



## Employee **Benefits** Summary | 2026

- **Eligibility**
- **Medical Plan**
- **Health Reimbursement (HRA)**
- **Dental Plan**
- **Vision Plan**
- **Short Term Disability**
- **Long Term Disability**
- **Group Life & AD&D Insurance**
- **Optional Life & AD&D Insurance**
- **Identity Theft**
- **Accident Plan**
- **Flexible Spending Accounts**
- **Employee Assistance Program**
- **Retirement**

# welcome

## CONTENTS

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Overview of Benefits .....	3	Identity Theft .....	13
Medical Plan .....	4	Accident Plan .....	14
Health Reimbursement (HRA) .....	6	Flexible Spending Accounts .....	15
Member Support .....	7	Employee Assistance Program .....	17
Dental Plan .....	8	Retirement .....	18
Vision Plan .....	9	Life & Work .....	19
Short-Term Disability .....	10	Professional .....	21
Long-Term Disability .....	11	Growth .....	22
Group Life & AD&D .....	12	Additional .....	22
Optional Term Life & AD&D .....	12	Quick Reference Contacts .....	23

## WELCOME

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Dear Team Member:

Sanborn Head is dedicated to supporting the health, well-being, and professional growth of our employees and their families through a robust and competitive benefits package. We understand the importance of medical coverage, retirement planning, paid time off, and workplace flexibility, and we continually seek employee feedback and monitor market trends to ensure our offerings remain both relevant and cost-effective. In addition, we encourage individual development by providing access to a variety of learning and skill-building opportunities.

This Benefits Summary outlines the range of benefits available to you. While some benefits are provided automatically, others require you to make an active selection. Many options are subsidized or offered at no cost, reflecting our commitment to your total compensation.

Our Human Resources team is here to guide you through the enrollment process and to help ensure your benefits experience meets your needs and expectations.

Sincerely,

*Lori Gagne*

Lori Gagne  
Senior Human Resources Manager

# overview



WE ARE  
HERE TO  
HELP

## OVERVIEW

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Sanborn Head offers you access to a comprehensive benefits package that gives you choice and flexibility to pick the right coverage for your needs. This guide explains your benefit choices, the helpful tools and resources available to help you make your decisions.

### ELIGIBILITY

As an employee, you are eligible to participate in Sanborn Head health and group benefits if you are scheduled to work at least 25 hours per week. Eligibility begins on the first of the month following your date of hire.

#### Your eligible dependents are:

- Legal spouse
- Dependent children, up to age 26 (your natural children, your legally adopted children, children placed with you for adoption, your stepchildren, or any other children for whom you are the legal guardian, or for whom your spouse is the legal guardian)

### ASSIGN YOUR BENEFICIARIES

Safeguard your loved ones by designating beneficiaries for your benefits. A beneficiary is the individual or individuals you choose to receive payments from your life insurance, accidental death and dismemberment insurance, 401(k), and ESOP accounts. Making these selections ensures that your benefits are distributed according to your wishes.

### YOUR RESPONSIBILITY

Before enrolling in your benefits, take time to review each plan and reach out with any questions to ensure you fully understand your options. Once enrolled, carefully check your first paycheck to confirm that the correct deductions are being made and that all your selected benefits are reflected. If you notice any discrepancies, contact Human Resources within 31 days of enrollment to request corrections. Additionally, it is your responsibility to promptly notify HR if you experience a Qualifying Event that may affect your benefits.

### QUALIFYING EVENTS

Qualifying Event means a change in your family, employment or group coverage status which would affect your benefits due to one or more of the following:

1. Marriage
2. Birth, adoption or placement for adoption of a dependent child
3. Divorce, legal separation or annulment
4. Death of a dependent
5. A change in your or your dependent's employment status, such as beginning or ending employment
6. Dependent turning age 26

*This summary provides a brief overview of employee benefits. For complete details, please refer to The Well or contact Human Resources. Sanborn Head reserves the right to modify any employee benefits at any time without prior notice. If there is a discrepancy between this summary and the official plan documents, the terms of the official plan documents will take precedence. Certain benefits may be subject to specific state laws.*

# medical

Administered by Health Plans, Inc.

## OVERVIEW OF EPO PLAN

Sanborn Head employees working at least 25 hours per week are eligible for medical coverage the first of the month following your date of hire. The Plan utilizes the Harvard Pilgrim (New England) and United Healthcare (all other states) Provider Networks. This Plan does not require you to select a Primary Care Physician (PCP), and referrals are not necessary to see In-Network providers.

## HOW DOES THE EPO PLAN WORK?

Our EPO is an exclusive provider plan, which means you're free to choose your in-network doctor without referrals. In-network offers access to doctors and hospitals almost everywhere in the U.S. through the Harvard Pilgrim and United Healthcare Networks.

- *Primary care doctors (also called PCPs):* Not required
- *Referrals:* Not required
- As long as you see a doctor or specialist in the EPO network, you pick who you want to see
- *Preventive care:* Many services are covered in full when you use a network provider
- *Out-of-network benefits:* Not Available

## EMERGENCY ROOM VS URGENT CARE

While the choice is yours, and your needed level of care may require it, a Hospital Emergency Room is the most expensive and inconvenient place to get care. Even Hospital Affiliated Urgent Care facilities are significantly more expensive than Independent Freestanding Urgent Care facilities like Convenient MD. If you do not need to be in the ER, there are much more efficient and lower cost facilities to access care.

### Location of Care

Emergency Room:  
Hospital Affiliated Urgent Care\*:  
Urgent Care/Walk In Clinic\*\* (non hospital):

### Benefit Coverage Level

Subject to Deductible then \$150 Copay  
\$75 Copay (deductible may apply)  
\$25 Copay per visit

\*Beware of any urgent care location that is affiliated with a hospital; **your deductible may apply**

\*\*Examples include: Convenient MD, ClearChoiceMD, Healthstop, ExpressMed, Minute Clinic



Harvard Pilgrim  
Health Care



United  
Healthcare

*This overview does not reflect all of the coverage offered by the plan, please refer to the Summary of Benefits for more information.*

# summary

## HPI EPO \$3000

BENEFITS	EPO \$3000 Plan
Deductible Per Person/Max Per Family	\$3,000 per Member, no more than \$9,000 per Family
Out of Pocket Maximum Per Person/Family	\$6,600 per Member, no more than \$13,200 per Family
<b>OFFICE VISITS</b>	Federally Mandated Preventive Care Covered in Full
PCP/Specialist	\$25/\$50 per Visit
<b>INPATIENT/OUTPATIENT HOSPITAL &amp; FACILITY SERVICES</b>	Subject to Deductible
Outpatient Surgery & Anesthesia at a "LP" Low Cost Provider	\$100 per Visit
<b>ADVANCED DIAGNOSTIC IMAGING</b> (e.g. MRI, MRA, CAT & PET Scans)	Subject to Deductible
Advanced Diagnostic Imaging at Freestanding Radiology Center	\$250 per Visit
<b>LABS &amp; XRAY</b>	Subject to Deductible
Lab Tests Furnished by an Independent Freestanding Provider (e.g. LabCorp, Quest)	Covered in Full
X-rays & Ultrasounds at Independent Freestanding Radiology Center	\$125 per Visit
<b>EMERGENCY ROOM</b> <b>URGENT CARE - HOSPITAL AFFILIATED</b>	Subject to Deductible then \$150 Copay per Visit \$75 Copay per Visit (deductible may apply)
<b>URGENT CARE - INDEPENDENT FREESTANDING</b> (see page 4)	\$25 Copay per Visit
<b>DURABLE MEDICAL EQUIPMENT (DME)</b>	\$100 Deductible per Person then 20% Coinsurance
<b>PHYSICAL, SPEECH &amp; OCCUPATIONAL THERAPY</b>	Office Visit: \$25 Copay Hospital Based: Subject to Deductible Limited to 60 Visits combined per benefit period
<b>MENTAL HEALTH &amp; SUBSTANCE ABUSE</b> Inpatient	Subject to Deductible
Outpatient	\$25 per Visit
<b>ROUTINE VISION CARE</b> (See detailed Blue View Vision Benefit Summary)	\$20 Copay Limited to 1 exam per benefit period
<b>CHIROPRACTIC CARE</b>	\$25 per Office Visit
<b>PRESCRIPTION DRUGS</b> 30-Day Supply Retail	Generic \$10 Copay Preferred Brand: \$30 Non-Preferred Brand: \$50 Copay Specialty: 30% up to \$300
90-Day Supply Mail Order	Generic \$20 Copay Preferred Brand: \$60 Non-Preferred Brand: \$150 Copay Specialty: 30% up to \$300 (30-day supply only)
<b>OUT OF NETWORK BENEFITS</b>	Not Available

## HEALTH REIMBURSEMENT ARRANGEMENT (HRA)

Sanborn Head continues to share in the cost of your medical plan deductibles through the HRA. The HRA will reimburse you directly for half of your deductible expenses. You are automatically enrolled in this HRA. While not required, it is recommended to sign up for direct deposit with HPI for your HRA reimbursements, providing quicker access to your HRA reimbursements and much less wait time for a paper check.

HRA CONTRIBUTIONS			
	Single	Employee/Spouse or Employee/Child	Family or Employee/Children
<b>FUNDING STRATEGY</b>			
Medical Plan Deductible	\$3,000 per person	\$3,000 per person (2 person maximum of \$6,000)	\$3,000 per person (family maximum of \$9,000)
Employee Liability	50% of Deductible Maximum of \$1,500	50% of Deductible Maximum of \$1,500 (2 per person max of \$3,000)	50% of Deductible Maximum of \$1,500 (3 per person max of \$4,500)
Sanborn Head Liability	50% of Deductible Maximum of \$1,500	50% of Deductible Maximum of \$1,500 (2 per person max of \$3,000)	50% of Deductible Maximum of \$1,500 (3 per person max of \$4,500)

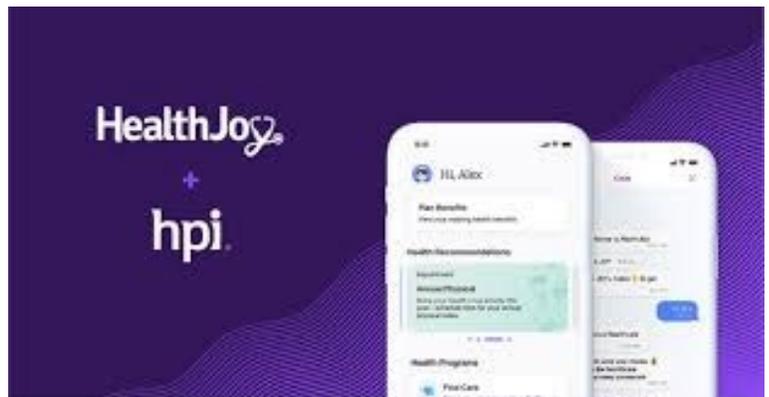


# support

## HEALTH JOY - MOBILE APP

HealthJoy is a first-of-its-kind employee benefits experience platform. We make understanding and using your company's health benefits simple, quick and easy. With your membership, you'll get unlimited access to:

- Healthcare concierges that make appointments, answer questions and more
- Online medical consultations with prescription writing - 24/7
- A personalized benefits wallet with your company's benefit cards
- Get recommendations for an in-network local doctor or facility
- We can explain and advocate on your behalf for medical bills
- Discover savings for your prescriptions



## DOCTOR ON DEMAND

The Doctor Will See You Now...On Your Computer, Smart Phone or Tablet.

HPI/Harvard members gain convenient access to medical care via Doctor on Demand telehealth benefit.

HPI/Harvard members now have a fast, more convenient way to see a doctor for non-emergency needs when their own doctor is not readily available. Members can now use their smart phone, tablet or computer to have a live video visit with a board-certified doctor of their choice to discuss non-emergency health issues from home, work or wherever they happen to be as long as they have a wi-fi signal or Internet access.



# dental

Administered by Northeast Delta Dental

## DELTA DENTAL PPO

Sanborn Head employees working at least 25 hours per week are eligible for dental coverage the first of the month following your date of hire. Delta Dental has contracted with dental providers to provide discounts off services and procedures to its dental plan members. To locate a provider, please reference Northeast Delta Dental's On-Line Provider Directory at: <https://nedelta.com/Dentist-Search>.

DELTA DENTAL Premier PPO	PERCENT PAID
<b>Program Deductibles/Maximums</b> Deductible per Person/Family (\$50/\$150 Per Calendar Year) \$1,500 annual maximum benefit per person for Preventive, Basic and Major services combined.	
<b>Preventive/Diagnostic Services (No Deductible or Waiting Period apply)</b> Routine: 4 cleanings in a calendar year Diagnostic: 2 Oral Evaluations in a calendar year	100%
<b>Basic Service (Deductible Applies; No Waiting Period)</b> Fillings Oral Surgery (surgical and routine extractions) Endodontics (root canals) Periodontal Cleaning	80%
<b>Major Service (Deductible and 6-month Waiting Period Apply*)</b> Prosthodontics (removable and fixed partial dentures; complete dentures) Rebase and reline dentures Crowns Onlays Implants	50%

*This overview does not reflect all of the coverage offered by the plan, please refer to the Summary of Benefits for more information.*

\*Waiting period does not apply if your prior dental coverage was with a Delta Dental plan

# vision

Administered by Vision Service Plan (VSP)

## VSP VISION Plan *(Voluntary Benefit - Employee Paid )*

Sanborn Head employees working at least 25 hours per week are eligible for vision coverage the first of the month following your date of hire. VSP has contracted to provide discounts off services and procedures to its vision plan members. To locate a provider, please reference the VSP On-Line Provider Directory at <https://www.vsp.com/find-eye-doctors.html>. VSP vision uses your social security number as VSP ID number. You will not receive a physical card for VSP Vision.

IN NETWORK BENEFITS	FREQUENCY	NON NETWORK REIMBURSEMENT
<p>Eye Exam</p> <p>Eye health exam, dilation, prescription and refraction for glasses:</p> <p>Covered in full after \$20 Exam copay</p>	Every Calendar Year	Up to \$50
<p>Prescription Glasses: \$20 Copay</p> <p>Corrective Lenses</p> <p>Single vision, Bifocal, Trifocal: Covered in full</p> <p>Frames</p> <p>\$150 Frame Allowance: You will receive an additional 20% savings on the amount that you pay over your allowance</p>	Every Calendar Year	<p>Single Vision: Up to \$50</p> <p>Bifocal: Up to \$75</p> <p>Trifocal: Up to \$100</p> <p>Up to \$70</p>
<p>Contact Lenses Instead of Glasses</p> <p>\$150 Allowance: Conventional Elective lenses: then 15% off balance</p> <p>Disposable Elective lenses: \$150 allowance, member pays balance</p> <p>Standard Fit and Follow Up \$55 Copay</p>	Every Calendar Year	Up to: \$105
<p>Lightcare Benefit</p> <p>\$150 allowance for ready-made non-prescription sunglasses, or ready-made non-prescription blue light filtering glasses, instead of prescription glasses or contacts</p>	Every Other Calendar Year	n/a

*This offered by the plan, please refer to the Summary of Benefits for more information.*

# short-term

Administered by The Standard

**EMPLOYER  
PAID**

## SHORT-TERM DISABILITY INSURANCE

Sanborn Head employees working at least 25 hours per week are eligible for disability coverage the first of the month following your date of hire.

### BENEFIT SUMMARY THIS BENEFIT IS FULLY PAID BY SANBORN HEAD

Benefit Begins	1st day non-occupational accidental injury 8th day non-occupational sickness
Benefit Amount	67% of weekly earnings, to a maximum of \$1,000 per week Benefit paid bi-weekly Your STD benefits may be reduced by the amount of other income replacement benefits you receive for the same disability, such as benefits from state-mandated disability plans or Worker's Compensation, etc. MAXIMUM PAYMENT PERIOD: 26 WEEKS

#### WHEN AM I CONSIDERED DISABLED?

Disability/Partial Disability - The standard definition of disability means that, due to a non-occupational illness or injury, an employee is unable to perform all material and substantial duties of his or her regular occupation, which results in at least a 20 percent loss in pre-disability earnings. The employee must also be receiving regular care from a physician for the illness or injury.

#### WHAT IS AN ELIMINATION PERIOD?

The Elimination Period is the length of time of continuous disability which must be satisfied before you are eligible to receive benefits. If your disability is the result of an injury that occurs while you are covered under the plan, your Elimination Period is 0 days. If your disability is due to a sickness, your Elimination Period is 7 days.

#### DELAYED EFFECTIVE DATE OF COVERAGE:

Insurance coverage will be delayed if you are not in active employment because of an injury, sickness, temporary layoff, or leave of absence on the date that insurance would otherwise become effective.

#### TERMINATION OF COVERAGE:

STD benefits will terminate on the last day of full-time employment.

#### INSTANCES WHEN BENEFITS WOULD NOT BE PAID:

Loss resulting from any of the following:

- War, declared or undeclared, or any act of war
- Active participation in a riot
- Intentionally self-inflicted injuries
- Loss of a professional/occupational license, or certification
- Commission of a crime of which you have been convicted
- Any period of disability during which you are incarcerated

# long-term

Administered by the Standard

**EMPLOYER  
PAID**

## LONG-TERM DISABILITY INSURANCE

Sanborn Head employees working at least 25 hours per week are eligible for disability coverage the first of the month following your date of hire.

### BENEFIT SUMMARY

Benefit Begins	181st day
Benefit Amount	<p>Up to 60% of monthly earnings, to a maximum of \$7,000 per month, in \$50 increments (minimum of \$50)</p> <p>Benefit paid monthly</p> <p>Your LTD benefits may be reduced by the amount of other income replacement benefits you receive for the same disability, such as benefits from state-mandated disability plans or Worker's Compensation, etc. However the minimum monthly benefit is \$50.</p> <p>Payable to social security normal retirement age</p> <p>A 3/12 pre-existing condition clause may apply</p>

### PARTIAL DISABILITY

The Plan will allow an employee to work in a part-time capacity (i.e. as long as there is at least a 20% earnings loss) and still receive LTD benefits. Your LTD benefit would be offset by your part-time earnings after one year of partial disability.

### WORK INCENTIVE BENEFIT

During the first 12 months of a partial disability, employees can work and receive up to 100 percent of their pre-disability earnings through a combination of the LTD benefit and their earnings.

### TERMINATION OF BENEFITS

Long Term Disability benefits will terminate on your last day of fulltime employment.



# life/ad&d

Administered by The Standard

**EMPLOYER  
PAID**

## GROUP LIFE AND AD&D INSURANCE

Sanborn Head employees working at least 25 hours per week are eligible for Life/AD&D coverage the first of the month following your date of hire.

### BENEFIT SUMMARY THIS BENEFIT IS FULLY PAID BY SANBORN HEAD

Life/AD&D Benefit	2x Annual Salary (benefit is rounded to the next higher \$1,000) Minimum Benefit \$15,000, Maximum Benefit \$100,000
Reduction Schedule	Life: Reduces by 50% at age 70

## VOLUNTARY TERM LIFE & AD&D INSURANCE *(Voluntary Benefit)*

**EMPLOYEE  
PAID**

### COVERAGE:

- **Employees:** Benefits available in \$10,000 increments up to maximum of 5x salary (overall maximum \$300,000). Employees must purchase coverage on themselves in order to purchase coverage on dependents.
- **Spouse:** Benefits available in \$5,000 increments to a maximum of \$150,000. The spouse can only buy up to 50% of the amount of coverage the employee selects.
- **Child:** Benefit of \$10,000 is available. This benefit covers all children for one price.

**GUARANTEE ISSUE:** Only applies during initial enrollment (age restrictions may apply)

- **New Employees:** \$170,000 (newly eligible)
- **Spouse:** \$30,000 (newly eligible)

**COST BASIS:** 5-year age banded rates (see HR for rate tables) Spouses rates based on employees age.

**PORTABILITY:** If you retire, leave, or reduce your hours so you are no longer eligible, you may be able to continue your Term Life coverage and make premium payments directly to Anthem Life. Some exclusions apply, see details in the Anthem Life Certificate.

**WAIVER OF PREMIUM:** Employee Life premium waived when employee becomes totally disabled prior to age 60 and disability continues through the elimination period.

**REDUCTION SCHEDULE:** Employee and spouse coverage reduces by 35% at age 65, 50% at age 70.

**EMPLOYEE PAID:** Employee pays for this coverage through payroll deduction.

**TERMINATION OF BENEFITS:** Your Voluntary Life benefit will terminate on your last day of full-time employment unless you exercise the portability or conversion options.

# identity theft

Administered by Aura



## AURA - PERSONAL IDENTITY THEFT PROTECTION

Sanborn Head employees working at least 25 hours per week are eligible for identity theft protection the first of the month following your date of hire.

## VALUE PLAN FEATURES

- **IBM Watson® Artificial Intelligence (AI)**

Watson processes billions of pieces of information to alert you about potential threats to your identity.

- **\$1 Million Insurance with Stolen Funds Reimbursement<sup>1</sup>**

Get help with your losses due to identity theft with stolen funds reimbursement and \$1 million identity theft insurance.

- **U.S.-Based Dedicated Customer Care**

Call a U.S.-based case manager that will help you resolve identity theft issues and will personally monitor your case for 60 days after the problem has been resolved.

- **Risk Management Score**

Measure how well you manage your risk of identity fraud and see how your actions and lifestyle change your score.

- **Online Identity Dashboard**

Manage your account easily with access to your alerts and identity protection tools in one place.

- **Mobile Application**

Take your membership everywhere you go with our app for your iOS or Android mobile phone.

## ADDITIONAL PLAN FEATURES w/TOTAL & PREMIER COVERAGE

- **Monthly Credit Score**

Get a monthly Vantage 3.0 credit score based on TransUnion data.

- **3-Bureau Credit Changes**

Be notified of certain changes to your credit profile like new credit inquiries, public records, and more. Total and Premier members receive inquiry notifications in near real-time from Experian and Transunion.

- **Bank Account Takeovers**

Get alerts when changes, such as your name, address, or email address are made or a new account holder is added to your bank accounts (for example, checking, savings, IRA, etc.).

- **Requests to Open Checking or Savings Accounts with Your Information**

Be alerted when we detect requests using your personal information to open new bank accounts at national banks, regional banks, local banks and credit unions across the United States.



*This overview does not reflect all of the coverage offered by the plan, please refer to the Summary of Benefits for more information.*

# accident plan

Administered by Anthem BCBS



## ACCIDENT INSURANCE *(Employee Paid)*

Sanborn Head employees working at least 25 hours per week are eligible for accident coverage the first of the month following your date of hire.

Voluntary Accident insurance provides you and your family financial protection from unexpected accidents and injuries. Eligible employees and their eligible dependents may purchase at their own expense.

With Accident Insurance, eligible employees may offset deductibles, copays and other expenses related to injuries – from everyday incidents to catastrophic events. Anthem’s coverage provides a lump sum payment based on the type of injury (or covered accident) you sustain or the type of treatment you receive. Choose the coverage that is right for you. Accident insurance is offered to all eligible employees who are actively at work. You can also purchase coverage for your spouse and dependent children.

With the high cost of medical care today, a trip down the stairs can hurt your bank account as much as your body. Whether it’s a simple sprain or something more serious, like an injury from a car accident, your plan can pay you a benefit for an emergency room treatment, stitches, crutches, injury-related surgery, and a list of other accident-related expenses.

A few examples of payments for various accident-related care are listed below, see plan summary for additional details.

Ambulance \$400	Emergency Room \$250	MRI \$200	Broken Lower Leg \$1,750
Hospital Admission \$1,500	Physician Follow-up 3 Visits, \$100 per	Physical Therapy up to 10 Visits, \$50 per	Accidental Death \$50,000

**Anthem**<sup>®</sup>  
**BlueCross BlueShield**



*This overview does not reflect all of the coverage offered by the plan, please refer to the Summary of Benefits for more information.*



Administered by Flores

## FLEXIBLE SPENDING ACCOUNTS (FSA)

### YOUR FLEXIBLE SPENDING ACCOUNT

The Flexible Spending Accounts (FSA) are two separate plans: a Medical Care Reimbursement Account and a Dependent Care Reimbursement Account. You may choose to participate in either one or both, depending on your individual needs.

By participating in these Flexible Spending Accounts, you may pay unreimbursed health care expenses and dependent care expenses on a before-tax basis. Flexible Spending Accounts allow you to direct a portion of your income into individual accounts on a PRE-TAX basis. The money in your account(s) can then be used to reimburse you throughout the year for your out-of-pocket health care expenses and/or your dependent care expenses.

### MEDICAL CARE REIMBURSEMENT ACCOUNT

The Medical Care Reimbursement Account is specifically designed to help you pay for medical, dental, vision and other health care related expenses that are not covered under traditional insurance coverage. They may include any deductible amounts you have to pay (that are not reimbursed through other sources like an HRA) and other copays required by an insurance plan such as physical examinations. If eligible to participate, you may contribute up to the maximum established by the IRS each Benefit Year.

### DEPENDENT CARE REIMBURSEMENT ACCOUNT

The Dependent Care Reimbursement Account is designed to help you pay for expenses related to the care of your dependents.

- Dependent children under age 13
- Anyone you claim as a dependent because of physical or mental inability to care for themselves
- Expenses must be incurred so that you or you and your spouse can work or attend school full-time.
- Services must be performed primarily for the well-being and protection of a qualified dependent
- You must be able to provide a tax identification or social security number of the provider
- If eligible to participate, you may contribute up to the maximum established by the IRS each Benefit Year.

#### 2026 PLAN YEAR MAXIMUMS

The IRS has approved the following FSA Funding Limits:

- **Medical Reimbursement Account: \$3,400**
- **Dependent Care Reimbursement Account: \$7,500**

### DO NOT OVERESTIMATE

Be conservative in your calculations. If you do not incur eligible expenses for the full amount you elected to put in your FSA, the remaining balance in your account will be forfeited per IRS regulations. Use it or lose it!

### GRACE PERIOD

Your plan includes a grace Period Extension as follows; Beginning January 1 through March 15 of 2027, you can incur expenses and use the remaining funds left in your FSA from the 2026 plan year.

### WHO IS ELIGIBLE AND ENROLLMENT GUIDELINES

All Sanborn Head employees who work 25 hours or more are eligible to participate in these plans the first of the month following your date of hire.

You do not need to be enrolled in the Sanborn Head medical, dental or visions plans to participate in the FSA/DCA benefit options.

This is an annual election and cannot be changed unless you have a qualifying event during the plan year.

Visit [www.gdynamic.com](http://www.gdynamic.com) for more details.

### ELIGIBLE EXPENSE EXAMPLES

#### Health Plan Related Expenses

- Prescription Drugs
- Co-payments
- Doctor Visits
- Deductible Expense (*not reimbursed through the HRA*)

#### Medical Supplies

- Bandages
- Digital Thermometers
- First Aid Kits
- Over-the-Counter Medications

#### Dental Care

- Dental Exams and Cleanings
- Fillings, Root Canals and Crowns
- Dentures and Bridges
- Orthodontia

#### Vision Care

- Eyeglasses
- Contact Lenses
- Contact Lens Solution
- Laser Vision Correction

\*For more information on eligible and ineligible expenses, visit [www.irs.gov](http://www.irs.gov) and refer to Publication 502., [www.flores247.com](http://www.flores247.com). or [www.fsastore.com](http://www.fsastore.com)



Administered by Flores

## QUALIFIED TRANSPORTATION ACCOUNT (QTA)

### YOUR QUALIFIED TRANSPORTATION ACCOUNT (QTA)

Also known as Transportation Fringe Benefit Plans and Commuter Benefits, Section 132(f)(4) of the Internal Revenue Code allows you to pay for your qualified parking and/or mass transit commuting expenses on a pre-tax basis.

### WHO IS ELIGIBLE AND ENROLLMENT GUIDELINES

All Sanborn Head employees who work 25 hours or more are eligible to participate in these plans the first of the month following your date of hire.

### HOW MUCH MONEY CAN I ELECT TO SET ASIDE ON A PRE-TAX BASIS?

If eligible to participate, you may contribute up to the maximum established by the IRS each Benefit Year.

### WHAT EXPENSES ARE ELIGIBLE FOR REIMBURSEMENT?

**Qualified Parking** is defined by the IRS as:

- Out-of-pocket parking costs at or near your employer, or:
- Parking at a location from which you commute to work by mass transit, commuter highway vehicle or carpool (e.g. the cost of parking lot at train station so you can continue your commute via train, bus or carpool)

**Mass Transit** is defined by the IRS as:

- Transportation in a commuter highway vehicle in connection with travel between your residence and place of employment, or;
- Any transit pass (token, fare card, voucher) purchased for travel between your residence and place of employment

### MAY I BE REIMBURSED FOR TOLL, MILEAGE, TAXIS OR FUEL? HOW ABOUT PERSONAL OR BUSINESS TRAVEL EXPENSES

No. Only qualified expenses for workplace parking or transit as described above are eligible.

### HOW ARE MY QTA EXPENSES SUBSTANTIATED

QTA transactions are automatically substantiated at the point of purchase through the technology built into the card.

### I DIDN'T USE MY CARD FOR MY LAST PURCHASE. HOW CAN I GET CLAIM REIMBURSED?

IRS regulations prohibit us from reimbursing you for transit expenses not paid for with your card. As a result, you may need to adjust your monthly election for the missed transaction. If the purchase was for parking, you may submit a request for reimbursement by logging into your account at [www.flores247.com](http://www.flores247.com)

### MAY I CHANGE MY CONTRIBUTION AMOUNTS?

If your parking and/or transit costs change during the year, you may make a subsequent change to your election(s) on a monthly basis. All changes must be made on a prospective basis only.

### WHAT IS THE TIMEFRAME FOR REQUESTING REIMBURSEMENT?

IRS regulations indicate that requests must be received within 180 days of the date of service. If you revoke your election and remain eligible to participate, you may continue to use the card in order to exhaust the balance in your transit and/or parking account. Upon termination of employment, your card will be deactivated. You may submit receipts, for any unreimbursed parking expenses incurred while you were employed within your plan's run-out period.

#### 2026 PLAN YEAR MAXIMUMS

The IRS has approved the following QTA Funding Limits:

- Qualified Parking: \$340 maximum per month
- Mass Transit: \$340 maximum per month



## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

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### **Overview:**

The [KGA Employee Assistance and Work-Life Program \(EAP\)](#) is shaped by our commitment to provide each employee and family member with immediate and expert support to address whatever challenges they face. We pride ourselves on getting to the root cause of issues early to avoid more complex and costly problems in the future. We employ senior level clinicians and ensure satisfaction by following up with each caller 100% of the time.

### **We can provide personal, confidential assistance for:**

Welcome to KGA, your Employee Assistance Program (EAP). This program is a benefit provided by your employer to help you and your household members deal with a wide range of issues in your personal and work lives. We can provide assistance on everything from family crises and workplace challenges to day care and legal issues. Through your EAP, you have free access to confidential counseling, consultations, research and referrals. We encourage you to use our services whenever a need arises. We're here to help.

### **Access:**

Designed to include everyone, anywhere, at any time. Phone, text, chat and email supported by our employee EAP website and app.

### **Robust services:**

Included are telephonic consultations with a wide range of professional services and specialists: attorneys, CFPs, CPAs, credit counselors, career coaches, childcare and eldercare specialists, nutritionists and dietitians.

### **Case management model:**

Each individual will have a KGA counselor or work-life specialist from beginning to end, to ensure follow through and quality.

### **Pre-screened resources and referrals:**

We work with an individual to fully understand their needs and then we call and pre-screen every resource to confirm availability, fit, licensure, etc. Our goal is to provide much more information than anyone can get from a Google search.

### **Make the match - counseling:**

When in-person counseling is requested, we use KGA's managed network to find an appropriate counselor with availability that fits the schedule and takes the insurance of the individual seeking support. We review the situation with our affiliate counselor, who then calls the person seeking support to schedule. We NEVER send a list of counselors identified by zip code from an insurance network.

### **Employee EAP Website:**

Designed to help people bridge their own self-help approach to person-to-person support when they are ready. Topic by topic, users are offered timely content, tools, links to subject matter experts and/or trainings. Website accessible via KGA's app.

### **Follow up:**

We follow up with every individual who contacts us for support to ensure their satisfaction.



More Human. More Resources.

[Contact](#) KGA at 800-648-9557, for live and confidential assistance 24 hours a day, 7 days a week. It is our goal to understand your needs and help you find solutions.

# retirement

Administered by Principal

## RETIREMENT PLAN: 401(k)

### ADMINISTERED BY PRINCIPAL

The Plan Year is a consecutive twelve-month period beginning on 1/1 and ending on 12/31.

### WHO CAN PARTICIPATE?

There is no service requirement to participate in the Plan. To participate employees must meet following requirements.

- Attained age 21
- Full Time, Part Time or On-Call employees

Other requirements may also have to be met, as described in the Summary Plan Description.

### WHEN MAY I JOIN THE PLAN?

Eligible employees may join the elective deferrals portion of the Plan on their date of hire.

### HOW DO I CONTRIBUTE TO THE PLAN?

Employees can elect to make contributions to the 401(k) on a pre-tax basis and/or on an after-tax basis to the Roth. These contributions are made through payroll deduction. The contribution dollar limit for 2026 is \$24,500.

New employees have 30 days to complete their 401(k) enrollment and select a contribution amount. If no election is made within this period, a default contribution rate of 3% will be automatically applied.

Rollover contributions from other qualified plans are accepted upon approval of the Plan Administrator.

### CAN I MAKE CATCH-UP CONTRIBUTIONS?

If you are age 50 or older and make the maximum allowable deferral to your Plan, you are entitled to contribute an additional "catch-up" contribution. The catch-up contribution is intended to help eligible employees make up for smaller contributions made earlier in their careers. The maximum catch-up contribution is set by the IRS each year. See your Benefits Administrator for more details.

### CAN I STOP OR CHANGE MY CONTRIBUTIONS?

You may stop or change your contributions at any time, by logging into your Principal.com account.

### HOW DOES MY EMPLOYER CONTRIBUTE?

Discretionary Profit Sharing contributions are determined annually by Sanborn Head. To receive a profit sharing contribution, you must work 500 hours during the plan year and be employed on the last day of the plan year.

### VESTING

- Employee contributions are always 100% vested
- Profit sharing contributions are subject to a 6-year vesting schedule
- To earn a year of vesting you must work at least 1,000 hours during that plan year (Jan 1—Dec 31)

### LOANS

- You may borrow up to 50% of your vested balance
- The maximum number of loans that may be outstanding is two
- Additional restrictions may apply, see The Well

### WHEN CAN MONEY BE WITHDRAWN?

Money may be withdrawn from your Plan account in these events:

- Retirement at Plan's Normal Retirement Age
- Your attaining age 59 1/2
- Death
- Disability
- Termination of Employment

See the Summary Plan Description for more details about taking withdrawals from the Plan. Be sure to talk with your tax advisor before taking money from your Plan account.

### SUMMARY PLAN DESCRIPTION

The above highlights are only a brief overview of the Plan's features and are not a legally binding document. A more detailed Summary Plan Description is available. Contact HR if you have any further questions.

### EMPLOYEE STOCK OWNERSHIP PLAN

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

# 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. Part-time employees, working between 20 and 39 hours per week, accrue vacation on a pro-rated basis.

Years of Service	Accrual Schedule	Annual Vacation Accrual
5 years or less	2.31 hours/week	120 hours
5 up to 10 years	2.69 hours/week	140 hours
10 up to 15 years	3.08 hours/week	160 hours
15 up to 20 years	3.46 hours/week	180 hours
20 up to 25 years	3.85 hours/week	200 hours
25 years or greater	4.23 hours/week	220 hours



## HOLIDAYS

Sanborn Head provides 8 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.

### Floating Holidays:

Recognizing that everyone does not observe the same holidays, Sanborn Head provides two floating holidays that employees may use to celebrate holidays outside of the eight (8) company observed holidays. These two floating holidays may be taken at any time during the year to celebrate/observe a holiday of your choice or any other day you so choose. Floating Holidays must be used within the calendar year and will not roll over from year to year.



## 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. Sanborn Head complies with all state-specific laws and regulations with respect to sick time.

Unused sick time at year-end will be rolled over to the following year not to exceed 80 hours of sick time per year. Sanborn Head complies with all state-specific laws and regulations with respect to the rollover of sick time.



# life & work

## PAID PARENTAL LEAVE

Sanborn Head offers two weeks (up to 80 hours) of Paid Parental Leave (PPL) to support employees in welcoming a new child. This benefit provides birth or adoptive parents with flexibility and paid time off for the purposes of bonding and caring for a newborn or a newly adopted child. A new parent may use PPL within 12 months of their child's birth or adoption. The two weeks may be taken in one continuous period or in four-hour increments. Employees must be continuously employed at Sanborn Head for three months immediately preceding the first date they would be eligible to take leave, be a regular full-time or part-time employee working a minimum of 25 hours per week and leave for part-time employees will be pro-rated according to their regularly scheduled work hours.

## FLEXIBILITY & FLEXIBLE WORK SCHEDULES

Sanborn Head recognizes that balancing professional and personal responsibilities can be challenging. The company strives to accommodate flexibility in daily work schedules and will consider requests to modify individual schedules to help employees meet their needs.



## VOLUNTEER TIME OFF

Sanborn Head encourages employees to actively participate in and contribute to both professional and local communities, recognizing that strong communities are essential to everyone's well-being and overall quality of life. All regular full-time and part-time employees working at least 20 hours per week are eligible for one day of paid time off per year, taken from their regularly scheduled work hours, to perform volunteer services.



## EMPLOYEE REFERRAL PROGRAM

The Employee Referral Program is a bonus program which provides an incentive award to a staff member who is first to refer an individual who is subsequently hired by the firm and is intended to encourage staff members to participate in the recruiting process.

All staff members, below the level of Project Director are eligible to participate as long as they are not the Hiring Manager. Staff members are eligible for the award if their referral is hired for either a regular full-time or part-time position. There is no award for the referral of a former Sanborn Head employee, intern, co-op, on-call, or temporary employee.



# professional

## PROFESSIONAL DEVELOPMENT

At Sanborn Head, a culture of intellectual curiosity and continuous learning drives opportunities for growth. We support professional development through a variety of avenues—including formal training programs, hands-on experiences, engagement with the broader professional community, and personalized learning paths. While each employee shapes their own career journey according to their goals and interests, Sanborn Head is committed to providing the support, guidance, and resources needed to help you succeed.

## ON THE JOB OPPORTUNITIES

The most impactful development opportunities often occur on the job, where employees engage in a variety of assignments and collaborate with different project managers. This hands-on experience exposes staff to diverse technical challenges, client types, and management styles. Working closely with supervisors, employees are encouraged to pursue mentoring relationships and seek out project opportunities to expand their skills, deepen their knowledge, and explore a broad range of talents. In addition, Sanborn Head offers a variety of in-house training and development programs tailored to employees' individual needs and interests.



## 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., CPA) while employed by Sanborn Head will be awarded a one-time bonus. The Company pays for renewals needed to maintain professional registration or licensure.



## EDGE PROCESS

In lieu of annual performance appraisals, Sanborn Head has implemented the EDGE Process which consists of 12 monthly check-ins comprised of eight informal 10-minute check-ins and four 30-minute more formal check-ins between employees and their EDGE Leader.

These check-ins are designed to encourage frequent dialogue between yourself and your EDGE Leader.



# growth

## CONFERENCES & SEMINARS

Sanborn Head encourages employees to participate in job-related conferences and seminars that enhance their skills and support career growth. Employees may seek supervisory approval to attend events relevant to their current role and beneficial for future advancement within the company.



## TUITION REIMBURSEMENT

Sanborn Head offers tuition reimbursement to support employees in enhancing their skills and knowledge. Full-time and part-time employees who have completed at least six months of employment at the start of the course are eligible for this benefit. Eligible courses must be taken at an accredited institution and be either directly job-related or required as part of a job-related degree program.



# additional

## 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 employee personal rentals.

Sanborn Head employees can make business travel arrangements through the Company's travel reservation system. In addition, employees have access to a travel assistance program in the event of an emergency when you are traveling more than 100 miles from home.



## EMPLOYEE STIPEND

Sanborn Head provides employees working 20 hours or more per week in a role at the Sr. Project Manager level or below with a bi-weekly, \$40 taxable personal use stipend in consideration of the widespread use of personal resources to carry out company work and expectations. The stipend is intended to offset employee costs associated with the use of personal resources for business purposes that may include but are not limited to the use of employees' personal vehicles, mobile devices, tools, clothing, and home offices in the course of their employment.

# contacts

## Sanborn Head - Human Resources Department

### JENNIFER SANBORN

Senior Vice President of Talent  
603.415.6137 or jsanborn@sanbornhead.com

### DALILA CANGE

Human Resources Business Partner  
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### LORI GAGNE

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### CAREY-ANN WILSON

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### SARAH BISSONNETTE

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## Alera Group - Broker/Partner

### NANCY MELROSE

Senior Client Manager  
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### JENNY MACKAY

Senior Vice President  
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### KATHY ELLIS

Director of Health & Wellness  
959.204.3562 or kathy.ellis@aleragroup.com

## QUICK REFERENCE BENEFIT CONTACT INFORMATION

### MEDICAL & HRA PLANS

Health Plan, Inc.  
Customer Service: 1.800.532.7575  
www.hpitpa.com

### DENTAL PLAN

Northeast Delta Dental  
Customer Service: 1.800.832.5700  
www.nedelta.com

### VISION PLAN

VSP  
Customer Service: 1.800.877.7195  
www.vsp.com

### LIFE, AD&D, STD, LTD

The Standard  
Customer Service: 1.800.232.0113  
www.thestandard.com

### ACCIDENT

Anthem Specialty  
Customer Service: 1.888.828.2432  
www.anthem.com

### IDENTIFY THEFT

Aura  
Customer Service: 1.833.692.2187  
www.aura.com

### EMPLOYEE ASSISTANCE PROGRAM

KGA EAP & Work-Life Services  
Customer Service: 1.800.648.9557  
www.kgreer.com

### FSA/DCA/QTA ACCOUNTS

Flores  
Customer Service: 1.800.626.3539  
www.flores247.com

### 401k and ESOP

Principal  
Customer Service: 1.800.547.7754  
www.principal.com

### PRESCRIPTIONS

SmithRx  
Customer Service: 1.844.454.5201  
www.smithrx.com

