

Prospective Salaried and Administrative (Class Code 1-4) Full-Time and Part-Time Employees – Questions and Answers

As a prospective employee, you may have some questions about the benefits Sodexo offers to you. This document provides information about benefits for salaried and administrative employees.

Will I be eligible for Sodexo health and welfare benefits, and if yes, when?

- Yes. As an active salaried or administrative employee, you will be eligible for health and welfare benefits on your date of hire
- Sodexo health and welfare benefits coverage can begin on your date of hire, if you enroll within your first 30 days of employment. (Except for Hawaii employees, who must enroll within the first 23 days of employment.)
- You can enroll eligible family members, including legally married spouses, domestic partners, and dependent children up to age 26
- Sick and vacation leave varies based on your Class Code

Do newly hired employees have to wait to accrue vacation or sick leave?

If eligible, you will begin to accrue vacation and sick leave immediately. Sick leave is not available for use until you reach your six-month anniversary. For locations in which state or local sick leave laws apply, waiting periods may vary.

What are the health and welfare benefits offerings?

Our employees' quality of life is important to us as well as their health and well-being. Sodexo offers a comprehensive total rewards package that offers the following:

Your Choices. Your Health.	
Benefit	Overview
Medical	<ul style="list-style-type: none"> • CareFirst Preferred Provider Organization (PPO) Plan • CareFirst Health Reimbursement Account (HRA) Plan • Kaiser Health Maintenance Organization (HMO) available in Colorado, Georgia, Hawaii, the Mid-Atlantic (DC, MD, VA), Northern California and Southern California • HMSA Preferred Provider Plan and HMSA HPH Plus in Hawaii • Triple-S in Puerto Rico
Dental	<ul style="list-style-type: none"> • MetLife Dental Insurance
Vision	<ul style="list-style-type: none"> • Select Vision Care Plan • Vision Care Discount Program (free, no enrollment necessary)
Disability	<ul style="list-style-type: none"> • Short Term Disability • Long-Term Disability
Flexible Spending Accounts	<ul style="list-style-type: none"> • Health Care Spending Account • Family Care Spending Account

Your Choices. Your Future.	
Life Insurance	<ul style="list-style-type: none"> • Free Basic Life Insurance (free to employees, no enrollment necessary) • Group Term Life Insurance • Spouse and Child Life Insurance
Accident Insurance	<ul style="list-style-type: none"> • Voluntary Accidental Death & Dismemberment (available with Group Term Life participation) • Business Travel Accident (free for salaried employees)

Are there any other health benefits available?

Yes. Sodexo cares about employees and their families and encourages a healthy lifestyle. The company offers tools and resources to help you accomplish this, including:

- **Sodexo Medical Plans offer:**
 - Health coaches to help you reach your goals for managing chronic health conditions, such as heart disease, diabetes and asthma. They can also help with emotional and physical health and well-being
 - Telephonic and on-line wellness resources to help you with nutrition, exercise, stress, smoking cessation and much more for your overall health
 - Websites and mobile apps to help you personalize and organize important health information.
 - Free annual check-ups and health screenings
 - Video Visit (telemedicine) to provide expanded access to doctors when and where you need them, for free
 - \$100 incentive for completing the health assessment if you are enrolled in a CareFirst medical plan.
 - CareFirst Maternity Program to keep you or your spouse/domestic partner healthy during and after pregnancy. Earn up to \$250 for participating.
- **Sodexo also offers:**
 - LifeWorks provides free, confidential resources to help you manage the daily challenges that life presents. Personalized health coaching is available to help you meet your goals, including losing weight, quitting smoking, coping with stress and improving other areas of your overall health. Discounts on a variety of retail items and services are also available
 - Identity Theft Protection through InfoArmor is a monitoring service which alerts you to the first sign of fraud. Get alerts for credit inquiries, accounts opened in your name, compromised credentials, financial transactions and more.

What can you tell me about the Affordable Care Act?

- The Affordable Care Act gives individuals an additional way to buy health insurance through the government-operated Marketplace. To learn more about it, Sodexo makes a free resource available to all employees at www.SodexoCoverageResources.com or call 855 668, 5040. Representatives are available between 8 a.m. and 8 p.m. You can also access www.healthcare.gov to learn more.

If I am hired, what can I expect and when?

- You'll receive a new hire enrollment kit sent to your home soon after your first day with Sodexo.
- This kit includes your enrollment deadline, the benefits you are eligible for, cost information and explains how to enroll.
- Sodexo makes it easy to enroll online through the Sodexo Benefits Center website, available in both English and Spanish, at www.SodexoBenefitsCenter.com.

- This site includes easy-to-use tools and videos to help you make informed benefits decisions, and when you're ready to enroll, the site walks you through the process step by step
- This is also the place to go all year long to easily look up benefits information and update your personal information
- If you don't have Internet access, the phone number for the Sodexo Benefits Center is **855 668 5040. In addition, you can access the internet through your mobile device**
- Representatives are available in English and Spanish (as well as 140 other languages) between 8 a.m. and 8 p.m. ET, Monday through Friday

What happens if I don't enroll?

- If you don't actively enroll by the deadline, you'll be automatically enrolled only in certain company-provided coverage options (such as Free Basic Life insurance and/or Business Travel Accident, if available at your location)
- Your next opportunity to enroll will be during Sodexo's Annual Enrollment period, generally held in the fall unless you experience a qualifying event. Coverage will not become effective until the first day of the following year. Certain plans such as life and disability coverage may require approval of Evidence of Insurability prior to the plan becoming effective

What other types of benefits are available through Sodexo?

The following benefits are available to salaried and full-time hourly employees as part of their total reward package, which provides choices to support their quality of life:

Your Choices. Your Future.	
Sodexo 401(k) Retirement Savings Plan	Employees in eligible units will automatically be enrolled in approximately 30 days at a contribution rate of 1% of wages. Sodexo matches \$.50 for every dollar you save, up to 6% of salary. You'll receive an enrollment kit in the mail from Voya Financial (formerly ING), and you'll have the opportunity to increase your contribution rate or opt out of the Plan if you so choose.
Credit Unions	MEFCU and First Commonwealth Federal Credit Union (FCFCU) offer you and household members many financial products and services.
Direct Deposit	Direct deposit into your personal account or the Money Network Service in which your pay is deposited in a free account, which you can access through checks or a no-fee debit card.
Tuition Reimbursement	Full-time employees with one year of service may apply for reimbursement. Courses must be pre-approved.

Your Choices. Your Life.	
Paid Time Off	<p>Vacation and sick leave are available to eligible employees. Paid holidays vary by location. Non-temporary employees are eligible for jury duty pay and up to three days of bereavement leave.</p> <p>Personal leave is available to salaried employees class code 1-4 who do not work in California.</p>
LifeWorks	<p>Free, confidential resources to help you balance work and life, including confidential counseling related to personal issues, a discount program and personalized health coaching services to help you lose weight, quit smoking, cope with stress, improve heart health or reach any other personal health goals.</p>
Identity Theft Protection	<p>You can enroll in a monitoring service which alerts you to the first sign of fraud. Get alerts for credit inquiries, accounts opened in your name, compromised credentials, financial transactions and more. Enroll anytime.</p>
Employee Discounts	<p>Sodexo employees receive discounts on car rentals, computers, phones, theme parks, concerts, hotels, gyms, universities, and many more goods and services.</p>

*IMPORTANT: The benefits in this document provide a general overview of the benefits package provided to exempt salaried employees (class 1-4) not covered under the terms of a collective bargaining agreement. Employees covered by a collective bargaining agreement are eligible to participate in these plans if they are a provision of their collective bargaining agreement.