

## AcisTek Corporation Benefits Summary

AcisTek understands that our people are the most important assets of company. Our approach to employee benefits offers great benefits across the company in a competitive package designed to retain experience and skills, and attract new talent to the company as needed. Our strategy preserves AcisTek’s investment in intellectual capital, ensures that critical client and company functions continue without interruption, and ensures the availability of required skills at the right time.

AcisTek has always been an employee-focused company that continually evaluates all aspects of our employee compensation to ensure salaries stay competitive and benefits provide employees with incentives to stay and grow with our firm and our clients. We understand that beyond offering basic benefits such as health care and life insurance, providing employees opportunities to improve the quality of their lives both professionally and personally through benefits such as educational assistance, bonuses, and retirement plans, is a critical part to retention and performance enhancement for our customers. Our benefits plan provides the broad scope of compensation to retain our existing staff and attract new talent, enabling us to provide and retain the best workforce in support of client and company needs.

AcisTek’s Benefits Plan represents a significant investment in our employees. Our total benefits plan has been designed to provide a much broader range of benefits than the industry standard for peer small and medium sized businesses in this marketplace.

### ACISTEK BENEFITS CHART

Benefit Name and Definition	AcisTek Plan	
	% of Cost Paid by Employee	Description of Coverage
Life Insurance Plan through Cigna Life Insurance	100% Company Paid	<ul style="list-style-type: none"> <li>• 1x annual salary up to \$50,000</li> <li>• Additional optional life insurance may be purchased by employees for themselves, spouses, and/or children</li> </ul>
Accidental Death & Dismemberment Insurance Plan through Cigna Life Insurance	100% Company Paid	<ul style="list-style-type: none"> <li>• 1x annual salary up to \$50,000</li> <li>• Additional optional life insurance may be purchased by employees for themselves, spouses, and/or children</li> </ul>
Short-term Disability (STD) through Sun Life	100% Company Paid	60% of Total Weekly Earnings, not to exceed the Maximum Weekly Benefit, less Other Income Benefits. Lasts up to 13 weeks & bridges into LTD if needed. The Maximum Weekly Benefit is \$1,900.
Long-term Disability (LTD) through Sun Life	100% Company Paid	60% of Total Monthly Earnings, not to exceed the Maximum Monthly Benefit, less Other Income Benefits after 90-day waiting period to \$8,250.00 per month maximum. Lasts up to return-to-workforce or age 65, with sliding scale of benefits thereafter. Employees who become

Benefit Name and Definition	AcisTek Plan	
	% of Cost Paid by Employee	Description of Coverage
		disabled under age 60 will receive LTD benefits up to normal retirement age (65), but not less than 60 months. Paid monthly.
Health Insurance Plan through United Health Care Medical, Dental, Prescription Drug Plan, Vision Plan	<ul style="list-style-type: none"> <li>AcisTek pays 70% of a full time exempt employee's health insurance costs. Employees may enroll a spouse and/or children and AcisTek 40% of the family's health insurance costs</li> </ul>	<ul style="list-style-type: none"> <li>Full-time exempt employees have access to United HealthCare Medical, Dental, Vision and Prescription Drug Plans</li> <li>There are numerous Medical insurance plan options for employees to choose from with personalized guidance from benefits specialists</li> <li>The Dental Plan includes coverage for Preventive &amp; Diagnostic Services, Basic (Restorative) Services, Major (Prosthodontic) Services and Orthodontia Services</li> <li>The Vision Service Plan (VSP) includes coverage for Routine Eye Exam, Eyeglasses (lenses &amp; frames) and Visually Necessary Contact Lenses, Elective Contact Lenses, Up to \$125 allowance per individual for contact lenses (materials) &amp; contact lens exam (fitting / evaluation), plus there are additional discounts available for some glasses and contact lenses.</li> <li>The Prescription Drug Plan offers numerous benefits including savings through the Mail Order Pharmacy, Mail Advantage Program, Half-Tablet Program, and Refill &amp; Save Program.</li> </ul>
Flexible Spending Account	N/A	<ul style="list-style-type: none"> <li>The Health Care Flexible Spending Account Plan (Health Care FSA) allows AcisTek exempt employees to set aside some of their current earnings on a pretax basis for reimbursement of qualified out-of-pocket health care expenses during the year. By using pretax dollars to pay for expenses, AcisTek employees reduce their taxable income.</li> </ul>
Sick Leave	100% company paid	<ul style="list-style-type: none"> <li>Included as part of AcisTek's personal Paid Time Off (PTO) benefits.</li> </ul>

Benefit Name and Definition	AcisTek Plan													
	% of Cost Paid by Employee	Description of Coverage												
Paid Time Off (PTO), Personal Leave for employees hired prior to 01/01/2017 the	<ul style="list-style-type: none"> <li>100% company paid</li> </ul>	<p>For employees hired prior to 01/01/2017 the PTO plan is shown below</p> <table border="1" data-bbox="987 474 1325 676"> <thead> <tr> <th>Length of Service (yrs)</th> <th>Leave (days/yr)</th> </tr> </thead> <tbody> <tr> <td>0-2</td> <td>15</td> </tr> <tr> <td>2-3</td> <td>20</td> </tr> <tr> <td>3+</td> <td>25</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Accrues bi-weekly according to schedule</li> <li>Employees may carry over up to 40 hours</li> <li>If contract/client schedule prevents employees from taking all of their PTO, the employee may apply for cash reimbursement of up to 40 hours per year</li> </ul>	Length of Service (yrs)	Leave (days/yr)	0-2	15	2-3	20	3+	25				
Length of Service (yrs)	Leave (days/yr)													
0-2	15													
2-3	20													
3+	25													
Paid Time Off (PTO), Personal Leave for employees hired 01/01/2017 or later	<ul style="list-style-type: none"> <li>100% company paid</li> </ul>	<p>For employees hired after to 12/31/2016 the PTO plan is shown below</p> <table border="1" data-bbox="987 999 1325 1285"> <thead> <tr> <th>Length of Service (yrs)</th> <th>Leave (days/yr)</th> </tr> </thead> <tbody> <tr> <td>0-2</td> <td>15</td> </tr> <tr> <td>2-3</td> <td>16</td> </tr> <tr> <td>3-5</td> <td>18</td> </tr> <tr> <td>5-8</td> <td>19</td> </tr> <tr> <td>8+</td> <td>20</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Accrues bi-weekly according to schedule</li> <li>Employees may carry over up to 40 hours</li> <li>If contract/client schedule prevents employees from taking all of their PTO, the employee may apply for cash reimbursement of up to 40 hours per year</li> </ul>	Length of Service (yrs)	Leave (days/yr)	0-2	15	2-3	16	3-5	18	5-8	19	8+	20
Length of Service (yrs)	Leave (days/yr)													
0-2	15													
2-3	16													
3-5	18													
5-8	19													
8+	20													
Work From Home (WFH)	<ul style="list-style-type: none"> <li>100% company paid</li> </ul>	<p>Employees may request to their manager and cc to AcisTek Human Resources to work from home on days when they may not be feeling well but can still work and don't want to infect others, or their personal schedule makes it difficult to report to the work site that day and they can still be fully productive and connected from their home office.</p>												

Benefit Name and Definition	AcisTek Plan	
	% of Cost Paid by Employee	Description of Coverage
Severance Pay		No set schedule for reduction-in-force or severance; these are offered on a case-by-case basis.
<ul style="list-style-type: none"> <li>• 401(k) Tax Deferred earnings Plan</li> <li>• 401(k) ROTH Post Tax earnings</li> </ul>	Employee Contribution Plus Employer Match	<ul style="list-style-type: none"> <li>• After six (6) months, AcisTek offers employees a voluntary pretax salary reduction plan (AcisTek Corporation 401k plan) for exempt full-time employees who are 21 years of age or older.</li> <li>• AcisTek matches employee contributions as follows:               <ul style="list-style-type: none"> <li>• 100% up to 3% of your Compensation plus</li> <li>• 50% of the amount of employee contributions that exceed 3% but do not exceed 5% of employee Compensation</li> </ul> </li> <li>• Employee may contribute up to 80% of salary, up to IRS maximum dollar amount</li> <li>• Employees may borrow up to 50% of their vested account balance, up to \$50,000</li> </ul>
Holidays	100% Company Paid	<ul style="list-style-type: none"> <li>• 10 Federal holidays per year</li> </ul>
Employee Professional Development Assistance Program	100% Company Paid	<ul style="list-style-type: none"> <li>• Employees can accrue Professional Development Assistance Credits at a rate of ten (10) cents per hour per Calendar Year up to \$280.00 per year. Unused Professional Development Assistance Credits can roll over into the next year up to a threshold of \$500.00.</li> <li>• Funds can be used for:               <ul style="list-style-type: none"> <li>• Trainings/Seminars/Conferences/ related to an employee’s present position</li> <li>• Membership/Certification Courses/Certification Test</li> <li>• Accredited certification technical institutions and school’s</li> <li>• Various professional association review courses, etc. related to an employee’s present position</li> </ul> </li> </ul>
Employee Referral Bonus Program	100% Company Paid	<ul style="list-style-type: none"> <li>• AcisTek’s Employee Referral Program will reward a successful referral through paying a bonus to the employee who refers a candidate that we hire as a full time employee a bonus of \$1000 after the new hire is with AcisTek for 6 months and a 2nd \$1000 bonus after the new hire is with us for 1 year.</li> </ul>

Benefit Name and Definition	AcisTek Plan	
	% of Cost Paid by Employee	Description of Coverage
		<ul style="list-style-type: none"> <li>For candidates that we hire as part time employees a bonus of \$500 will be awarded after the new hire is with us for 6 months and a 2nd \$500 bonus after the new hire is with us for 1 year.</li> </ul>
Anniversary Gift Cards	100% Company Paid	<ul style="list-style-type: none"> <li>AcisTek honors employees for their tenure by presenting them with a gift card and acknowledgement card signed by AcisTek leadership on their work anniversary by offering               <ul style="list-style-type: none"> <li>1 Year \$25 gift card</li> <li>2 Years \$50 gift card</li> <li>3 Years \$75 gift card</li> <li>4 Years &amp; Beyond \$100 gift card</li> </ul> </li> </ul>
Annual Performance Appraisal & Salary Review	100% Company Paid	<ul style="list-style-type: none"> <li>AcisTek conducts annual performance appraisals of its employees against pre-established performance goals which are developed in partnership with the employee and their manager</li> <li>Employees are eligible for salary increases based on their performance against their pre-established performance goals</li> </ul>
Commission Sales Bonus	100% Company Paid	<ul style="list-style-type: none"> <li>AcisTek rewards employees directly involved in business development and proposals by offering a commission bonus pay for their efforts in helping AcisTek win new business</li> <li>Commission sales bonuses are paid on a quarterly basis</li> </ul>
AcisTek Annual Excellence Awards	100% Company Paid	<ul style="list-style-type: none"> <li>AcisTek recognizes between 2-4 employees per year at the December Company Meeting with Annual Excellence Awards which includes a cash award and plaque.</li> <li>Employees are nominated by their managers and selections finalized by AcisTek leadership</li> </ul>
AcisTek Spot Bonus Awards	100% Company Paid	<ul style="list-style-type: none"> <li>AcisTek recognizes exceptional employee performance throughout the year by awarding Spot Bonuses</li> <li>Employees are nominated by their managers and selections finalized by AcisTek leadership</li> </ul>
AcisTek Perks at Work Through Insperty Marketplace	Significant discounts available on a wide range of consumer items	<ul style="list-style-type: none"> <li>Through AcisTek's membership with Insperty employees are eligible to receive significant discounts on a wide range of consumer items including               <ul style="list-style-type: none"> <li>Savings of up to \$3000 on car buying</li> <li>Savings of up to \$500 on vacation travel</li> <li>Savings on electronics up to 60%</li> <li>Restaurant gift certificates</li> </ul> </li> </ul>

Benefit Name and Definition	AcisTek Plan	
	% of Cost Paid by Employee	Description of Coverage
		<ul style="list-style-type: none"> <li>• Discounts for movies, theme parks, concerts and sports events</li> <li>• Savings on school supplies</li> </ul>
Additional Benefits	100% Company Paid	<ul style="list-style-type: none"> <li>• Direct deposit</li> <li>• Company Winter Holiday Party and Summer Outing includes spouses and family members</li> <li>• Business casual dress code in headquarters office</li> <li>• Bereavement, civic duty, and voting leave</li> <li>• Flexible working hours</li> </ul>

*Figure 1: AcisTek's Benefits Chart*

As shown in the extensive Fringe Benefit Chart above, our benefits plan is superior to most peer small business government contractors. In 2016-2017 AcisTek conducted an extensive survey of available benefit plan options through direct providers and consolidators. In late 2017 AcisTek contracted with Insperity ([www.insperity.com](http://www.insperity.com)) to offer a broader and deeper portfolio of benefits at lower costs to AcisTek than previously paid. Insperity pools together thousands of small businesses to give them the leverage of large businesses, enabling us to receive better benefits at lower prices. The benefits offered through Insperity (leveraging United HealthCare and many other providers) have proven to be a powerful recruiting and retention tool for AcisTek.

For any questions on our benefits please email [hr@acistek.com](mailto:hr@acistek.com)