



2017 Benefits Highlights

Blackwood Seven offers a comprehensive and affordable insurance package, including medical, prescription drug, mental health, dental and vision benefits; life insurance, flexible spending and 401k plan. In addition, ancillary benefits such as paid time off (PTO) provide opportunities to help balance your work and personal life.

Medical Plan

The Medical Plan is offered through Blue Shield, for you and your eligible dependents.

Your portion of the employee contributions vary depending on whether you choose coverage for yourself only, yourself + spouse, yourself + child(ren) or yourself and your family (children + spouse).

- **Health Maintenance Organization (HMO): Blue Shield Gold Access+ HMO \$30**
The HMO Plan requires that you choose a Primary Care Physician from one of the many contracted doctors in Blue Shield's HMO network. In exchange, the plan offers you low copays and out-of-pocket expenses. Your contributions vary depending on whether you choose coverage for yourself only, yourself + spouse, yourself + child(ren) or yourself and your family (children + spouse).
- **Preferred Provider Organization (PPO): Blue Shield Silver Full PPO 1700 or Platinum Full PPO 150**
The PPO plan offers you coverage for in- network and out- of- network services. You do not need a referral to see a network specialist. Each time you receive care, you can either see a provider who participates in the Blue Shield Network (which will result in lower out of pocket costs to you based on lower, negotiated rates for services) or receive care from outside the network (and receive a lower level of benefit at a higher cost to you).

Dental Plan

The Company offers a comprehensive Dental PPO Plan for you and your eligible dependents through Principal.

Your contributions vary depending on whether you choose coverage for yourself only, yourself + spouse, or yourself + child(ren) or yourself and your family (children + spouse).

- **Dental PPO plan:** Offers you an unlimited choice in dental care providers. While you may select any dentist, Principal offers a Preferred Provider Organization (PPO) as part of this Plan. You may receive your dental care in- network or out- of- network, however, if you use a dentist who is in- network, your share of the cost will be based on Principal's negotiated fee schedule, saving you money on the cost of your dental care. The annual maximum reimbursement is \$1,000 per person. Generally, preventive services are covered at 100% and basic services, such as fillings and periodontics are covered at 80%. Major services such as crowns, bridgework and dentures are covered at 50%. Orthodontia expenses are not covered under the plan.
- **Opt Out:** You may waive dental coverage through the Company.

Vision Care Program

The plan is administered by Principal, but using Vision Service Plan (VSP), one of the leading vision benefit providers in the industry.

Your contributions vary depending on whether you choose coverage for yourself only, yourself + spouse, yourself + child(ren) or yourself and your family (children + spouse).

- **Opt Out:** You may waive vision coverage through the Company.

Health Care Flexible Spending Account

The Health Care Flexible Spending Account (FSA), administered by Total Administrative Services Corporation (TASC), allows you to set aside funds through the convenience of a payroll deduction, to reimburse yourself for your eligible, unreimbursed medical, dental, vision, and prescription drug expenses. You may contribute up to \$2,550 a year on a before- tax basis. Your contributions come out of your pay before taxes are calculated, so you do not pay any Federal Income, Social Security or in most cases, state and local taxes, on the amount you set aside. You may then use these funds throughout the year to reimburse yourself for eligible out- of- pocket health care expenses incurred by you and your eligible dependents. Any money remaining in your account at the end of the plan year (and plan year grace period) must be forfeited.

Dependent Day Care Flexible Spending Account

The Dependent Day Care Flexible Spending Account (FSA), administered by TASC allows you to set aside up to \$5,000 a year on a before- tax basis to reimburse yourself for your eligible dependent child and elder care expenses. Your contributions come out of your pay before taxes are calculated, so you do not pay any Federal Income, Social Security or in most cases, state and local taxes, on the amount you set aside. You pay or are reimbursed for eligible dependent day care expenses from the before- tax balance in your account. The IRS places certain restrictions on contributions to this Plan. Any money remaining in your account at the end of the plan year (and plan year grace period) must be forfeited.

401k Retirement Plan

Blackwood Seven offers a 401k Retirement Plan through ADP Retirement Services. This plan can help you reach your future financial goals. Deductions are subject to maximum deferral and contributions limits. Your participation in this benefit includes:

- Tax-advantaged saving through pre-tax contributions and the Roth 401(k) option
- Convenient, automatic payroll deductions
- Investments that make saving easy
- Plan features that simplify planning

Eligible employees are able to choose from two options – Traditional 401k or Roth 401k.

Traditional 401k option

The plan offers a solution for creating a diversified asset allocation for your account with just one investment option. Just choose either the fund with the date closest to your anticipated retirement date or the risk-based fund with the allocation that most closely reflects your investor type, whichever type your plan offers.

Roth 401k option

The plan also offers another tax-advantaged savings option: a Roth 401(k). With Roth, your contributions are taxed now—instead of when you retire. Your contributions and earnings grow tax-free, which means you pay no taxes when you make a withdrawal if certain conditions are met. For more information and to enroll, please visit www.mykplan.com. HR will provide the plan number and passcode.

Life Insurance Plan

The Company provides you with Basic Life Insurance equal to \$20,000. Principal administers the Company's life insurance.

Workers' Compensation

If you suffer a work- related illness or injury, you must report it immediately to the Human Resources (HR) Department. The Company provides Workers' Compensation coverage through The Hartford.

Office Parking and Commuter Program

Employees are offered underground garage parking in the building. The monthly parking pass is 100% paid by the company.

The Commuter Program, administered by TASC, offers you the opportunity to reduce the cost of your commute to work by paying for these expenses on a before- tax basis. Under the Program, you may set aside up to \$130 a month for mass transit expenses before- tax basis. The money you set aside before taxes is not subject to Federal Income, Social Security, or in most cases, state and local taxes.

Pay Dates

Exempt employees will be paid on a semi-monthly basis, on the fifteenth and the last working day of the month. If a payday falls on a weekend or a Company holiday, employees will be paid on the preceding workday. Each check includes pay for regular work.

Non-exempt employees will be paid bi-weekly and, if applicable, overtime work performed through the completion of the prior workweek.

Automatic Data Processing (ADP) is the Company's payroll administrator.

Paid Time Off (PTO) – Exempt Employees

The Company highly recommends that all eligible full-time employees take reasonable time off to refresh themselves and to ensure the highest quality of their work. The Company does not offer formal paid vacation days or a PTO accrual policy for exempt employees. Rather, such employees should request time off on an as-needed basis. It is at the sole discretion of the manager and/or HR to review and approve paid time off.

Holidays

The Company typically closes on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

Fitness Program

The Company promotes a healthy lifestyle. The Company will reimburse eligible employees up to an annual maximum of \$300, and the monthly maximum cannot exceed \$30 towards qualifying health clubs, fitness centers and/or classes upon proof of payment. The reimbursement will be paid at the end of the year.

Our Location

The Water's Edge corporate campus provides a daily food truck located in the parking lot from 11am – 2pm. The schedule can be found at: <http://lotmom.com/watersedge>.

The closest restaurant is a pizza/sub restaurant called The Slice across the street from the building. The best way to access street level is taking the elevator down to P1 and walk across the park area.

Eligibility for Benefits

You are eligible for the Company's benefit plans if you are an employee regularly scheduled to work at least 30 hours a week.

Benefits begin based on the following schedule:

- **Medical Plan:** the first of the month following your date of hire.
 - **Dental Plan:** the first of the month following your date of hire.
 - **Vision Care (VSP):** the first of the month following your date of hire.
 - **Health Care and/or Dependent Care FSA:** the first of the month following your date of hire.
 - **401k:** the first of the month after you enroll. You may enroll at any time.
 - **Life Insurance:** the first of the month following your date of hire. You must be actively at work on this date for your benefits to begin.
 - **Commuter Program:** the first of the month after you enroll. You may enroll at any time.
 - **Fitness Program:** employed for a minimum of 90 days, and will begin the first of the month following your date of hire and employees may submit for reimbursement at year-end
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Please feel free to contact Human Resources with any questions.

This document is intended to provide California based employees a summary of the basic provisions of the Company's benefit plans/programs. In the event that a discrepancy exists between this summary and the actual Plan Documents, or if there is a question about interpretation, the Plan Documents will take precedence. While the Company intends to maintain these plans indefinitely, we reserve the right to amend or terminate any and all benefit plans for active or retired employees at any time.