home](https://zen.myatos.net/space/in/Big_Data1/home)

► Atos global communities

- **News you can use** - all news from Atos worldwide
[https://zen.myatos.net/space/in/News you can use/home](https://zen.myatos.net/space/in/News_you_can_use/home)
- **Ascent - Atos Thought Leadership** - keep updated on the most recent publications and get insights on how to bring our vision to clients and partners
[https://zen.myatos.net/space/in/Ascent Look Out Community/home](https://zen.myatos.net/space/in/Ascent_Look_Out_Community/home)
- **@From Learning to Success** - explore a wide range of training and enablement options, topics and resources

Thank you

For more information please contact:

T+ 33 1 98765432

F+ 33 1 88888888

M+ 33 6 44445678

firstname.lastname@atos.net

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PAID TIME OFF POLICY

Atos recognizes that employees will need time off from work for traditional vacation and personal time, as well as to address their own medical needs, those of family members, and for related purposes. This Paid Time Off ("PTO") policy is intended to provide a single bucket of paid time away on a flexible basis for those purposes. To the extent that applicable state or local laws mandate the accrual and use of paid sick leave ("PSL"), this policy is intended to ensure that all eligible employees receive PSL in accordance with applicable law. PTO under this policy is not being provided in addition to any applicable pre-existing PTO, vacation, personal time, or paid sick leave policies, which are now superseded by this policy.

Eligibility

This policy applies to full-time, regular employees who regularly work at least 30 hours per week in all states, *except* California, Colorado, Montana, Nebraska, Puerto Rico, Illinois, Louisiana, Massachusetts, North Dakota and Rhode Island. Employees who regularly work less than 30 hours per week are not eligible to receive PTO, except those who regularly work in a state or local jurisdiction that requires PSL accrual and use. For more information on applicable PSL jurisdictions, see *Attachment A*.

Annual PTO Grant

Beginning on the first day of employment, and in the first pay cycle each calendar year, eligible full-time, regular employees who regularly work at least 30 hours per week will be granted PTO based upon length of service, as follows:

Full-Time, Regular Employees (30+ hours/week)		
Length of Service	Annual PTO Grant (Days)	Annual PTO Grant (Hours)
0 to 4 years	15	120
5 to 9 years	20	160
10 years or more	25	200

Beginning on the first day of employment, and in the first pay cycle each calendar year, eligible employees who regularly work less than 30 hours per week and regularly work in a state or local jurisdiction that requires PSL accrual and use will be granted PTO based on the minimum annual PSL shown in *Attachment A*.

New hires will receive a prorated share of their PTO grant based on their hire date. However, the pro rata amount shall not be less than the minimum PSL as shown in *Attachment A*, where applicable.

Use of PTO

Employees must use PTO in increments of at least one (1) hour. Employees are required to use available PTO when taking time off from work by submitting a Leave Request in the My Atos portal to request and track PTO.

Eligible full-time employees may use PTO for traditional vacation and personal time, and all eligible employees may use PTO to attend appointments or receive care for their own physical or mental illness, injury, or medical condition, including conditions requiring home care,

professional medical diagnosis or treatment, or preventive care, or, where consistent with applicable PSL requirements (see *Attachment A*), to:

- attend appointments or provide care for an eligible family member's physical or mental illness, injury, or medical condition, including conditions requiring home care, professional medical diagnosis or care, or preventive care; or
- address the psychological, physical, or legal effects of domestic violence, harassment, sexual assault, or stalking involving an employee or a family member; or
- in New York only: take time off to address the psychological, physical, or legal effects of a family offense, a sexual offense, or human trafficking involving an employee or a family member, including to (a) obtain services from a domestic violence shelter, rape crisis center, or other services program; (b) participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members; (c) meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding; (d) file a complaint or domestic incident report with law enforcement; (e) to meet with a district attorney's office; (f) enroll children in a new school; or (g) take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee; or
- take time off when an employee's place of business or a child's school or place of care has been closed by order of a public official due to a public health emergency or for other health-related reasons; or
- take time off when an employee or a family member is quarantined by a public health authority or health care provider; or
- in Minneapolis and St. Paul, MN only: care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure; or
- in Oregon only: bond with or care for a newborn, newly adopted or placed foster child under age 18, or an adopted or foster child over age 18 if incapable of self-care because of a mental or physical disability, if completed within 12 months of birth or placement; or
- in Oregon only: take time off to attend a funeral, make arrangements for, or grieve following the death of a family member within 60 days of death; or
- in Maryland only: take time off for maternity or paternity leave; or
- in New Jersey only: take time off in connection with an employee's child to attend a school-related conference, meeting, or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

Eligible employees working less than 30 hours per week may not use PTO for traditional vacation and personal time. These employees, as required by applicable state or local PSL requirements, may use PTO only to attend appointments or receive care for their own physical or mental illness, injury, or medical condition, including conditions requiring home care,

professional medical diagnosis or treatment, or preventive care, or, for employees regularly working in a state or local jurisdiction requiring the accrual and use of PSL, where consistent with applicable state or local PSL requirements, as described above.

Abuse of PTO, including PTO used as legally-mandated PSL under state or local law, may result in disciplinary action up to and including termination.

Notification Related to Use of PTO for Sick Time and Legally-Mandated PSL

If the need for PTO is related to sick time or any PSL requirement under state or local law and is foreseeable, employees should provide advance notice as soon as possible under the circumstances, preferably at least seven (7) days in advance. If the need for PTO is related to sick time or any PSL requirement under state or local law and is not foreseeable, employees should provide notice of the need for PTO as soon as possible under the circumstances. Notice should be given directly to the employee's Manager.

Scheduling and Approval of PTO for Vacation or Personal Time

When requesting PTO for vacation or personal time, employees must give as much notice as possible, or at least two (2) weeks' advanced notice to their Manager, to ensure adequate coverage. Atos reserves the right to decline non-emergency vacation or personal time requests if the planned absence would interfere with Atos' business operations.

Documentation Related to Use of PTO for Sick Time and Legally-Mandated PSL

If an employee uses PTO related to sick time or any state or local PSL requirement for more than three (3) consecutive workdays, the company may require reasonable documentation of the purpose for such leave.

If PTO is used for sick time or related to any state or local PSL requirement and is due to an employee's or a family member's own medical condition, verification from a health care provider is appropriate, but should not explain the nature of the condition or result in an unreasonable burden or expense on the employee. If the reason for sick time or PSL is due to an employee's need for leave related to domestic violence, verification may include a police report, court order or other evidence from the court or a prosecuting attorney, other documentation from a victim advocate, attorney, member of the clergy, a medical or other professional, or an employee's own written statement.

Atos also reserves the right to require documentation verifying an employee's need to use PTO for sick time or related to any state or local PSL requirement if there are indications of a pattern of abuse, such as repeated use of unscheduled PTO related to any state or local PSL requirement on or adjacent to weekends, holidays, or pay day, regardless of whether the employee has used PTO for sick time or related to any state or local PSL requirements for more than three (3) consecutive workdays.

No Carryover

Employees are encouraged to take their eligible PTO during the annual period in which it is granted. Any PTO not used by the end of the calendar year will be forfeited and no hours will be carried over to the next calendar year.

Employees' PTO use will be reviewed by the company each year to ensure that employees have scheduled PTO appropriately to ensure that all available time will be used by the end of each year. Employees who have not scheduled enough PTO by October 1 to ensure that all, or nearly all, PTO will be used by the end of the year may have time off scheduled for them, which will be paid through PTO.

Compensation for PTO

Timekeeping documentation should clearly reflect all PTO taken for vacation, personal time, Sick Time and PSL. Employees are required to submit a Leave Request in the My Atos portal to request and track PTO. PTO will be compensated at the same hourly rate and with the same benefits as the eligible employee normally earns. When an eligible employee uses PTO, it will be paid in accordance with normal payroll procedures.

Information Regarding PTO Balance

If you have any questions related to your PTO balance, please contact an HR Advisor by submitting a ticket via My Atos portal under [Support>Create Support Ticket>Create Service Request >Human Resources>PTO & Leave – Balance Inquiries](#), or by calling 1-800-882-1944, option 8.

Employees can view their PTO balances in the My Atos portal under [Administration>Leave>My Leave>Leave Quotas](#). Please review for accuracy and immediately contact Human Resources if you have questions regarding your PTO balance.

Concurrence with Other Leaves

PTO for sick time and absences that qualify under any state or local PSL requirement may also qualify under the federal Family and Medical Leave ("FMLA") or similar state laws. PTO related to such absences will be run concurrently with FMLA and state and local leave requirements to which an employee is entitled.

PTO at Termination

Unused PTO will not be paid out at separation from employment, whether voluntary or involuntary, and whether with or without notice.

Paid Sick Leave Compliance

Atos prohibits discrimination or retaliation against employees because of an employee's request for, or use of, legally-mandated PSL under state or local law. If you believe that you have been treated unfairly on account of your use of legally-mandated PSL, or your request for legally-mandated PSL, please immediately report this concern to Human Resources so that the matter may be reviewed and appropriate corrective action may be taken.

Definitions

For purposes of this policy, and where consistent with applicable state or local PSL requirements:

"Children" shall include biological, adopted, and foster children, stepchildren, or legal wards of an employee or an employee's spouse, or children for whom an employee or an employee's

spouse stands "in loco parentis" or to whom the employee stood "in loco parentis" when the individual was a minor.

"**Eligible family member**" shall include an employee's: (1) spouse, (2) children, (3) parents, (4) grandparents, (5) grandchildren, (6) siblings, and, in limited jurisdictions (7) any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship (Arizona, Michigan, Duluth/Minneapolis/St. Paul, MN, New Jersey and New York City only), or (8) a person with whom an employee has shared for the preceding twelve (12) months a mutual residence and with whom an employee maintains a committed relationship (Washington, D.C. only).

In New York City only: "**Family offense matter**" shall include an act or threat of an act that may constitute disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, strangulation, criminal obstruction of breathing or blood circulation, assault, attempted assault, identity theft, grand larceny, coercion under applicable law between spouses or former spouses, or between parent and child or between members of the same family or household.

"**Grandparents**," and "**grandchildren**," "**parents**," "**siblings**" shall include biological, adopted, foster, and step-relationships, legal guardian or ward relationships, or "in loco parentis" relationships, of the employee or the employee's spouse.

"**Spouse**" shall include domestic partners, registered domestic partners, civil union partners, life partners.

Eligible employees should contact Human Resources with questions concerning whether any of the above definitions apply in a particular jurisdiction.

EMPLOYEES TRANSFERRING INTO A PTO STATE

An employee who transfers to a position with Atos in a PTO state from another state that has Vacation and sick time policies will have their accrued vacation and sick time hours applied to PTO under the new policy.

An employee who transfers to a position with Atos in a PTO state to another PTO state will have their PTO hours applied to PTO in the new state.

EMPLOYEES TRANSFERRING FROM A PTO STATE TO ANOTHER STATE

An employee who transfers from a PTO state to a position with Atos in a state that has Vacation and Sick Time policies will have 60% of their PTO hours converted to Vacation hours and 40% to Sick Time (up to the maximum Sick Time allowed).

An employee who transfers to a position with Atos in a PTO state to another PTO state will have their PTO hours applied to PTO in the new state.

DISCLAIMER

Atos will make every effort to comply with federal, state and local laws as it relates to this PTO policy and related vacation and PSL. This PTO policy is not intended to create an express or implied contract between Atos and any of its eligible employees. Atos reserves the right to

amend, modify, or rescind this policy or other employee benefit programs where consistent with applicable law.

If you have any questions related to this PTO policy, please contact an HR Advisor by submitting a ticket via My Atos portal under [Support>Create Support Ticket>Create Service Request >Human Resources>PTO & Leave – Balance Inquiries](#), or by calling [1-800-882-1944](#), option 8.

Attachment A

State	Jurisdiction	Minimum Accrual
Arizona	Statewide	40 hours
Maryland	Statewide	40 hours
	Montgomery County, MD	80 hours
Michigan	Statewide	40 hours
Minnesota	Duluth, MN	64 hours
	Minneapolis, MN	48 hours
	St. Paul, MN	48 hours
New Jersey	Statewide	40 hours
New York	Statewide	56 hours
Oregon	Statewide	40 hours
Pennsylvania	Philadelphia, PA	40 hours
	Pittsburgh, PA	40 hours
Vermont	Statewide	40 hours
Washington, D.C.	Statewide	24 hours



ILLINOIS LOUISIANA MASSACHUSETTS NORTH DAKOTA AND RHODE ISLAND VACATION AND SICK TIME POLICY

Atos recognizes that employees will need time away from work for traditional vacation and personal time, as well as to address their own medical needs, those of family members, and for related purposes. Employees will have separate buckets of paid time to use for these purposes: Vacation Time and Paid Sick Time ("Sick Time"). To the extent that applicable state or local law mandates the accrual and use of paid sick leave, this policy is intended to ensure that all eligible employees receive paid sick leave in accordance with applicable law. Vacation Time and Sick Time under this policy are not being provided in addition to any applicable pre-existing paid time off ("PTO"), vacation, personal time, or paid sick leave policies, which are now superseded by this policy.

VACATION

Eligibility

This policy applies to full-time, regular employees who work at least 30 hours per week in Illinois, Louisiana, Massachusetts, North Dakota, and Rhode Island.

Vacation Time Accrual

Eligible employees will accrue Vacation Time based upon length of service, as follows:

Full-Time, Regular Employees (30+ hours/week)		
Length of Service	Monthly Vacation Accrual	Annual Vacation Accrual
0 to 4 years	5.33 hours	64 hours
5 to 9 years	8.67 hours	104 hours
10 years or more	12 hours	144 hours

Monthly accruals will occur at the end of each month and will be available in an employee's vacation bank on the first workday of the following month except in the month of December when the monthly accrual will be made available for employees on the first workday of the month.

New hires who start on or before the first workday of the month will receive their monthly accrual for that month while employees who start after the first workday of the month will begin their monthly accruals the following month.

Employees who are on an approved leave of absence will continue to accrue vacation hours during their leave period.

Scheduling Vacation Time

Employees must use Vacation Time in increments of at least one (1) hour. Eligible full-time employees may use Vacation Time for traditional vacation and personal time other than Sick Time. Employees are required to use available vacation hours when taking time off from work by submitting a Leave Request in the My Atos portal to request and track Vacation Time.

When requesting Vacation Time, employees must give as much notice as possible, or at least two (2) weeks' advanced notice to their Manager, to ensure adequate coverage. Atos reserves

the right to decline non-emergency vacation requests if the planned absence would interfere with Atos' business operations.

No Carryover

Employees are encouraged to take their eligible Vacation Time during the annual period in which it accrues. Any accrued but unused Vacation Time not used by the end of the calendar year will be forfeited and no vacation hours will be carried over to the next calendar year.

Employees should make every effort to use all accrued Vacation Time during the annual period in which it accrues. Employees' Vacation Time use will be reviewed by the company each year to ensure that employees have scheduled Vacation Time appropriately to ensure that all accrued time will be used by the end of each year. Employees who have not scheduled enough Vacation Time by October 1 to ensure that all, or nearly all, vacation hours are used by the end of the year may have time off scheduled for them, which will be paid through Vacation Time.

Vacation Advances

Employees are allowed up to 40 vacation hours in advance against future vacation accruals. Any negative balance at the end of the year will be carried over to the following year. Should an employee have a negative vacation balance at the time of separation, Atos will deduct the negative balance from the employee's final wages where allowed by law.

Vacation Hours at Termination

Employees will be paid out all accrued, unused vacation hours upon separation from employment from Atos. If an employee leaves Atos before the last day of the month, the employee will earn a pro-rata share of vacation hours through the date of separation.

Employees can view their vacation balances in the My Atos portal under [Administration>Leave >My Leave>Leave Quotas](#).

PAID SICK TIME

Eligibility

All employees who work at least 30 hours per week in Illinois, Louisiana, Massachusetts, North Dakota, and Rhode Island, as well as employees who work less than 30 hours per week in Chicago or certain parts of Cook County, Illinois, Massachusetts, and Rhode Island, are eligible for paid Sick Time.

Sick Time Accrual

Eligible employees will be granted Sick Time for the calendar year in the first pay cycle in the calendar year (January 1-December 31), or upon hire for new hires. Full-time employees regularly working 30 hours or more per week will be granted 56 hours/7 days each year. Eligible employees working less than 30 hours per week will be granted Sick Time on a prorated basis based on their regular hours worked consistent with applicable law.

Use of Sick Time

Employees must use Sick Time in increments of at least one (1) hour. Eligible employees may use Sick Time, to attend appointments or receive care for the employee's own physical or mental illness, injury, or medical condition, including conditions requiring home care, professional medical diagnosis or treatment, or preventive care, or, consistent with Chicago/Cook County, Illinois, Massachusetts and Rhode Island paid sick leave requirements, to:

- attend appointments or provide care for an eligible family member's physical or mental illness, injury, or medical condition, including conditions requiring home care, professional medical diagnosis or care, or preventive care; or
- address the psychological, physical, or legal effects of domestic violence, harassment, sexual assault, or stalking involving an employee or a family member; or
- take time off when an employee's place of business or a child's school or place of care has been closed by order of a public official due to a public health emergency or for other health-related reasons; or
- take time off when an employee or a family member is quarantined by a public health authority or health care provider.

The use of Sick Time for other purposes (such as vacation, or "personal days") is prohibited. Specifically, abuse of legally-mandated Sick Time under state or local law may result in disciplinary action up to and including termination.

Notification to Atos

If the need for Sick Time is foreseeable, employees should provide advance notice as soon as possible under the circumstances, preferably at least seven (7) days in advance. If the need for Sick Time is not foreseeable, employees should provide notice of the need for Sick Time as soon as possible under the circumstances. Notice should be given to the employee's Manager.

Documentation for Sick Time

If an employee uses Sick Time for more than three (3) consecutive scheduled workdays, the company may require reasonable documentation of the purpose for such leave. If the reason for Sick Time is due to an employee's or a family member's own medical condition, verification from a health care provider is appropriate, but should not explain the nature of the condition or result in an unreasonable burden or expense on the employee. If the reason for Sick Time is due to an employee's need for leave related to domestic violence, verification may include a police report, court order or other evidence from the court or a prosecuting attorney, other documentation from a victim advocate, attorney, member of the clergy, a medical or other professional, or an employee's own written statement.

Atos also reserves the right to require documentation verifying an employee's need to use Sick Time if there are indications of a pattern of abuse, such as repeated use of unscheduled Sick Time on or adjacent to weekends, holidays, or pay day, regardless of whether the employee has used Sick Time for more than three (3) consecutive days.

Compensation for Sick Time

Timekeeping documentation should clearly reflect all Sick Time taken. Employees are required to submit a Leave Request in the My Atos portal to request and track Sick Time. Sick Time will be compensated at the same hourly rate and with the same benefits as the eligible employee normally earns. When an eligible employee uses Sick Time it will be paid in accordance with normal payroll procedures.

Information Regarding Sick Time Balance

Employees can view their Sick Time balances in the My Atos portal under [Administration>Leave>My Leave>Leave Quotas](#). Please review for accuracy and immediately contact Human Resources if you have questions regarding your Sick Time balance.

Concurrence with Other Leaves

Sick Time including absences that qualify under any state or local paid sick leave requirement may also qualify under the federal Family and Medical Leave ("FMLA") or similar state laws. Sick Time related to such absences will be run concurrently with FMLA and state and local leave requirements to which an employee is entitled.

Sick Time Advances

Advances against future Sick Time accrual are not permitted. If an employee has utilized all of their accrued Sick Time, but is still unable to return to work due to illness, the employee must utilize any accrued vacation hours for the remainder of their absence or take unpaid leave where appropriate.

No Carryover

Any accrued but unused Sick Time not used by the end of the calendar year will be forfeited and no hours will be carried over to the next calendar year. Additionally, employees will not be paid compensation in lieu of Sick Time hours.

Sick Time Upon Termination

Accrued but unused Sick Time will not be paid out at separation from employment, whether voluntary or involuntary, and whether with or without notice.

Paid Sick Leave Compliance

Atos prohibits discrimination or retaliation against employees because of an employee's request for, or use of, legally-mandated paid sick leave under state or local law. If you believe that you have been treated unfairly on account of your use of legally-mandated paid sick leave, or your request for legally-mandated paid sick leave, please immediately report this concern to Human Resources so that the matter may be reviewed and appropriate corrective action may be taken.

Definitions

For purposes of this policy, and where consistent with applicable law:

"Children" shall include biological, adopted, and foster children, stepchildren, or legal wards of an employee or an employee's spouse, or children for whom an employee or an employee's spouse stands "in loco parentis" or to whom the employee stood "in loco parentis" when the individual was a minor.

"Eligible family member" shall include an employee's: (1) spouse, (2) children, (3) parents, (4) grandparents, (5) grandchildren, (6) siblings, and, in Chicago and Cook County, IL and Rhode Island: (7) any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

"Grandparents," "grandchildren," "parents," and "siblings" shall include biological, adopted, foster, and step-relationships, legal ward or legal guardian, and "in loco parentis" relationships of an employee or an employee's spouse.

"Spouse" shall include domestic partners, registered domestic partners, or civil union partners.

Eligible employees should contact Human Resources with questions concerning whether any of the above definitions apply in a particular jurisdiction.

EMPLOYEES TRANSFERRING INTO IL, LA, MA, ND, AND RI FROM ANOTHER STATE

An employee who transfers to a position with Atos in Illinois, Louisiana, Massachusetts, North Dakota, or Rhode Island from another state that has a Vacation and Sick Time policy will have their accrued vacation hours applied to vacation hours and Sick Time hours applied to Sick Time under the new policies.

An employee who transfers to a position with Atos in Illinois, Louisiana, Massachusetts, North Dakota, or Rhode Island from a state with PTO will have 60% of their PTO hours converted to vacation hours and 40% to Sick Time (up to the maximum Sick Time allowed).

EMPLOYEES TRANSFERRING FROM IL, LA, MA, ND, AND RI TO ANOTHER STATE

An employee who transfers from Illinois, Louisiana, Massachusetts, North Dakota, and Rhode Island to a position with Atos in a state with a Vacation and Sick Time policy will have their accrued Vacation and Sick Time hours carried over to the new state and will accrue Vacation and Sick Time hours in accordance with the new state policy.

An employee who transfers from Illinois, Louisiana, Massachusetts, North Dakota, or Rhode Island to a position in a state with a PTO policy will have their unused Vacation and Sick Time hours converted to PTO and included in the employee's PTO bucket.

DISCLAIMER

Atos will make every effort to comply with federal, state and local laws as it relates to vacation and paid sick leave. This Vacation and Sick Time policy is not intended to create an express or implied contract between Atos and any of its eligible employees. Atos reserves the right to amend, modify, or rescind this policy and other employee benefit programs where consistent with applicable law.

If you have any questions related to this Vacation and Sick Time policy, please contact an HR Advisor by submitting a ticket via My Atos portal under [Support>Create Support Ticket>Create Service Request>Human Resources >PTO & Leave – Balance Inquiries](#), or by calling 1-800-882-1944, option 8.



WASHINGTON VACATION AND SICK TIME POLICY

Atos recognizes that employees will need time away from work for traditional vacation and personal time, as well as to address their own medical needs, those of family members, and for related purposes. Employees will have separate buckets of paid time to use for these purposes: Vacation Time and Paid Sick Time ("Sick Time"). This policy is intended to ensure that all eligible employees receive paid sick leave in accordance with applicable law. Vacation Time and Sick Time under this policy are not being provided in addition to any applicable pre-existing paid time off ("PTO"), vacation, personal time, or paid sick leave policies, which are now superseded by this policy.

VACATION

Eligibility

This policy applies to full-time, regular employees who work at least 30 hours per week in Washington state.

Vacation Time Accrual

Eligible employees will accrue Vacation Time based upon length of service, as follows:

Full-Time, Regular Employees (30+ hours/week)		
Length of Service	Monthly Vacation Accrual	Annual Vacation Accrual
0 to 4 years	5.33 hours	64 hours
5 to 9 years	8.67 hours	104 hours
10 years or more	12 hours	144 hours

Monthly accruals will occur at the end of each month and will be available in an employee's vacation bank on the first workday of the following month except in the month of December when the monthly accrual will be made available for employees on the first workday of the month.

New hires who start on or before the first workday of the month will receive their monthly accrual for that month while employees who start after the first workday of the month will begin their monthly accruals the following month.

Employees who are on an approved leave of absence will continue to accrue vacation hours during their leave period.

Scheduling Vacation Time

Employees must use Vacation Time in increments of at least one (1) hour. Eligible full-time employees may use Vacation Time for traditional vacation and personal time other than Sick Time. Employees are required to use available vacation hours when taking time off from work by submitting a Leave Request in the My Atos portal to request and track Vacation Time.

When requesting Vacation Time, employees must give as much notice as possible, or at least two (2) weeks' advanced notice to their Manager, to ensure adequate coverage. Atos reserves the right to decline non-emergency vacation requests if the planned absence would interfere with Atos' business operations.

No Carryover

Employees are encouraged to take their eligible Vacation Time during the annual period in which it accrues. Any accrued but unused Vacation Time not used by the end of the calendar year will be forfeited and no vacation hours will be carried over to the next calendar year.

Employees should make every effort to use all accrued Vacation Time during the annual period in which it accrues. Employees' Vacation Time use will be reviewed by the company each year to ensure that employees have scheduled Vacation Time appropriately to ensure that all accrued time will be used by the end of each year. Employees who have not scheduled enough Vacation Time by October 1 to ensure that all, or nearly all, vacation hours are used by the end of the year may have time off scheduled for them, which will be paid through Vacation Time.

Vacation Advances

Employees are allowed up to 40 vacation hours in advance against future vacation accruals. Any negative balance at the end of the year will be carried over to the following year. Should an employee have a negative vacation balance at the time of separation, Atos will deduct the negative balance from the employee's final wages where allowed by law.

Vacation Hours at Termination

Accrued, unused vacation hours will not be paid out at separation from employment, whether voluntary or involuntary, and whether with or without notice.

Employees can view their vacation balances in the My Atos portal under [Administration>Leave >My Leave>Leave Quotas](#).

PAID SICK TIME

Atos recognizes that employees will need time off from work to address their own medical needs, those of family members, and for related purposes. To the extent that applicable state or local laws mandate the accrual and use of Sick Time, this policy is intended to ensure that all eligible employees who regularly work in those jurisdictions receive Sick Time in accordance with applicable law.

Eligibility

All employees who regularly work in Washington state are eligible for paid Sick Time.

Sick Time Accrual

Eligible employees will be granted Sick Time for the calendar year in the first pay cycle in the calendar year (January 1 – December 31), or upon hire for new hires. Full-time employees regularly working 30 hours or more per week will be granted 52 hours Sick Time each year (although employees in Seattle will receive 72 hours each year consistent with applicable law). Eligible employees working less than 30 hours per week will be granted Sick Time on a prorated basis based on their regular hours worked consistent with applicable law.

Eligible employees may carry over up to 40 hours of accrued but unused Sick Time to the subsequent calendar year (although employees in Seattle may carry over up to 72 hours of

accrued but unused Sick Time to the subsequent calendar year). Additional unused Sick Time will not carry over to the subsequent calendar year.

Use of Sick Time

Employees must use Sick Time in increments of at least one (1) hour. Eligible employees may use Sick Time, consistent with applicable state or local paid leave requirements, to:

- attend appointments or receive care for the employee's own mental or physical illness, injury, or health condition, including diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or preventive care;
- attend appointment or provide care for an eligible family member's mental or physical illness, injury, or health condition, including diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or preventive care;
- absences due to domestic violence impacting the employee or an eligible family member; or
- absences due to closures of the employee's place of business or the employee's child's school or childcare facility as determined by public health authority due to a public health emergency.

The use of Sick Time for other purposes (such as vacation, or "personal days") is prohibited. Specifically, abuse of legally-mandated Sick Time under state or local law may result in disciplinary action up to and including termination.

Notification to Atos

If the need for Sick Time is foreseeable, employees should provide advance notice as soon as possible under the circumstances, preferably at least seven (7) days in advance. If the need for Sick Time is not foreseeable, employees should provide notice of the need for Sick Time as soon as possible under the circumstances. Notice should be given to the employee's Manager.

Documentation for Sick Time

If an employee uses Sick Time for more than three (3) consecutive scheduled workdays, the company may require reasonable documentation of the purpose for such leave. If the reason for Sick Time is due to an employee's or a family member's own medical condition, verification from a health care provider is appropriate, but should not explain the nature of the condition or result in an unreasonable burden or expense on the employee. If the reason for Sick Time is due to an employee's need for leave related to domestic violence, verification may include a police report, court order or other evidence from the court or a prosecuting attorney, other documentation from a victim advocate, attorney, member of the clergy, a medical or other professional, or an employee's own written statement.

Atos also reserves the right to require documentation verifying an employee's need to use Sick Time if there are indications of a pattern of abuse, such as repeated use of unscheduled Sick Time on or adjacent to weekends, holidays, or pay day, regardless of whether the employee has used Sick Time for more than three (3) consecutive days.

Compensation for Sick Time

Timekeeping documentation should clearly reflect all Sick Time taken. Employees are required to submit a Leave Request in the My Atos portal to request and track Sick Time. Sick Time will be compensated at the same hourly rate and with the same benefits as the eligible employee normally earns. When an eligible employee uses Sick Time, it will be paid in accordance with normal payroll procedures. Additionally, employees will not be paid compensation in lieu of Sick Time hours.

Information Regarding Sick Time Balance

Employees can view their Sick Time balances in the My Atos portal under [Administration>Leave>My Leave>Leave Quotas](#). Please review for accuracy and immediately contact Human Resources if you have questions regarding your Sick Time balance.

Concurrence with Other Leaves

Sick Time including absences that qualify under any state or local paid sick leave requirement may also qualify under the federal Family and Medical Leave ("FMLA") or similar state laws. Sick Time related to such absences will be run concurrently with FMLA and state and local leave requirements to which an employee is entitled.

Sick Time Advances

Advances against future Sick Time accrual are not permitted. If an employee has utilized all of their accrued Sick Time, but is still unable to return to work due to illness, the employee must utilize any accrued vacation hours for the remainder of their absence or take unpaid leave where appropriate.

Sick Time Upon Termination

Accrued but unused Sick Time will not be paid out at separation from employment, whether voluntary or involuntary, and whether with or without notice.

Paid Sick Leave Compliance

Atos prohibits discrimination or retaliation against employees because of an employee's request for, or use of, legally-mandated paid sick leave under state or local law. If you believe that you have been treated unfairly on account of your use of legally-mandated paid sick leave, or your request for legally-mandated paid sick leave, please immediately report this concern to Human Resources so that the matter may be reviewed and appropriate corrective action may be taken.

Definitions

For purposes of this policy, and where consistent with applicable law:

"Eligible family member" shall include an employee's: (1) children, (2) spouses or registered domestic partners, (3) parents, (4) grandparents, (5) grandchildren, (5) and siblings. "Children," "parents," "grandparents," "grandchildren," and "siblings" shall include biological, adopted, foster, and step-relationships, legal ward or legal guardian, and "in loco parentis" relationships of an employee or an employee's spouse.

Eligible employees should contact Human Resources with questions concerning whether any of the above definitions apply in a particular jurisdiction.

EMPLOYEES TRANSFERRING INTO WASHINGTON FROM ANOTHER STATE

An employee who transfers to a position with Atos in Washington from another state that has a Vacation and Sick Time policy will have their accrued vacation hours applied to vacation hours and Sick Time hours applied to Sick Time under the new policies.

An employee who transfers to a position with Atos in Washington from a state with PTO will have 60% of their PTO hours converted to vacation hours and 40% to Sick Time (up to the maximum Sick Time allowed).

EMPLOYEES TRANSFERRING FROM WASHINGTON TO ANOTHER STATE

An employee who transfers from Washington to a position with Atos in a state with a Vacation and Sick Time policy will have their accrued Vacation and Sick Time hours carried over to the new state and will accrue Vacation and Sick Time hours in accordance with the new state policy.

An employee who transfers from Washington to a position in a state with a PTO policy will have their unused Vacation and Sick Time hours converted to PTO and included in the employee's PTO bucket.

DISCLAIMER

Atos will make every effort to comply with federal, state and local laws as it relates to vacation and paid sick leave. This Vacation and Sick Time policy is not intended to create an express or implied contract between Atos and any of its eligible employees. Atos reserves the right to amend, modify, or rescind this policy and other employee benefit programs where consistent with applicable law.

If you have any questions related to this Vacation and Sick Time policy, please contact an HR Advisor by submitting a ticket via My Atos portal under [Support>Create Support Ticket>Create Service Request>Human Resources >PTO & Leave – Balance Inquiries](#), or by calling 1-800-882-1944, option 8.



CALIFORNIA VACATION AND SICK TIME POLICY

Atos recognizes that employees will need time away from work for traditional vacation and personal time, as well as to address their own medical needs, those of family members, and for related purposes. Employees will have separate buckets of paid time to use for these purposes: Vacation Time and Paid Sick Time ("Sick Time"). This policy is intended to ensure that all eligible employees receive paid sick leave in accordance with applicable law. Vacation Time and Sick Time under this policy are not being provided in addition to any applicable pre-existing paid time off ("PTO"), vacation, personal time, or paid sick leave policies, which are now superseded by this policy.

VACATION

Eligibility

This policy applies to full-time, regular employees who work at least 30 hours per week in California.

Vacation Time Accrual

Eligible employees will accrue Vacation Time based upon length of service, as follows:

Full-Time, Regular Employees (30+ hours/week)			
Length of Service	Monthly Vacation Accrual	Annual Vacation Accrual	Maximum Vacation Accrual/Carryover
0 to 4 years	5.33 hours	64 hours	80 hours
5 to 9 years	8.67 hours	104 hours	130 hours
10 years or more	12 hours	144 hours	180 hours

Monthly accruals will occur at the end of each month and will be available in an employee's vacation bank on the first workday of the following month except in the month of December when the monthly accrual will be made available for employees on the first workday of the month.

New hires who start on or before the first workday of the month will receive their monthly accrual for that month while employees who start after the first workday of the month will begin their monthly accruals the following month.

Employees may carry over all accrued but unused vacation hours at the end of each calendar year. Employees will not accrue additional vacation hours any time their total vacation accrual reaches the maximum accrual amount (see chart above). Once employees use additional vacation hours and their total vacation accrual is less than the maximum accrual amount, they will accrue additional vacation hours up to the maximum accrual amount.

Employees who are on an approved leave of absence will continue to accrue vacation hours during their leave period.

Scheduling Vacation Time

Employees must use Vacation Time in increments of at least one (1) hour. Eligible full-time employees may use Vacation Time for traditional vacation and personal time other than Sick Time. Employees are required to use available vacation hours when taking time off from work by submitting a Leave Request in the My Atos portal to request and track Vacation Time.

When requesting Vacation Time, employees must give as much notice as possible, or at least two (2) weeks' advanced notice to their Manager, to ensure adequate coverage. Atos reserves the right to decline non-emergency vacation requests if the planned absence would interfere with Atos' business operations.

Employees should make every effort to use all accrued Vacation Time during the annual period in which it accrues. Employees' Vacation Time use will be reviewed by the company each year to ensure that employees have scheduled Vacation Time appropriately to ensure that all accrued time will be used by the end of each year. Employees who have not scheduled enough Vacation Time by October 1 to ensure that all, or nearly all, vacation hours are used by the end of the year may have time off scheduled for them, which will be paid through Vacation Time.

Vacation Advances

Employees are allowed up to 40 vacation hours in advance against future vacation accruals. Any negative balance at the end of the year will be carried over to the following year.

Vacation Hours at Termination

Employees will be paid out all accrued, unused vacation hours upon separation from employment from Atos. If an employee leaves Atos before the last day of the month, the employee will earn a pro-rata share of vacation hours through the date of separation.

Employees can view their vacation balances in the My Atos portal under [Administration>Leave>My Leave>Leave Quotas](#).

PAID SICK TIME

Eligibility

All employees who regularly work in California are eligible for paid Sick Time.

Sick Time Accrual

Eligible employees will be granted Sick Time for the calendar year in the first pay cycle in the calendar year (January 1-December 31), or upon hire for new hires. Full-time employees regularly working 30 hours or more per week will be granted 72 hours/9 days each year.¹ Eligible employees working less than 30 hours per week will be granted Sick Time on a prorated basis based on their regular hours worked consistent with applicable law.

¹ Except in Berkeley, Emeryville, Oakland, San Francisco, and Santa Monica, where accrual is capped at 72 hours on a rolling basis.

Use of Sick Time

Employees must use Sick Time in increments of at least one (1) hour. Eligible employees may use Sick Time, consistent with applicable state or local paid leave requirements, to:

- attend appointments or receive care for the employee's own physical or mental illness, injury, or medical condition, including conditions requiring home care, professional medical diagnosis or treatment, or preventive care; or
- attend appointments or provide care for an eligible family member's physical or mental illness, injury, or medical condition, including conditions requiring home care, professional medical diagnosis or care, or preventive care; or
- address the psychological, physical, or legal effects of domestic violence, harassment, sexual assault, or stalking involving an employee or a family member; or
- take time off when an employee's place of business or a child's school or place of care has been closed by order of a public official due to a public health emergency or for other health-related reasons; or
- take time off when an employee or a family member is quarantined by a public health authority or health care provider; or
- take time off for bone marrow or organ donation by the employee or a family member (San Francisco only); or
- care for or aid an employee's own guide dog, signal dog, or service dog, or that of a family member or designated person (Emeryville only).

The use of Sick Time for other purposes (such as vacation, or "personal days") is prohibited. Specifically, abuse of legally-mandated Sick Time under state or local law may result in disciplinary action up to and including termination.

Notification to Atos

If the need for Sick Time is foreseeable, employees should provide advance notice as soon as possible under the circumstances, preferably at least seven (7) days in advance. If the need for Sick Time is not foreseeable, employees should provide notice of the need for Sick Time as soon as possible under the circumstances. Notice should be given to the employee's Manager.

Documentation for Sick Time

If an employee uses Sick Time for more than three (3) consecutive scheduled workdays, the company may require reasonable documentation of the purpose for such leave. If the reason for Sick Time is due to an employee's or a family member's own medical condition, verification from a health care provider is appropriate, but should not explain the nature of the condition or result in an unreasonable burden or expense on the employee. If the reason for Sick Time is due to an employee's need for leave related to domestic violence, verification may include a police report, court order or other evidence from the court or a prosecuting attorney, other documentation from a victim advocate, attorney, member of the clergy, a medical or other professional, or an employee's own written statement.

Atos also reserves the right to require documentation verifying an employee's need to use Sick Time, if there are indications of a pattern of abuse, such as repeated use of unscheduled Sick Time on or adjacent to weekends, holidays, or pay day, regardless of whether the employee has used Sick Time for more than three (3) consecutive days.

Compensation for Sick Time

Timekeeping documentation should clearly reflect all Sick Time taken. Employees are required to submit a Leave Request in the My Atos portal to request and track Sick Time. Sick Time will be compensated at the same hourly rate and with the same benefits as the eligible employee normally earns. When an eligible employee uses Sick Time, it will be paid in accordance with normal payroll procedures.

Information Regarding Sick Time Balance

Employees can view their Sick Time balances in the My Atos portal under [Administration>Leave>My Leave>Leave Quotas](#). Please review for accuracy and immediately contact Human Resources if you have questions regarding your Sick Time balance.

Concurrence with Other Leaves

Sick Time including absences that qualify under any state or local paid sick leave requirement may also qualify under the federal Family and Medical Leave ("FMLA") or similar state laws. Sick Time related to such absences will be run concurrently with FMLA and state and local leave requirements to which an employee is entitled.

Sick Time Advances

Advances against future Sick Time accrual are not permitted. If an employee has utilized all of their accrued Sick Time, but is still unable to return to work due to illness, the employee must utilize any accrued vacation hours for the remainder of their absence or take unpaid leave where appropriate.

No Carryover (Except as Legally Required)

Any accrued but unused Sick Time not used by the end of the calendar year will be forfeited and no hours will be carried over to the next calendar year, except as required by applicable local law. Additionally, employees will not be paid compensation in lieu of Sick Time hours.

Sick Time Upon Termination

Accrued but unused Sick Time will not be paid out at separation from employment, whether voluntary or involuntary, and whether with or without notice.

Paid Sick Leave Compliance

Atos prohibits discrimination or retaliation against employees because of an employee's request for, or use of, legally-mandated paid sick leave under state or local law. If you believe that you have been treated unfairly on account of your use of legally-mandated paid sick leave, or your request for legally-mandated paid sick leave, please immediately report this concern to Human Resources so that the matter may be reviewed and appropriate corrective action may be taken.

Definitions

For purposes of this policy, and where consistent with applicable law:

"Children" shall include biological, adopted, and foster children, stepchildren, or legal wards of an employee or an employee's spouse, or children for whom an employee or an employee's spouse stands "in loco parentis" or to whom the employee stood "in loco parentis" when the individual was a minor.

"Eligible family member" shall include an employee's: (1) spouse, (2) children, (3) parents, (4) grandparents, (5) grandchildren, (6) siblings, and, in Los Angeles: (7) any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

"Grandparents" and **"grandchildren"** include biological, adopted, foster, and step-relationships of the employee or the employee's spouse.

"Parents" shall include biological, adopted, and foster parents or stepparents of an employee or an employee's spouse, or a legal guardian or person who stood "in loco parentis" to an employee or an employee's spouse as a minor child.

"Siblings" shall include biological, adopted, and foster siblings, step-siblings, half-siblings, and their spouses.

"Spouse" shall include domestic partners, registered domestic partners, or (if the employee has no spouse otherwise) a designated person of the employee's choice.

EMPLOYEES TRANSFERRING INTO CALIFORNIA FROM ANOTHER STATE

An employee who transfers to a position with Atos in California from another state that has a Vacation and Sick Time policy will have their accrued vacation hours applied to vacation hours and Sick Time hours applied to Sick Time under the new policy.

An employee who transfers to a position with Atos in California from a state with PTO will have 60% of their PTO hours converted to vacation hours and 40% to Sick Time (up to the maximum Sick Time allowed).

EMPLOYEES TRANSFERRING FROM CALIFORNIA TO ANOTHER STATE

An employee who transfers from California to a position with Atos in a state with a Vacation and Sick Time policy will have their accrued Vacation and Sick Time hours carried over to the new state and will accrue Vacation and Sick Time hours in accordance with the new state policy.

An employee who transfers from California to a position in a state with a PTO policy will have their unused Vacation and Sick Time hours converted to PTO and included in the employee's PTO bucket.

DISCLAIMER

Atos will make every effort to comply with federal, state and local laws as it relates to vacation and paid sick leave. This Vacation and Sick Time policy is not intended to create an express

or implied contract between Atos and any of its eligible employees. Atos reserves the right to amend, modify, or rescind this policy and other employee benefit programs where consistent with applicable law.

If you have any questions related to this Vacation and Sick Time policy, please contact an HR Advisor by submitting a ticket via My Atos portal under [Support>Create Support Ticket>Create Service Request>Human Resources >PTO & Leave – Balance Inquiries](#), or by calling [1-800-882-1944, option 8](#).



COLORADO MONTANA AND NEBRASKA VACATION AND SICK TIME POLICY

Atos recognizes that employees will need time away from work for traditional vacation and personal time, as well as to address their own medical needs, those of family members, and for related purposes. Employees will have separate buckets of paid time to use for these purposes: Vacation Time and Paid Sick Time ("Sick Time"). To the extent that applicable state law mandates the accrual and use of paid sick leave, this policy is intended to ensure that all eligible employees receive paid sick leave in accordance with applicable law. Vacation Time and Sick Time under this policy are not being provided in addition to any applicable pre-existing paid time off ("PTO"), vacation, personal time, or paid sick leave policies, which are now superseded by this policy.

VACATION

Eligibility

This policy applies to full-time, regular employees who work at least 30 hours per week in Colorado, Montana, and Nebraska.

Vacation Time Accrual

Eligible employees will accrue Vacation Time based upon length of service, as follows:

Full-Time, Regular Employees (30+ hours/week)			
Length of Service	Monthly Vacation Accrual	Annual Vacation Accrual	Maximum Vacation Accrual/Carryover
0 to 4 years	5.33 hours	64 hours	64 hours
5 to 9 years	8.67 hours	104 hours	104 hours
10 years or more	12 hours	144 hours	144 hours

Monthly accruals will occur at the end of each month and will be available in an employee's vacation bank on the first workday of the following month except in the month of December when the monthly accrual will be made available for employees on the first workday of the month.

New hires who start on or before the first workday of the month will receive their monthly accrual for that month while employees who start after the first workday of the month will begin their monthly accruals the following month.

Employees may carry over all accrued but unused vacation hours at the end of each calendar year. Employees will not accrue additional vacation hours any time their total vacation accrual reaches the maximum accrual amount (see chart above). Once employees use additional vacation hours and their total vacation accrual is less than the maximum accrual amount, they will accrue additional vacation hours up to the maximum accrual amount.

Employees who are on an approved leave of absence will continue to accrue vacation hours during their leave period.

Scheduling Vacation Time

Employees must use Vacation Time in increments of at least one (1) hour. Eligible full-time employees may use Vacation Time for traditional vacation and personal time other than Sick Time. Employees are required to use available vacation hours when taking time off from work by submitting a Leave Request in the My Atos portal to request and track Vacation Time.

When requesting Vacation Time, employees must give as much notice as possible, or at least two (2) weeks' advanced notice to their Manager, to ensure adequate coverage. Atos reserves the right to decline non-emergency vacation requests if the planned absence would interfere with Atos' business operations.

Employees should make every effort to use all accrued Vacation Time during the annual period in which it accrues. Employees' Vacation Time use will be reviewed by the company each year to ensure that employees have scheduled Vacation Time appropriately to ensure that all accrued time will be used by the end of each year. Employees who have not scheduled enough Vacation Time by October 1 to ensure that all, or nearly all, vacation hours are used by the end of the year may have time off scheduled for them, which will be paid through Vacation Time.

Vacation Advances

Employees are allowed up to 40 vacation hours in advance against future vacation accruals. Any negative balance at the end of the year will be carried over to the following year. Should an employee have a negative vacation balance at the time of separation, Atos will deduct the negative balance from the employee's final wages where allowed by law.

Vacation Hours at Termination

Employees will be paid out all accrued, unused vacation hours upon separation from employment from Atos. If an employee leaves Atos before the last day of the month, the employee will earn a pro-rata share of vacation hours through the date of separation.

Employees can view their vacation balances in the My Atos portal under [Administration>Leave>My Leave>Leave Quotas](#).

PAID SICK TIME

Eligibility

All employees in Colorado, Montana, and Nebraska, who regularly work 30 or more hours per week, and employees in Colorado who work less than 30 hours per week are eligible for paid Sick Time.

Sick Time Accrual

Eligible employees will be granted Sick Time for the calendar year in the first pay cycle in the calendar year (January 1-December 31), or upon hire for new hires. Full-time employees regularly working 30 hours or more per week will be granted 56 hours/7 days each year. Eligible employees working less than 30 hours per week will be granted Sick Time on a prorated basis based on their regular hours worked consistent with applicable law.

Use of Sick Time

Employees must use Sick Time in increments of at least one (1) hour. Eligible employees may use Sick Time, to attend appointments or receive care for the employee's own physical or mental illness, injury, or medical condition, including conditions requiring home care, professional medical diagnosis or treatment, or preventive care, or, consistent with applicable Colorado paid sick leave requirements, to:

- attend appointments or provide care for an eligible family member's physical or mental illness, injury, or medical condition, including conditions requiring home care, professional medical diagnosis or care, or preventive care; or
- address the psychological, physical, or legal effects of domestic violence, harassment, or sexual assault involving an employee or a family member; or
- take time off when an employee's place of business or a child's school or place of care has been closed by order of a public official due to a public health emergency or for other health-related reasons; or
- take time off when an employee or a family member is quarantined by a public health authority or health care provider.

The use of Sick Time for other purposes (such as vacation, or "personal days") is prohibited. Specifically, abuse of legally-mandated Sick Time under state or local law may result in disciplinary action up to and including termination.

Notification to Atos

If the need for Sick Time is foreseeable, employees should provide advance notice as soon as possible under the circumstances, preferably at least seven (7) days in advance. If the need for Sick Time is not foreseeable, employees should provide notice of the need for Sick Time as soon as possible under the circumstances. Notice should be given to the employee's Manager.

Documentation for Sick Time

If an employee uses Sick Time for more than three (3) consecutive scheduled workdays, the company may require reasonable documentation of the purpose for such leave. If the reason for Sick Time is due to an employee's or a family member's own medical condition, verification from a health care provider is appropriate, but should not explain the nature of the condition or result in an unreasonable burden or expense on the employee. If the reason for Sick Time is due to an employee's need for leave related to domestic violence, verification may include a police report, court order or other evidence from the court or a prosecuting attorney, other documentation from a victim advocate, attorney, member of the clergy, a medical or other professional, or an employee's own written statement.

Atos also reserves the right to require documentation verifying an employee's need to use Sick Time, if there are indications of a pattern of abuse, such as repeated use of unscheduled Sick Time on or adjacent to weekends, holidays, or pay day, regardless of whether the employee has used Sick Time for more than three (3) consecutive days.

Compensation for Sick Time

Timekeeping documentation should clearly reflect all Sick Time taken. Employees are required to submit a Leave Request in the My Atos portal to request and track Sick Time. Sick Time will be compensated at the same hourly rate and with the same benefits as the eligible employee normally earns. When an eligible employee uses Sick Time, it will be paid in accordance with normal payroll procedures.

Information Regarding Sick Time Balance

Employees can view their Sick Time balances in the My Atos portal under [Administration>Leave>My Leave>Leave Quotas](#). Please review for accuracy and immediately contact Human Resources if you have questions regarding your Sick Time balance.

Concurrence with Other Leaves

Sick Time including absences that qualify under any state or local paid sick leave requirement may also qualify under the federal Family and Medical Leave ("FMLA") or similar state laws. Sick Time related to such absences will be run concurrently with FMLA and state and local leave requirements to which an employee is entitled.

Sick Time Advances

Advances against future Sick Time accrual are not permitted. If an employee has utilized all of their accrued Sick Time, but is still unable to return to work due to illness, the employee must utilize any accrued vacation hours for the remainder of their absence or take unpaid leave where appropriate.

No Carryover

Any accrued but unused Sick Time not used by the end of the calendar year will be forfeited and no hours will be carried over to the next calendar year. Additionally, employees will not be paid compensation in lieu of Sick Time hours.

Sick Time Upon Termination

Accrued but unused Sick Time will not be paid out at separation from employment, whether voluntary or involuntary, and whether with or without notice.

Paid Sick Leave Compliance

Atos prohibits discrimination or retaliation against employees because of an employee's request for, or use of, legally-mandated paid sick leave under state or local law. If you believe that you have been treated unfairly on account of your use of legally-mandated paid sick leave, or your request for legally-mandated paid sick leave, please immediately report this concern to Human Resources so that the matter may be reviewed and appropriate corrective action may be taken.

Definitions

For purposes of this policy, and where consistent with applicable law, "eligible family member" shall include an employee's immediate family member (a person related by blood, marriage, civil

union, or adoption), a child to whom the employee stands *in loco parentis*, a person who stood *in loco parentis* to the employee when the employee was a minor, and a person for whom the employee is responsible for providing or arranging health- or safety-related care.

Eligible employees should contact Human Resources with questions concerning whether any of the above definitions apply in a particular jurisdiction.

EMPLOYEES TRANSFERRING INTO CO, MT, OR NE FROM ANOTHER STATE

An employee who transfers to a position with Atos in Colorado, Montana, or Nebraska from another state that has a Vacation and Sick Time policy will have their accrued vacation hours applied to vacation hours and Sick Time hours applied to Sick Time under the new policy.

An employee who transfers to a position with Atos in Colorado, Montana, or Nebraska from a state with PTO, will have 60% of their PTO hours converted to vacation hours and 40% to Sick Time (up to the maximum Sick Time allowed).

EMPLOYEES TRANSFERRING FROM CO, MT, OR NE TO ANOTHER STATE

An employee who transfers from Colorado, Montana, or Nebraska to a position with Atos in a state with a Vacation and Sick Time policy will have their accrued Vacation and Sick Time hours carried over to the new state and will accrue Vacation and Sick Time hours in accordance with the new state policy.

An employee who transfers from Colorado, Montana, or Nebraska to a position in a state with a PTO policy will have their unused Vacation and Sick Time hours converted to PTO and included in the employee's PTO bucket.

DISCLAIMER

Atos will make every effort to comply with federal, state and local laws as it relates to vacation and paid sick leave. This Vacation and Sick Time policy is not intended to create an express or implied contract between Atos and any of its eligible employees. Atos reserves the right to amend, modify, or rescind this policy and other employee benefit programs where consistent with applicable law.

If you have any questions related to this Vacation and Sick Time policy, please contact an HR Advisor by submitting a ticket via My Atos portal under [Support>Create Support Ticket>Create Service Request>Human Resources>PTO & Leave – Balance Inquiries](#), or by calling 1-800-882-1944, option 8.

US, Puerto Rico
Bi-Weekly Payroll Schedule 2021

	Paydate	Pay Period Begins	Pay Period Ends	HR Cut-Off 3PM EST
1	01/15/2021	12/28/2020	01/10/2021	01/06/2021
2	01/29/2021	01/11/2021	01/24/2021	01/20/2021
3	02/12/2021	01/25/2021	02/07/2021	02/03/2021
4	02/26/2021	02/08/2021	02/21/2021	02/17/2021
5	03/12/2021	02/22/2021	03/07/2021	03/03/2021
6	03/26/2021	03/08/2021	03/21/2021	03/17/2021
7	04/09/2021	03/22/2021	04/04/2021	03/31/2021
8	04/23/2021	04/05/2021	04/18/2021	04/14/2021
9	05/07/2021	04/19/2021	05/02/2021	04/28/2021
10	05/21/2021	05/03/2021	05/16/2021	05/12/2021
11	06/04/2021	05/17/2021	05/30/2021	05/26/2021
12	06/18/2021	05/31/2021	06/13/2021	06/09/2021
13	07/02/2021	06/14/2021	06/27/2021	06/23/2021
14	07/16/2021	06/28/2021	07/11/2021	07/07/2021
15	07/30/2021	07/12/2021	07/25/2021	07/21/2021
16	08/13/2021	07/26/2021	08/08/2021	08/04/2021
17	08/27/2021	08/09/2021	08/22/2021	08/18/2021
18	09/10/2021	08/23/2021	09/05/2021	09/01/2021
19	09/24/2021	09/06/2021	09/19/2021	09/15/2021
20	10/08/2021	09/20/2021	10/03/2021	09/29/2021
21	10/22/2021	10/04/2021	10/17/2021	10/13/2021
22	11/05/2021	10/18/2021	10/31/2021	10/27/2021
23	11/19/2021	11/01/2021	11/14/2021	11/10/2021
24	12/03/2021	11/15/2021	11/28/2021	11/24/2021
25	12/17/2021	11/29/2021	12/12/2021	12/08/2021
26	12/31/2021	12/13/2021	12/26/2021	12/22/2021
1	01/14/2022	12/27/2021	01/09/2020	01/05/2022

