

SANBORN HEAD

Building Trust. Engineering Success.



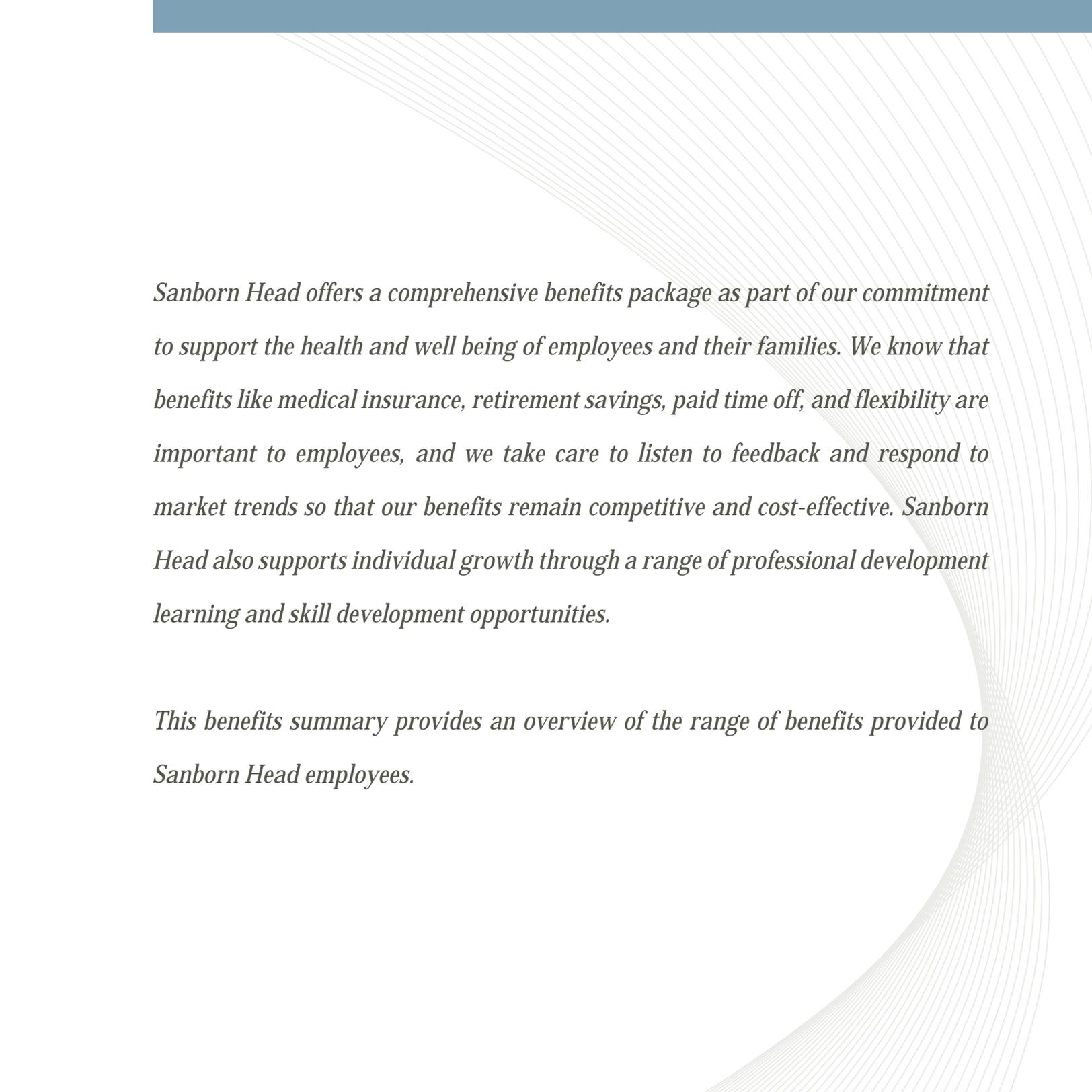
BENEFITS SUMMARY



TABLE OF CONTENTS

PAGE 2	HEALTH & WELLNESS
PAGE 5	INSURANCE
PAGE 7	SAVINGS
PAGE 9	LIFE & WORK
PAGE 10	PROFESSIONAL GROWTH
PAGE 13	OTHER BENEFITS

Disclaimer: This is an abbreviated description of employee benefits. More detailed information is available from Human Resources and on the Company's intranet (The Well). The Company reserves the right to change any of the employee benefits without notice. In the event a conflict exists between this summary and the actual plan document, the terms of the actual plan document will govern in all cases.



Sanborn Head offers a comprehensive benefits package as part of our commitment to support the health and well being of employees and their families. We know that benefits like medical insurance, retirement savings, paid time off, and flexibility are important to employees, and we take care to listen to feedback and respond to market trends so that our benefits remain competitive and cost-effective. Sanborn Head also supports individual growth through a range of professional development learning and skill development opportunities.

This benefits summary provides an overview of the range of benefits provided to Sanborn Head employees.

HEALTH & WELLNESS

MEDICAL INSURANCE

Sanborn Head offers medical, and prescription drug coverage through Anthem Blue Cross and Blue Shield of New Hampshire to all regular full-time and part-time employees who work at least 25 hours per week. For employees who elect medical insurance, coverage begins after 30 days of employment. The Company pays a percentage of the premium. The employee's share of the premium is deducted from payroll on a pre-tax basis.

Eligible employees and their dependents may choose to enroll in one of the following plans:

ACCESS BLUE NEW ENGLAND HMO requires participants to use Anthem's New England provider network. Participants must select a Primary Care Physician, but the plan does not require referrals to see a specialist. This plan is available to eligible employees in all New England offices.

PREFERRED BLUE PPO is available to eligible employees who wish to be covered by providers outside of Anthem's New England network. This plan is the only option for employees who reside outside of New England. Employees who are based in a New England office may elect this plan at an additional cost.

Additional benefits are offered to participants through the Anthem medical plans:

ANTHEM BLUE VIEW VISIONSM, helps defray the cost of routine eye exams, eyeglass frames, and lenses.

SITE OF SERVICE BENEFIT allows the employee to save money on lab tests and outpatient surgery performed at eligible facilities. By using an eligible laboratory or ambulatory surgery center, the employee's share of the cost is reduced and there is no need to pay a deductible or coinsurance.

360° HEALTH[®] includes a variety of programs and services to help employees get healthy, stay healthy and live better. Programs include MyHealth@Anthem[®], MyHealth Assessment, MyHealth Coach, Health Care Advisor, MyHealth Record, 24/7 NurseLine, Future Moms, Healthy Lifestyles, MyHealth Advantage, ConditionCare, Comprehensive Medical Management, ComplexCare, and special discounts on healthy lifestyle products and services.

SPECIALOFFERS@ANTHEM FITNESS REIMBURSEMENT PROGRAM reimburses members a fixed amount for regular exercise at a fitness club.

HEALTH REIMBURSEMENT ARRANGEMENT (HRA)

Sanborn Head provides a Health Reimbursement Arrangement (HRA) to employees who are enrolled in one of the Company's medical plans. The HRA is a benefit plan where the Company reimburses a portion of the medical plan's annual deductible up to a maximum amount. Reimbursements are made only if the employee or a covered family member incurs a deductible-related medical expense during the plan year.

DENTAL INSURANCE

Sanborn Head offers dental insurance, through Northeast Delta Dental, to all regular full-time and part-time employees who work at least 25 hours per week. For employees who elect dental insurance, coverage begins after 30 days of employment. Enrolled employees and their family members may use a participating dentist or a dentist of their choice. The Company pays for a percentage of the premium. The employee's share of the premium is deducted from payroll on a pre-tax basis.

VISION INSURANCE

Sanborn Head offers a supplemental, employee-paid vision insurance plan through VSP Vision. VSP Vision Care provides coverage for eye exams, prescription glasses and contact lens care. A non-participating VSP provider may be seen, however, the services may be subject to increased out-of-pocket expenses.

SICK TIME

At the beginning of each calendar year, Sanborn Head allocates a lump sum allowance of forty (40) hours of paid sick time to full-time, part-time, intern and temporary employees working a minimum of 20 hours per week. On-call employees and any employees working fewer than 20 hours per week will accrue earned sick time at the rate of one hour for every 30 hours worked, up to a maximum of 40 hours per calendar year.



HEALTH INSURANCE CLAIM FORM

HEALTH PLAN
PATIENT'S BIRTH DATE
DD YY
RELATIONSHIP TO INSURED
Household
Child
Other
Married
Part-T
St

FECA
BLK LUNG
(SSN)
SEX
M F
OTHER (ID)

1a. INSURED'S I.D. NUMBER
4. INSURED'S NAME (Last N
7. INSURED'S AD
CITY

INSURANCE

SHORT TERM DISABILITY INSURANCE

After 30 days of employment, regular full-time and part-time employees working at least 25 hours per week are eligible to participate in Sanborn Head's Short Term Disability Plan through Lincoln Financial Group. The plan is intended to replace a portion of the employee's salary should he or she go out on a physician directed and approved medical leave for a non-occupational injury or illness. The premium for this benefit is paid in full by the Company.

LONG TERM DISABILITY INSURANCE

Sanborn Head provides long term disability benefits through Lincoln Financial Group to eligible employees who have an illness or injury which results in a long term absence. The plan is designed to ensure some income in the event an eligible employee becomes disabled and unable to work. Regular full-time and part-time employees who work at least 25 hours per week are eligible to participate in the plan after 30 days of continuous active employment. The premium for this benefit is paid in full by the Company.

LIFE INSURANCE/AD&D INSURANCE

Through Lincoln Financial Group, Sanborn Head provides a group term life insurance plan for eligible employees. The plan also includes Accidental Death and Dismemberment (AD&D) insurance, which provides benefits if a serious injury or death results from an accident. Regular full-time and part-time employees working a minimum of 25 hours per week are eligible to participate after 30 days of continuous active employment. Both insurance plans provide benefits equal to twice an employee's annual salary to a maximum of \$100,000. The premiums for these benefits are paid in full by the Company.

LONG TERM CARE INSURANCE

Regular full-time and part-time employees working at least 25 hours per week and after 30 days of employment are covered by UNUM long term care insurance. Sanborn Head pays for a base plan providing coverage of \$1,000 per month for up to 36 months. Employees have the option of purchasing additional coverage. Family members of employees are also eligible to purchase coverage.



SAVINGS

401(k) RETIREMENT PLAN

Sanborn Head offers a 401(k) Retirement Plan to help employees save for retirement. The Plan is a defined contribution plan to which the employee can elect to make contributions on a pre-tax basis and/or on an after-tax basis to a Roth account. Participants may direct their investments to a range of investment options through Vanguard, including target retirement funds. Rollover contributions from other qualified plans are accepted upon approval of the Plan Administrator. The Plan also includes a loan provision that allows participants, who meet qualification requirements, to borrow up to 50% of their vested account balances.

Employees generally are eligible to participate in the 401(k) Plan starting on the first full pay period following 30 days of employment. Employees can contribute up to an annual dollar limit set by the IRS each year.

The Company may distribute a portion of its profits to employees' 401(k) accounts as a profit sharing contribution. Generally, to be eligible to receive a profit sharing contribution, employees must be employed at year end and have worked more than 500 hours. Sanborn Head's annual contributions become vested according to a six-year, graduated vesting schedule.

EMPLOYEE STOCK OWNERSHIP PLAN

Sanborn Head also offers an Employee Stock Ownership Plan or ESOP, which serves as an additional retirement benefit for employees. The

ESOP is a defined contribution retirement plan that is similar to a 401(k). However, with an ESOP, the company makes contributions into an account on behalf of eligible employees, and funds are primarily invested in company stock. The ESOP allows eligible employees to receive the benefit of ownership in Sanborn Head stock without having to invest their own money.

In general, employees become eligible to participate in the ESOP when they have completed 1,000 hours of service during a 12-month period. On-call employees and interns are not eligible to participate. Employees earn the right to the funds held on their behalf based on a vesting schedule.

The ESOP does not replace benefits under any other company pension plan, profit-sharing plan, or social security. Benefits under the ESOP are in addition to any other benefits employees may be entitled to receive.

FLEXIBLE SPENDING ACCOUNTS

Sanborn Head provides a Flexible Spending Account (FSA) program that allows employees to pay for qualified dependent care and health care expenses with pre-tax dollars.

Regular full-time employees and part-time employees working a minimum of 25 hours per week are eligible to participate after 30 days of employment. Contributions are directed to the FSA through salary reduction on a pre-tax basis and are available for reimbursement of out-of-pocket expenses.



LIFE & WORK

VACATION

Sanborn Head provides vacation time off with pay to employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation is earned and accrued over the course of the calendar year. To provide flexibility, vacation may be taken before it is earned, up to the amount that will be earned for the current calendar year.

The number of hours of annual vacation is established at an employee's date of hire and increases based upon years of service. Regular employees working a minimum of 20 hours per week accrue vacation time beginning on the first day of employment. During the first 3 years of service, employees earn 13 days (104 hours) of vacation per year. The annual vacation accrual increases to 15.5 days (124 hours) for years 4 and 5; 18 days (144 hours) for years 6 through 10 and an additional 8 hours per year thereafter, up to a maximum of 23 days (184 hours) after 15 years of service. Part-time employees, working between 20 and 39 hours per week, accrue vacation on a pro-rated basis.

HOLIDAYS

Sanborn Head provides 7 scheduled paid holidays per year for regular full-time and part-time employees who work a minimum of 20 hours per week. Holiday time is pro-rated for part-time employees based upon the established hours worked per week.

EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) is offered through Anthem's Resource Advisor. The EAP is available to all employees and their family members to assist in dealing with life issues that can interfere with job performance and personal well being.

FLEXIBILITY & FLEXIBLE WORK SCHEDULES

Sanborn Head understands that flexibility is sometimes needed to balance the challenging demands of our professional and personal lives, and the Company will generally accommodate a certain amount of flexibility in day-to-day work schedules. The Company will also respond to requests for flexibility through modification of an individual's standard work schedule.

PROFESSIONAL GROWTH

PROFESSIONAL DEVELOPMENT

The intellectual curiosity and pursuit of learning by our people directly influence the opportunities for growth. Sanborn Head supports the professional development of staff through formal training opportunities, less structured on-the-job activities, outside involvement in the professional community, and more personalized learning opportunities. While ultimately individuals are the lead architects of their own career development based on their aspirations and priorities, the Company provides support, guidance and resources to help.

ON-THE-JOB OPPORTUNITIES

The best training opportunities for development take place on the job where, through working on a variety of assignments and working with a variety of project managers, staff members gain exposure to different technical challenges, client types and management styles. In collaboration with their supervisor, employees are encouraged to seek out mentoring relationships and project opportunities to learn new skills, gain knowledge, and test a breadth of talents.

Sanborn Head also supports a number of in-house training and development opportunities that are available to employees based on their needs and interests:

- Brown bag information sharing sessions
- Technical training
- Health and safety training

PERFORMANCE & DEVELOPMENT MEETINGS

Sanborn Head has a robust performance appraisal process designed to give staff members feedback directly from the project supervisors with whom they have worked and to provide an opportunity for meaningful one-on-one performance and development discussions. Staff members participate in the performance appraisal process, annually; new staff members also take part in a six-month appraisal. Typically, less formal performance and development discussions take place more frequently.

PROFESSIONAL LICENSING

Staff members are encouraged to obtain professional registration in their field of practice. Employees who obtain their first professional license (P.E., P.G.) while employed by Sanborn Head will be awarded a one-time \$2,500 bonus. The Company pays for renewals needed to maintain professional registration or licensure.

MEMBERSHIP DUES

Employees are encouraged to participate as active members in professional/technical societies. With supervisory approval, Sanborn Head pays for annual membership dues and fees for local meetings.

CONFERENCES & SEMINARS

Sanborn Head supports employee attendance at job-related conferences and seminars. Employees may request supervisory approval to attend conferences and seminars that are applicable to their present position and provide training for future advancement within the Company.

SPOT BONUS

Sanborn Head has a discretionary Spot Bonus award program, in which employees may be awarded a cash bonus in recognition of performance that goes above and beyond normal job expectations or contributes significant value for our clients, our people, or the firm.

TUITION REIMBURSEMENT

Sanborn Head provides tuition reimbursement to give employees opportunities to improve their skills and knowledge. Full-time and part-time employees, who have been employed for at least 6 months at the time the course is started, are eligible for this program. Courses must be taken at an accredited institution and must be job-related or necessary as part of a job-related degree program.



OTHER BENEFITS

EMPLOYEE REFERRAL PROGRAM

Sanborn Head has an Employee Referral Program which provides an incentive award to a staff member who refers an individual who is subsequently hired by the Company for a full-time or part-time position. All employees are eligible to participate as long as they are not directly involved with the hire.

TRAVEL

Sanborn Head has a nationwide agreement with Enterprise Rent-A-Car and National Car Rental. Upon enrollment in their car rental membership programs, the employee will receive the Company's preferred pricing for business and personal rentals.

Sanborn Head employees can make business travel arrangements through the Company's corporate travel agency—saving time and hassles associated with researching and booking travel. In addition, employees traveling more than 100 miles from home, are eligible to receive a range of travel assistance services.

CELL PHONE DISCOUNTS

Employees may be eligible to receive discounts with AT&T and Verizon Wireless on personal wireless plans.

