

# HAWORTH®

## Summary of Benefits for US Full-Time Members

Haworth offers to full-time Members and their eligible families a wide variety of benefits and other programs. When combined with your salary, our benefits are part of a Total Rewards program designed to provide you and your family with security and flexibility.

### Focusing on Health and Family:

**Health Care:** Haworth provides full time Members and their eligible families a comprehensive Health Care package including:

- Choice medical plans including PPO's and in many locations an HMO
- Choice dental plans
- Prescription drug coverage
- Vision coverage

**Wellness:** Haworth values the health and well-being of our Members and their families. We offer a variety of programs designed to help you improve and maintain your good health:

- Employee Assistance Program and Work/Life Referral Service—provides confidential counseling and assistance with a wide array of family and personal matters.
- Fitness Centers—depending on your work location, Haworth has many opportunities for on-site fitness.
- Programs and competitions— throughout the year, Haworth sponsors many programs to help members lose weight, stop smoking, or begin a fitness program.

#### Other Programs:

- Flexible Spending Accounts—use pre-tax dollars to pay for eligible health and dependent care expenses
- Adoption assistance—financial assistance up to \$5,000

**Paid Time Off:** Haworth recognizes the need to take time off during the year to rejuvenate and take care of personal responsibilities.

**Vacation:** Up to 25 days of vacation per year based on your length of service, accrued over the course of the calendar year. New hires receive between 1 and 10 days in the first calendar year based on date of hire. In addition, you can buy and sell vacation days to meet your individual needs.

**Holidays:** 10 paid Holidays per year

**Bereavement Pay**

**Jury Duty and Witness Supplemental Pay**

*Note: The benefit plans and programs summarized here are governed by official plan documents and may not apply to all employees, including contract, leased or temporary employees. Haworth may change provisions of the benefit plans, policies and programs at any time for any reason*

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## Protecting your Finances:

### For Retirement:

**401(k) Savings Plan:** Members may contribute 1–75% of their pre-tax pay to this plan. Haworth provides three different contributions to this plan:

- 1) Automatic 2% contribution. This amount will be added to your 401(k) account regardless of whether or not you contribute to the plan on your own.
- 2) Company matching contribution of 50% on the first 4% you contribute to the plan.
- 3) Profit-Sharing matching contribution of *up to* 50% on the first 6% you contribute to the plan.

### If You get Sick or Injured:

**Short Term Disability:** continuation of a portion of your salary during the first 6 months of an illness or injury.

**Long Term Disability:** two levels of coverage for illnesses or injury lasting more than 6 months:

- 1) Basic coverage provided by Haworth and 2) Additional coverage purchased by the Member at group rates.

### For your Family:

#### Life Insurance:

- Basic coverage provided at no cost by Haworth
- Supplemental coverage purchased by the Member at group rates
- Dependent coverage purchased by the Member at group rates

#### Accident Insurance

- Basic coverage provided at no cost by Haworth
- Supplemental coverage for Member and/or family

## Investing in your Future:

Your growth and development are important to Haworth. As a result, we have several programs in place to help you meet your career goals:

**Educational Reimbursement:** 100% reimbursement of tuition expenses for approved classes up to annual tax limits. Minimum grade and course completion requirements exist.

**Member Development:** assistance available through Member Relations and Management Development groups to help members clarify goals and plan additional skill development for the current position as well as future responsibilities.

**Service Awards:** recognition through awards for each 5 years of service with Haworth

## Other Important Programs:

**Scholarship Award:** annual awards for spouses and children of Haworth Members pursuing higher education.

**Group Legal Plan:** voluntary program that provides access to a network of attorneys for various personal legal issues.

**Product Discount:** new and used Haworth product available at discount prices.

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