

EMPLOYEE BENEFITS GUIDE

MASSILLON RWDSU | 2025



Your Benefits



Dear Fresh Mark Employee,

To all our new employees, welcome to Fresh Mark! For those current employees, thank you for your commitment and hard work. This Benefits Guide will provide information for all new and current employees and guide you through the Enrollment Process.

We are pleased to offer competitive benefits that encompasses the Total Well-being of our employees and their families. Total Well-being is made up of four pillars which contribute to the overall wellness and one's feelings of a fulfilled life. Each pillar is described below:



Physical Health—The ability to maintain a healthy quality of life and getting the most out of your daily activities without extreme fatigue or physical stress.



Emotional Health—The awareness of feelings and emotions as well as having the ability to manage and express those feelings in an age appropriate fashion along with the ability to identify and regulate your emotions.



Social Well-being—The ability to keep healthy relationships and positively interacting with people along with your ability to manage social situations and identify your impact on other people.



Financial Well-being—The ability to have enough money to cover necessary expenses in addition to unexpected costs and debts that might be around the corner. Knowing how to save, budget and manage finances effectively is a great way to start maintaining a good level of financial well-being.

We all want to make the most of our lives and a strong well-being is a great way to start. Whenever you see the symbols above, you will know that it's a communication regarding your Total Well-being.

Please take the time to review the information in this booklet before you select the benefits that best meet your needs. We have worked with Medical Mutual of Ohio (MMO) to offer premiums, deductibles and plan designs that are affordable and promote all 4 of our wellness pillars. In addition to our medical and vision plans, we are proud to help you protect your financial well-being with company-paid life insurance and short-term disability benefits. You will find discounts and information on how to connect with our free employee assistance program which provides access or advice to a myriad of topics. For your reference, a contact list for our carriers and partner vendors can be found on the last page of this booklet.

Table of Contents

Important Information
Benefits Overview
Medical9
MedMutual Providers 10-11
Access to Prescriptions12
Health Reimbursement Account / FSA13
Additional Benefits14–15

Vision16
Life & Disability17
401K 18
Vacation19
Allstate Identity Theft Protection20
Employee Assistance Program21
Contacts22

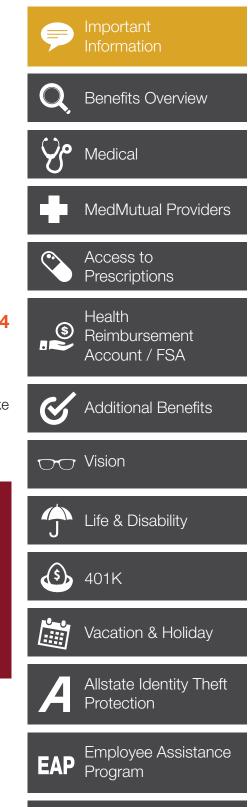
Health **Open Enrollment is November 1st – November 15th, 2024** During Open Enrollment, you can review insurance coverage, learn about important changes and updates and make decisions about your benefits for the upcoming year. Open Enrollment also provides a great opportunity to make well-informed decisions and become a good benefits consumer. It's time to

take an active role in the process and we are here to help.

Group Meetings to educate you on our benefits will be held at each facility on the following days:

- Canton October 22nd and 24th •
- FMCS October 23rd •
- Massillon October 25th, 29th, and 31st •
- Salem October 30th and November 1st •

Please see your Benefits Coordinator to sign up and attend.



Contacts

Benefits Eligibility

Full-time employees are eligible to receive benefits the first day of the month following satisfaction of your waiting period.

Many of the plans offer coverage for eligible dependents, including:

- Your legal spouse (where applicable) and if other coverage is not available
- Your children to age 26, regardless of student, marital, or tax-dependent status (including a stepchild, a legally-adopted child, or a child for whom you are the legal guardian)
- Your dependent children of any age who are physically or mentally unable to care for themselves, and were covered on the plan at time of impairment

Electing Benefits

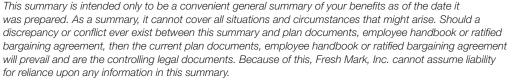
You can sign up for or change your benefits elections at the following times:

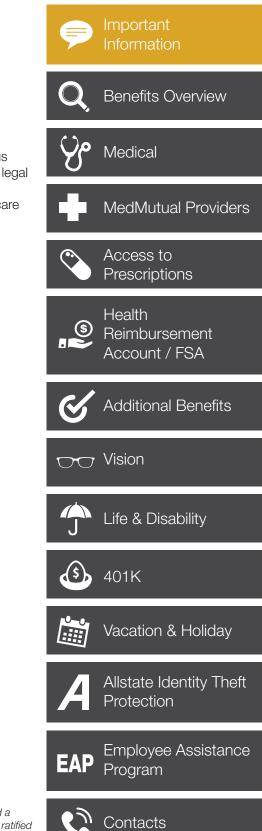
- Upon hire
- During open enrollment; or
- Within 30 days of experiencing a qualifying life event

Examples of Qualifying Life Events:

o Marriage

- o Birth or adoption of a child
- o Change in dependent's status
- o Divorce, legal separation o Gain or loss of coverage o Change in work status





Access Benefits Details with Our Microsite

All employees, spouses and dependents will now have the ability to view detailed benefit information online at https://myfreshmarkbenefits.com.

The website will contain the following helpful materials:

- Benefit Summaries
- Summary Plan Descriptions
- Carrier Contact Information
- Medical Mutual Member Programs; and more

Website: https://myfreshmarkbenefits.com Username: FMMassillon Password: MYBENEFITS8

The username and password are **case-sensitive.** Keep this information for your records and future use. Please let your Fresh Mark HR representative know if you have any questions or concerns about the website or accessing your information.

Voluntary Opt-Out Provision

Fresh Mark provides employees eligible for medical coverage with the ability to optout of (or waive) medical coverage as long as they have coverage under another employer sponsored medical plan.

When making your annual elections on the UKG Portal, please select either one of the medical plans or the opt out plan.

You will need to select how you would like to receive these opt out funds. Selecting the Cash Out Option will provide benefits on a **prorated basis** via a monthly payment of \$58.33. You can receive the full amount by placing those dollars into the Opt Out Flexible Spending Account (FSA) or Opt Out Dependent Care Account (DCA) (limitations may apply). If you decide to set aside your own pre-tax dollars into the FSA or DCA, you will want to be sure to select the separate enrollment fields in UKG for **employee** contributions.

If you elect to receive your Opt-Out Payment in cash, it will be taxable when paid. If you elect to allocate your Opt-Out Payment to your Health Care Flexible Spending Account, you may still contribute from pre-tax wages, up to the federal limit. However, if you elect to allocate your Opt-Out Payment to your Dependent Care Flexible Spending Account, the amount allocated from your Opt-Out Payment must be included when determining the maximum amount you can contribute from pre-tax wages.

All amounts contributed to your Dependent Care Flexible Spending Account, both from pre-tax wages and any employer contributions, including allocation of your Opt-Out Payment, must not exceed \$5,000 (\$2,500 if you are married and file your federal taxes as "married filing separately").



How do I make my changes, elections or waive benefits?

Log on to the UKG portal to make your plan elections or to waive coverage. Complete the enrollment process in its entirety and print a copy of your elections or email a copy to yourself.

In order to complete enrollment, you will need the following information:

Names, Social Security Numbers and Dates of Birth for any dependents you wish to enroll.

How to Access UKG

You can access UKG from anywhere at any time through:



UKG Pro Mobile App Company Access Code: FreshMark1



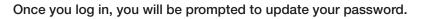
Computer Enter https://e11.ultipro.com/Login.aspx into the URL field



Kiosk Located at your facility near or in the Human Resources Department.

Mobile App Login

Your Username: See HR for your Your Password: login information.





1. Once you open the app, you will be instructed to enter our company access code: FreshMark1. Then select continue.



\$:47 AM

ΰKG



a loginultipro.com AA C

Sign In

Û

Sign In

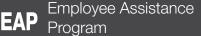
Passwor



Vacation & Holiday



Allstate Identity Theft Protection



Benefits Overview

Important Information



MedMutual Providers

Access to Prescriptions



Reimbursement Account / FSA



Vision







password. Select Sign In again.

2. Select Sign In and enter your user name and

Benefits Overview

To access your benefits after logging in, go to Myself and Manage My Benefits. You will then click on "Get Started" (Navigation: Menu > Myself > Benefits > Manage My Benefits).

*	×			
	*		🌡 Welcome Rob	era v 🐂 \$0.00
Personal	~			
My Company	÷			
Jobs	~		Welcome Robena, you have 160 days left to enroll.	
My Onboarding			Shop and Enroll in Benefits	
Career & Education	×		Let's start with your profile and see if anything has changed since la	st year.
Career Development	~		Get Started	
UKG Pro Learning			0 0	0
Employee Voice		Annual Enrollment	0 0	O
Pay	~	The Annual enrollment period is your opportunity to make changes to your benefits for the upcoming plan year. To	Review Profile Shop Benefits	Checkout
Workforce Management		begin, please click on the 'Enrall' Annual' button on the left.		
Benefits	^			
Benefits Summary		Number		
Manage My Benefits		Need to update your cur Have you had a qualifying life even	rrent benefits? It such as a new addition to your family?	
Beneficiaries/Dependents		Update your current benefits.		
COBRA				
1095-C				
Links				
Open Enrollment				
Life Events	A			

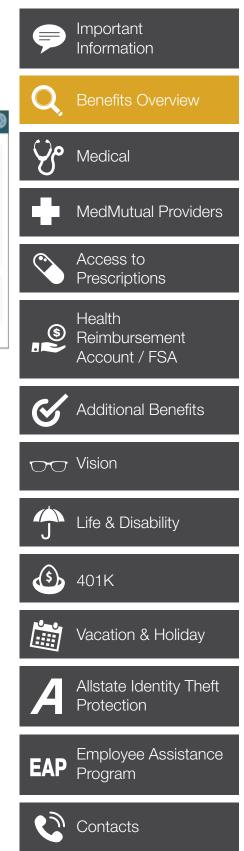
From the My Profile page, review and verify that all of your profile information is correct:

Manage your profile		
Make sure we have it right!		
This info is used for your paycheck, taxes and ID cards. If you have any adjustments, please	e click the "Edit Info" pencil below and make the appropriate changes.	
This information is used for:		
Reporting to the benefit carriers To issue your ID cards and process your claims To process your payroll, taxes, etc. If any of the information is incorrect and you are unable to change it as part of enrollment,	nlease contact your Human Resources representative	
n any or the information is incorrect and you are unable to change it as part or enrollment, j	prease contact your numain resources representative.	
		🖋 EDIT INFO
Basic Information	Contact Information	
First Name * Middle Name Brenda S	Address 1 Address 2	
Last Name * SSN Gainer	City State Canal Fulton Ohio	

Scroll to the bottom of the page and select Next: Review My Family. The Dependent Information page appears.

At the Current Family Members section, you can:

- Review or edit the dependent information on file for current family members.
- Remove a family member from receiving benefits through your plan.
- Add a family member as a dependent.
- Once completed click "save," then click "Next: Shop for Benefits"



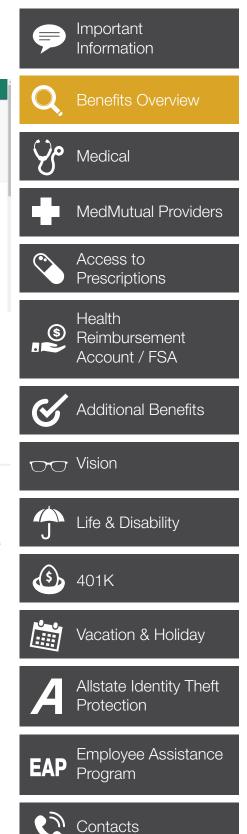
Benefits Overview

The next page will list all the benefits you have available for you. Simply click on each benefit starting at the top and make your selection. You must review each benefit and make a selection:

Medical PPO NOS S30.00 Per Pay Period Vision Vision Vision Vision	View or Change
Magrick Mutuke Medical PPO NUS Per Pay Period	
Medical PPO NOS S30.00 Per Pay Period	
	View or Change
Medical	
Current Benefits Plan Year Effective from 01/01/2023 to 12/31/2023 Medical	

Be sure to update all your beneficiaries in the system. Once finished, click "Review and Checkout." And in order to finalize your selection, you **MUST "Checkout."** This is where you will be prompted to email the final selections to yourself or to print them.

C KARTING MICTOR	Basic Employee Life	Coverage amount \$100,000.00
Primary Beneficiaries (Required *) You must designate a primary beneficiary for	or this benefit.	
+ Add Beneficiary		
Would you like to add secondary beneficiar	ies? 🛈 No 🧊 Yes	
▲ BACK		Review and Checkout



Medical

PPO Plan	In-Network	Out-of-Network
Annual Deductible Individual/Family	\$300/\$750	Varies by Plan
Embedded or Aggregate Deductible	Embe	edded
Employer Coinsurance %	80%	50%
Maximum Out-of-Pocket Individual/Family	Varies by Plan	Varies by Plan
Office Visit (PCP)	Deductible & Coinsurance	Deductible & Coinsurance
Office Visit (Specialist)	Deductible & Coinsurance	Deductible & Coinsurance
Urgent Care Visit	Deductible & Coinsurance	Deductible, & 80% Coinsurance
ER Visit	Deductible, then \$100 Copay	(waived if admitted), then 80%
Inpatient Visit	Deductible & Coinsurance	Deductible & Coinsurance
Outpatient Surgery Visit	Deductible & Coinsurance	Deductible & Coinsurance
Ambulance	Deductible & Coinsurance	Deductible, & 80% Coinsurance

Chronic Condition Management

If you are living with a chronic health condition, like asthma or diabetes, the Disease Management Program can offer education and support to help you achieve your best overall health. **To Enroll Call: 1-800-590-2583**

sword

A digital physical therapy program designed to help you overcome your joint, back and muscle pain – all from home. **Visit: join.swordhealth.com/medmutual/register**

bloom

Digital pelvic therapy available at no additional cost as part of Medical Mutual's Chronic Condition Management Program. Visit: join.hibloom.com/MedMutual

Maternity Management

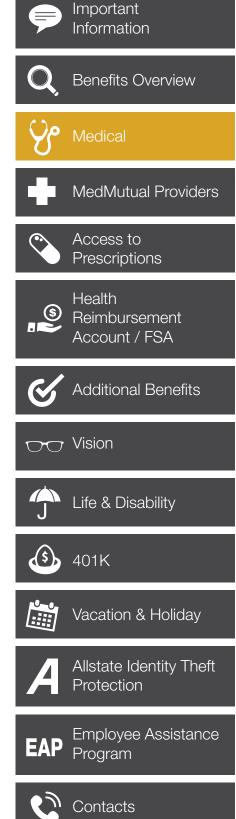
If you're pregnant, our Maternity Program can offer education and support to help you achieve your best overall health. Call: 1-800-590-2583 or log into My Health Plan at MedMutual.com/Member

Nurse line

Nurse Line is available 24/7 to help you addresses a wide range of health concerns. There is no added charge and you will always speak with a live nurse first without being triaged or put on hold. **Call: 1-888-912-0636**

QuitLine

QuitLine is available to help tobacco users give up the habit for good by providing one-on-one coaching, a personalized quit plan and educational materials. Call: 1-866-845-7702 or log into My Health Plan at MedMutual.com/Member

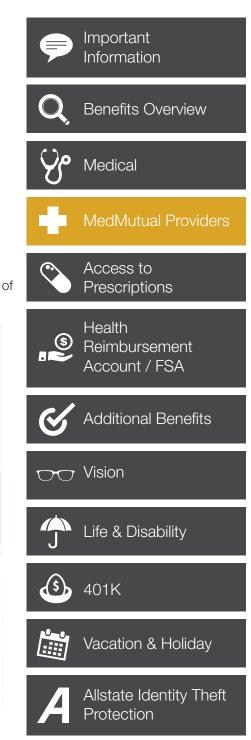


Finding Care and Estimating Costs

How to Get Started:

1. Log in to My Health Plan at MedMutual.com/Member or via the MedMutual mobile app.

⁺ My Health Plan	Not Registered?
Log In to My Health Plan Username Username Password	Register now to enjoy 24 hour access to: Peference claims and payment information View your plan benefits Learn more about wellness programs Access money-saving tools and tips Participate in exclusive members- only offers Register for an Account
Password Forgot Username or Password Log In	



е

2. Select Find a Provider & Cost Estimates from the Quick Links section in the middle of the page or from the Resources & Tools tab at the top of the page.

Viewing: Family	Benefit Period: January 1st through [ecember 31st		Engage with Wellness		Reimbursement Account / FSA
Deductible & Out of Pocket (in Network)		Claims Snapsl (Most Recent)		Medical Mutual's Wellness Portal provides tools and resources to support your health and well-being.		
Deductible 2 \$600.00/\$750.00	DATE OF SERVIO 11/17/2023	CE TYPE Medical	CLAIM # 3333426411-000	Access the health assessment and more to learn valuable information about your health.	Ś	Additional Benefits
Consurance 2 \$800.00/\$800.00	10/20/2023 10/20/2023 10/20/2023	Medical Medical Medical	3303440618-000 3313610041-000 3311408317-000	Launch Now	00	Vision
Maximum Out of Pocket ? \$1,400.00/\$1,550.00	V	'lew Your Clai	ms	Go Paperless	J	Life & Disability
Qui	ck Links	ment		\	Ś	401K
 Wellness Portal Text Message Preferences ID Cards 	 Preventive Ca Who is Covera Medical Bene 	ed		MedMutual Resource Connect Need assistance with essential, everyday needs such as food, transportation, financial support, and job training? You and your family can connect with free or reduced-cost community services using		Vacation & Holiday
3. Choose the Medical + Costs		a Provider	ure member, we can help you find Choose pro	J.	A	Allstate Identity The Protection
				+ Costs	EAP	Employee Assistanc Program
	Wee	Welco	http://www.comment.com/ the compared of the form of a Provider inform by using the Feedback	Provider Directory	C	Contacts

How to Search for In-network Doctors and Facilities:

Search for in-network providers by name, specialty, location and more. Search results are customized to your plan and based on your home address, or you can choose to search from a different location. Select one of the following to begin:

- **Doctors by name:** See locations, network status and a specific doctor accepts new patients.
- **Doctors by specialty:** Find doctors in your network who specialize in certain conditions.
- **Places by name:** See address, hours, network status and other important information.
- **Places by type:** Search for in-network hospitals, labs or urgent care clinics near you.
- Search all: Search all categories by entering a name or phrase.
- **Advanced search:** Refine your search criteria based on location, languages spoken, which providers are accepting new patients, and more.

Once you make a selection, learn more by clicking View Profile, add the provider to a comparison list by checking the Add to Compare, or refine your search by clicking More Filters.

How to Compare Costs:

Healthcare costs can vary by hundreds or even thousands of dollars depending on which doctor and facility you visit. Use MedMutual Find a Provider to understand your options and estimate your costs before you schedule an appointment or procedure. Because cost estimates are based on your benefit plan, you'll be able to see how costs may impact your annual deductible and out-of-pocket spending.

Select Estimate Your Costs to begin:

- Enter the procedure name or CPT code(s).
- Review the range of average costs within your search area.
- Compare the individual cost estimates for each matching provider.

Note: Estimates may be for just one part of a surgery or procedure. Some services like anesthesia and doctor's fees may be billed separately. To increase the accuracy of your cost estimate, ask your provider for all CPT codes involved in your procedure.

Some procedures or services covered by your plan may require prior approval from Medical Mutual. Please refer to your Certificate/Benefit Book, which is located under the Benefits & Coverage tab in My Health Plan or contact Medical Mutual Customer Care at the number on your member ID card.





Fresh Mark has partnered with Marathon Health to give you easy access to virtual care services through the Fresh Mark Health Center. Meet with your care team at a time and location convenient for you. Whether you're at the jobsite or working remotely, get the care you need, when you need it. Virtual visits are available via a smartphone, computer or other connected device. Our virtual care services can help with all your health and wellness needs. Services include preventive care, sick care, chronic condition management, medication management, health coaching, behavioral health counseling and more. If you are covered under our plan, the visits are free. If not, then a nominal charge of \$25 per visit will apply. **To schedule a visit, call 866.434.3255.**



Drug prices vary widely between pharmacies. Good Rx finds the lowest prices and discounts to help you save money on prescriptions.

GoodRx is accepted at over 70,000 U.S. pharmacies, including:





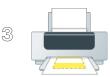
Compare prices

GoodRx collects prices and discounts from over 70,000 U.S. pharmacies.



Print free coupons

Send coupons to your phone by email or text message.



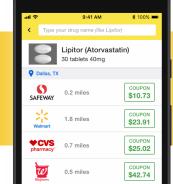
Save up to 80%

Show the coupon to your pharmacist for massive savings on your meds

Download the mobile application

Save up to 80% on your prescriptions with the free GoodRx app.

GoodRx is the #1 free medical app for IOS and Android.





Marc's is one of our partners for access to prescription drugs. If you use one of the following Marc's for your prescription drugs and you have money in your Health Reimbursement Account (HRA), you can have your prescription filled and Marc's will bill your HRA for the cost.

Marc's Massillon 1413 Amherst Road NE Massillon, OH, 44646 Marc's 30th St 3112 Cleveland Ave NW Canton, OH, 44709 Marc's Salem 2487 E. State Street Salem, OH, 44460



Health Reimbursement Account and Flexible Spending Account

What is an HRA?

Fresh Mark will set aside funds into your HRA plan to pay your out-of-pocket medical, dental and vision expenses. Fresh Mark will contribute \$800 to your HRA once you are out of progression. This contribution will be made on the first of the following month. This benefit will then increase to \$1,375 on the following January 1st. You benefit by shopping for the lowest cost of care, which would stretch the money further. You can pay up to 36% less by shopping for your care.

Basic Login: https://cda.basiconline.com/login

Tax Savings Tool (FSA): https://www.basiconline.com/hq/employee/basic_cda/ fsa-saving-calculator/



You can also elect to have your HRA money put into the Dependent Care Account. See HR for instructions on this process.

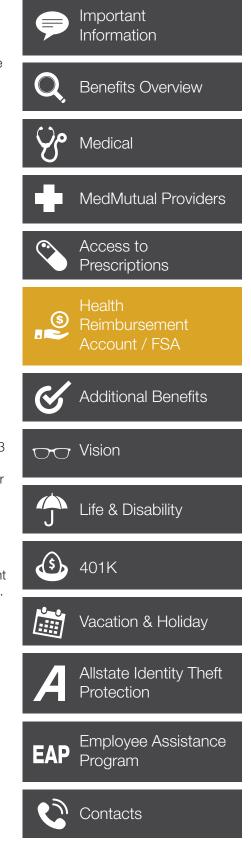
Dependent Care FSA

The Dependent Care Flexible Spending Account (FSA) lets employees use pre-tax dollars toward qualified dependent care such as caring for children under the age of 13 or caring for elders. Only expenses incurred to enable you to work qualify. Thus, if you are married and your spouse is not employed, you cannot use the account unless your spouse is a full-time student or disabled. You do not have to be enrolled in a medical plan to open and use a Dependent Care FSA.

Please refer to current IRS limits for the annual maximum contribution.

The amount reimbursed to you under the Dependent Care FSA is limited to the amount you have contributed through payroll deductions at the time reimbursement is claimed. The individual receiving care must reside with you for expenses to qualify. Qualified dependent care expenses include:

- Preschool tuition (does not include kindergarten)
- Daycare, babysitting, before-or-after school care for your child under age 13
- Adult daycare for a dependent over age 13 if they are physically or mentally incapable of self-care.



Healthcare FSA

A Healthcare Flexible Spending Account (FSA) provides important tax advantages that can help you pay healthcare expenses on a pre-tax basis. By anticipating your family's health care costs, you can lower your taxable income so you get to keep more of what you earn.

If you are eligible for the Healthcare FSA, funds in the account must be used for qualified healthcare expenses. The total amount you elect for the year is available to you at the beginning of the plan year, regardless of how much you have contributed via payroll deduction. Please refer to current IRS limits for the annual maximum contribution.

Carefully consider what your out of pocket healthcare contribution will be as unused funds in the healthcare FSA account are forfeited.

BASIC Main Number: 1-800-372-3539 Option 1 Participants; cda.basiconline.com

You can use either HRA or FSA for any of following:

- Acupuncture
- Alcoholism treatment
- Ambulance
- Artificial limbs
- Braces
- Childbirth preparation classes (mother)
- Chiropractors
- Contact lenses
- Crutches
- Dental fees
- Dentures
- Diagnostic fees

- Doctor's fees
- Drug addiction recovery
- Dyslexia language trainingEyeglasses and examination
- fees <u>Hea</u>ring aid and batteries
- Home modifications for handicapped
- Insulin
- Laboratory fees
- Maternity expenses
- Nursing homes
- Optometrists

- Orthopedic shoes
- Oxygen/oxygen equipment
- Prescription Drugs
- Psychiatric care
- Therapy treatments
- (prescribed)Transportation (for medical
- care) Vision correction surgery (e.g., LASIK)
- Vitamins (if prescribed)
- Wheelchairs
- X rays

Employee Perks Program

We've partnered with Working Advantage, the world's largest corporate discount program, to introduce a brand-new savings initiative for our team. Enjoy discounts on electronics, travel, clothing, movie and sports tickets, groceries, pet insurance, and much more!*

How to Get Started:

- 1. Visit https://freshmark.savings.workingadvantage.com
- 2. Create an account using your email address.
- 3. Enter the one-time passcode sent to your email.
- 4. Start Saving

*All discounts are set by the vendors on the website. Fresh Mark has no control over the discounts offered.



Will Preparation

Medical Mutual Life offers a Will Preparation service to all Fresh Mark employees. To start the process, go to www.NDWillPrep.com and use your login code (MML). Registration is required to protect your privacy. All documents come with complete instructions. You can also start a document and save it online to update it later a handy feature if you find you need to gather more information.

Online wills are valid for residents in all 50 states. As with any legal matter, you may want to consult with an attorney to discuss your options and make sure your family is fully protected, especially if you have questions or concerns.

Why not give your loved ones the benefit of your decisions and yourself the gift of peace of mind?

To set up your will:

- 1. Go to www.NDWillPrep.com
- 2. Enter your login code: MML
- 3. Register and create your will today

Fraud Resolution

If you believe your identity has been stolen or you are at risk, contact our partner ID Resolution at 877-773-2197.

You will be asked to provide your group number and company name so that your account can be verified. You do NOT need to call to activate your service.

Group number: IDR-000-003 Company name: MedMutual Life

You can also access your service details at www.idresolution.net/med-mutual-identity-management

Additional Legal Resources

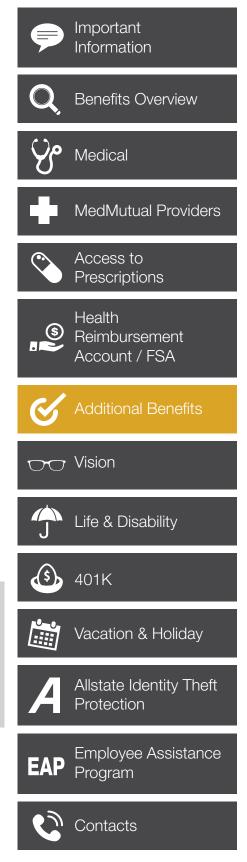
- Complaint letters for damaged luggage, home repairs or credit card billing errors
- Quitclaim deeds
- Living trusts for married or single persons

NEW DIRECTIONS°

- Identity theft affidavits
- Rental agreements

NEW DIRECTIONS[®]

Bills of sale or buy-sell
 agreements





Vision insurance is FREE for you and your family!

* Must elect Vision benefit annually through UKG portal.

VSP	In-Network	Out-of-Network
Routine Eye Exam (One pair/24 months)	\$10	Up to \$50
Eyeglass Frames (One pair/24 months)	\$15 (Includes Frames & Lenses) \$125 Allowance	Up to \$70
Eyeglass Lenses Single Lenses Lined Bifocal Lenses Lined Trifocal Lenses	\$15 (Includes Frames & Lenses)	Up to \$50 Up to \$75 Up to \$100
Contact Lenses (Instead of eyeglasses) Elective conventional Non-elective (Medically necessary) Once/24 months	\$120 Allowance	Up to \$105





Life & Disability

Basic Life Insurance

Fresh Mark provides Basic Life and AD&D insurance at no cost to employees.

Accidental death and dismemberment (AD&D) insurance is provided at the same level as an employee's Basic Life amount.

You may purchase \$5,000 spouse life and \$2,500 benefit per child up to age of 26. Enroll in Life Insurance through UKG portal.

Please see HR for Basic Life details.

Evidence of Insurability may be required if outside the initial enrollment.

Short-Term Disability

Fresh Mark provides Short-Term Disability at no cost to employees. Please see HR for STD details.





Plan for your future

Fresh Mark has established a 401K Plan through Schwab with the goal of providing the tools and resources to help you plan for and achieve financial security in retirement.

Through the 401k plan, you elect to save a percentage of your pay each period through payroll deduction. Because your savings can be deducted from your pay before taxes, your taxable income will be reduced when you contribute to the plan. To encourage you to save through the plan and increase your benefit, Fresh Mark makes a matching contribution.

401K Plan Features*

Contributions are matched:

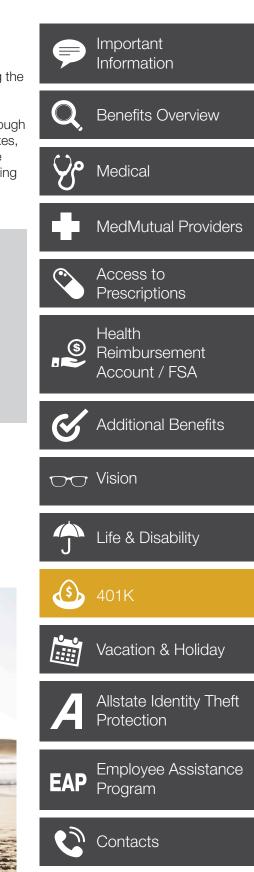
• 100% at \$0.40 per hour worked

Eligible after 1 year of service Please refer to IRS guidelines for contribution limits

Additional "catch up" contributions allowed if age 50 or older

*100% vested after 3 years service





Vacation & Holiday

Vacation

Fresh Mark offers a competitive vacation plan for employees.

- 1 weeks at 1 yr of service
- 2 weeks at 3 yrs of service
- 3 weeks at 7 yrs of service
- 4 weeks at 11 yrs of service

Holidays

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Sick / Personal Days

- At least 1 year of service -2 personal/sick days
- At least 2 years of service -1 additional personal/sick day
- At least 3 years of service -1additional personal/sick day
- At least 7 years of service -1 additional personal/sick day

Personal/Sick days cannot be used on the day before or after a holiday. Personal/sick days can be scheduled in advance and the request must be made no later than the Wednesday prior to the week the time off is being requested.

If someone calls off work, unscheduled personal/sick days will be automatically applied to the call off day.

Personal/sick days cannot be carried over into the new year and unused personal/sick time will be paid out in January of the following year.

See HR or Collective Bargaining Agreement for details.





Allstate Identity Theft Protection

Identity theft and cybercrime can happen to anyone: **IDENTITY PROTECTION**

- 1 in 4 Americans have experienced cybercrime.¹
- Even someone who knows how to minimize their risk. That's why Fresh Mark offers • Allstate Identity Protection Pro+ Cyber as a benefit.

Get comprehensive identity monitoring and fraud resolution designed to help you protect yourself and your family against today's digital threats, plus cybersecurity features designed to identify and address vulnerabilities before they can be exploited.

For over 90 years, Allstate has been protecting what matters most. Prepare for what's next with:

- Identity, financial account, and credit monitoring
- Cyber protection for mobile devices
- 24/7 support, plus up to \$1 million in fraud expense reimbursement^{\dagger} or up to \$2 million for families[△]

PLANS AND PRICING

Allstate Identity Protection Pro+ Cyber

\$9.00 per person / month \$16.45 per family / month Call: 1.800.789.2720

- See and control your personal data with our unique tool, Allstate Digital FootprintSM
- · Catch fraud at its earliest sign with comprehensive identity and financial monitoring
- Keep tabs on your risk potential by checking your Identity Health Status
- · Get personalized threat insights to help you protect yourself against the latest fraud trends with Allstate Security Pro®
- Rely on cyber protection tools designed to protect against online threats such as viruses, phishing attacks, and malware on up to 5 mobile devices:
 - O Mobile device and app security

O Safety VPN with safe browsing & phishing protection O Wi-Fi security

- Level up personal computer security with VPN, network security, and features designed to protect against online threats such as viruses, phishing attacks, and malware
- · Get network security and a password manager
- · Monitor social media accounts for signs of account takeover
- 1. 2021 Identity Fraud Study, Javelin Strategy & Research

- · Fend off scams with our robocall blocker and ad blocker
- · Access family digital safety tools with a family plan Δ
- Rely on tri-bureau credit monitoring and an annual tri-bureau credit report and score
- Lock your TransUnion credit report in a click and get credit freeze assistance
- See if your personal data has . been compromised with dark web monitorina
- Receive alerts for financial transactions like cash withdrawals and large purchases, to help you detect potential fraud
- Eliminate worry about unraveling complex and costly fraud incidents with access to full-service remediation and resolution support
- AND MORE



† Identity theft insurance covering expense and stolen funds reimbursement is underwritten by American Bankers Insurance Company of Florida, an Assurant company. The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions. Product may be updated or modified prior to availability. Certain features require additional activation.

Allstate Identity Protection is offered and serviced by InfoArmor, Inc., a subsidiary of The Allstate Corporation.



Employee Assistance Program - TotalCare EAP

Life can sometimes present challenges or situations that are difficult to work out alone. The TotalCare EAP is a confidential resource offering in-the-moment support and expert guidance to help you resolve concerns as well as balance home and work. **You and your household members** can access up to six (6) visits for each condition at no charge, such as:



PERSONAL

Personal Stress, Anxiety, Alcohol Abuse, Drug Addiction, Dpression, Medical Conditions, Grief/ Bereavement, Gambling, Weight Control,Anger, Chronic Pain/Illness, Eating Disorders, Life Transitions, Pregnancy/Post Partum, Personal Trauma, Sexual Concerns, Domestic Violence, Learning Disabilities, Smoking, Men's/Women's Issues, Nutrition.



FAMILY & RELATIONSHIPS

Marital, Parenting, Caregiving, Childcare, Eldercare, Education Planning, Adoption, Family Pets, Special Needs Child, Blended Families, Teen Issues, Domestic Partners, Physical Abuse, Family Relocation, Sandwich Generation, Military Life/Separation, Disaster Preparedness, Communication, Keeping Children Safe.



Call: 1.800.252.4555 | www.theeap.com



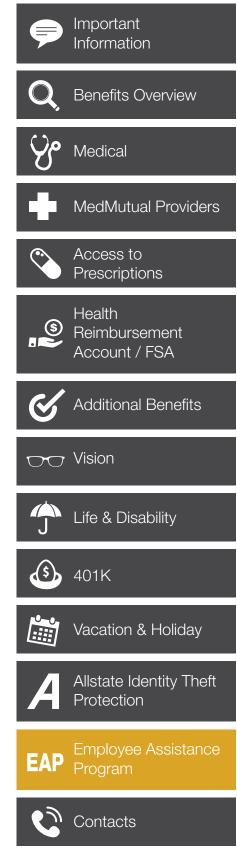
LEGAL & FINANACIAL

Debt, Credit Card issues, Financial Loss, Bankruptcy, Budgeting, Retirement Planning, Wills & Trusts, Real Estate Law, Car Buying, Immigration, Divorce, Civil Suits, Criminal Law, DUI/DWI, Landlords & Tenants, Homeowner Concerns, Taxes, Insurance, Consumer Law, Contracts, Personal Injury, Child Custody, Social Security.



WORK & CAREER

Employee Conflict, Work Related Stress, Coaching, Supervisor Conflict, Team Development, Career Planning, Management Skills, Supervising Others, Time Management, Skills Development, Project Management, Motivating Self & Others, Valuing Diversity, Managing Change.



Contacts

Benefit	Carrier	Plan ID	Website/ Phone Number
Medical	Medical Mutual	462519	www.medmutual.com 1-800-362-4700
Vision	VSP	12023040	www.vsp.com 1-800-877-7195
Life / AD&D (Basic)	Medical Mutual Life	462519	www.medmutuallife.com 1-866-925-2542
Long Term Disability	Medical Mutual Life	462519	www.medmutuallife.com 1-866-925-2542
Employee Assistance Program	TotalCare EAP	Fresh Mark, Inc.	www.theeap.com 1-800-252-4555
401K Administrator	Charles Schwab	N/A	www.schwab.com 1-800-724-7526
HRA/FSA/DCA	Basic	N/A	flexneoparticipant. Ih1ondemand.com/Login 330-436-3135
Good Rx	Good Rx	N/A	goodrx.com
Resources	Allstate Identity Theft Protection	9517	1-800-789-2720

Important Information Benefits Overview 0 Medical MedMutual Providers Access to Prescriptions Health Reimbursement Account / FSA Additional Benefits Uision Ĵ Life & Disability **(\$)** 401K Vacation & Holiday Allstate Identity Theft Protection Employee Assistance EAP Program

FRESH MARK 2025 BENEFITS GUIDE