

Employee Benefits

1. Objective

The objective of this Benefits Policy is to outline the range of benefits available to employees at , ensuring that all eligible employees have access to a comprehensive and competitive benefits package. Our goal is to promote the health, well-being, and financial security of our employees.

2. Eligibility

All full-time employees are eligible for benefits after completing the probationary period, which is typically 90 days from the date of hire.

Part-time employees may be eligible for certain benefits, depending on their hours worked and the specific benefit in question.

Some benefits may be offered to employees on a temporary or contract basis depending on their work arrangement.

3. Health Insurance

provides comprehensive health insurance coverage for all eligible employees. Employees can choose from a range of plans to meet their needs, including HMO, PPO, and HDHP (High Deductible Health Plans).

Coverage begins on the first day of the month following 30 days of employment.

The company will cover a percentage of the employee's health plan premiums, with employees contributing the remaining cost via payroll deductions.

Health insurance benefits include coverage for medical, dental, and vision care.

4. Retirement Plan

401(k) Plan: offers a 401(k) retirement savings plan to all eligible employees. Employees can contribute a percentage of their pre-tax earnings into the plan.

The company will match up to 4% of the employee's contribution to their 401(k) account, following the company's vesting schedule.

Employees are encouraged to meet with a financial advisor to make informed decisions about their retirement planning.

5. Paid Time Off (PTO)

Vacation Days: Employees are eligible for 15 paid vacation days per year, which will be accrued monthly. PTO may be used for vacation, personal time, or other personal matters.

Sick Days: Employees are provided with 10 paid sick days per year to recover from illness or attend medical appointments.

Holidays: observes 10 paid public holidays per year, including New Year's Day, Independence Day, Thanksgiving, and Christmas.

Paid Family Leave: Employees may be eligible for paid family leave for the birth or adoption of a child or to care for a seriously ill family member.

6. Employee Assistance Program (EAP)

offers an Employee Assistance Program (EAP) to support employees' mental health and well-being. The program provides confidential counseling, support services, and resources for employees and their immediate family members.

Services include counseling for stress, anxiety, relationships, grief, and work-related concerns, along with financial planning and legal advice.

7. Life and Disability Insurance

Life Insurance: provides basic life insurance coverage for all eligible employees, equal to one times their annual salary, at no cost to the employee.

Disability Insurance: Employees are eligible for short-term and long-term disability insurance after completing 90 days of employment. The company covers a percentage of the cost for the employee's premiums.

Short-term disability covers a portion of wages for up to 12 weeks due to illness or injury.

Long-term disability begins after short-term disability benefits expire and can continue for up to 5 years.

8. Employee Wellness Program

is committed to supporting the overall health and wellness of its employees. As part of this commitment, we offer a Wellness Program, which includes access to gym memberships, fitness challenges, and wellness workshops.

Employees can receive up to \$500 annually to reimburse wellness-related expenses, including gym memberships, yoga classes, and other fitness activities.

9. Professional Development

Tuition Reimbursement: supports continuous learning and career development. Eligible employees can receive up to \$3,000 per year in tuition reimbursement for job-related courses, certifications, or degree programs.

Training and Conferences: Employees are encouraged to attend industry conferences, seminars, and training programs. The company will cover registration fees and reasonable travel expenses for approved events.

10. Commuter Benefits

Employees who commute to the office are eligible for commuter benefits, which include pre-tax deductions for public transportation or parking expenses.

Employees can set aside up to \$270 per month (or the IRS limits) to cover transportation costs through payroll deductions, reducing their taxable income.

11. Bonuses and Incentives

Performance Bonuses: Employees may be eligible for annual performance bonuses based on individual, team, or company-wide performance. Bonus amounts vary based on performance and company profitability.

Referral Bonuses: Employees who refer successful candidates for open positions may be eligible for a referral bonus.

12. Parental Leave

provides 12 weeks of paid parental leave for employees who are the primary caregiver of a newborn or newly adopted child. This leave is available to both mothers and fathers, regardless of gender, and may be used within 12 months of the birth or adoption date.

13. Policy Review

This Benefits Policy will be reviewed annually to ensure that it remains competitive and compliant with U.S. labor laws. Any changes to benefits will be communicated to employees in advance.