

Employee Benefits Policy

Northstar Software, Inc.

Effective date: 2025-01-01 | Owner: People Operations | Status: Active

This policy is intended for internal use. It does not create a contract of employment and may be updated at any time.

1. Purpose and Overview

Scope: This policy applies to all Northstar Software, Inc. employees (full-time and part-time) and contractors where noted. Local law may impose additional requirements; where local law conflicts with this policy, the stricter standard will apply unless prohibited.

Definitions: “Employee” refers to active staff on the company payroll. “Manager” refers to the employee’s direct manager or other designated approver. “People Operations” (“People Ops”) refers to HR administrators. “Business days” excludes weekends and company holidays.

Northstar offers a benefits program designed to support employees’ health, financial security, and work-life integration. Plan availability may vary by location and employment type.

2. Eligibility

Full-time employees scheduled at 30+ hours/week are eligible for core benefits. Part-time employees may be eligible for limited benefits as specified by plan rules.

Coverage generally begins on the first day of the month following the employee’s start date unless otherwise defined by a specific plan.

Dependents eligibility is determined by the insurance carrier rules and may include spouse/domestic partner and dependent children.

3. Health and Wellness Benefits

Medical: Northstar provides access to medical plans with multiple coverage tiers (Employee Only, Employee + Spouse/Partner, Employee + Child(ren), Family).

Dental and Vision: Dental and vision plans are available on an employee-paid or cost-shared basis depending on location.

Employee Assistance Program (EAP): Confidential counseling and referral services are available at no cost to eligible employees.

Wellness Support: Northstar may offer wellness stipends and preventive care resources where permitted by local law.

4. Time-Off and Leave Benefits

PTO and leave benefits are described in the PTO and Leave Policy. Certain leaves may be enhanced beyond statutory requirements subject to eligibility.

Paid parental leave: Where offered, eligible employees may receive paid parental leave following the birth, adoption, or foster placement of a child. Duration and eligibility vary by location.

5. Financial Benefits

Retirement: Where available, Northstar offers a retirement savings plan (e.g., 401(k) or equivalent). Employer contributions, if provided, follow plan rules and vesting schedules.

Life Insurance: Basic life insurance may be provided, with optional supplemental coverage available at employee cost.

Disability: Short-term and/or long-term disability coverage may be provided depending on jurisdiction and plan availability.

6. Work-Life and Professional Support

Professional development: Northstar supports role-relevant learning through an annual budget, subject to manager approval and completion of required training.

Ergonomics and equipment: Remote or hybrid employees may be eligible for equipment support or stipends as defined by the Remote Work Policy.

Commuter/transportation: Where available, commuter benefits may be provided consistent with local programs.

7. Enrollment, Changes, and Documentation

Open enrollment occurs annually. Employees must select benefits during the enrollment window to maintain or adjust coverage.

Mid-year changes are permitted only following a qualifying life event (e.g., marriage, birth/adoption, loss of other coverage) and must be submitted within the plan's required timeframe.

Employees are responsible for providing accurate dependent documentation when requested by the carrier.

8. Confidentiality and Privacy

Health information is handled in accordance with applicable privacy laws. People Ops will only access benefit information as necessary for administration and compliance.

9. Disclaimers

This document summarizes benefits at a high level. In all cases, official plan documents and carrier terms govern. Northstar reserves the right to modify or terminate benefits as permitted by law.