



Benefits Summary

We are committed to providing the best benefits package to our employees and eligible dependents. The following is a general description of the benefits offered to eligible employees.

401K:

We want you to enjoy a competitive salary while working with us at Probity LLC, but we also want you to be able to enjoy your retirement years. Probity will contribute 10% of the employees' annual salary to the employee's 401k. This non-elective contribution will begin the first pay period you begin working for Probity. The 401K plan is currently managed with Invesco "Plan for Most". The plan includes a Roth 401(k) feature and variety of funds to make your selections. Beginning on the date of hire, employees can voluntarily contribute a portion of their salary post tax, pre-tax, or combination to the retirement plan, pursuant to the IRS regulations.

Medical Plan/Prescription Drug Benefits:

Our goal here is to provide great coverage for our employees and to simplify this often complex benefit choice. Simply choose one of the plans below and Probity LLC will pay for 100% of the cost. The Prescription Drug Benefits are included with either one of the choices.

- Carefirst Blue Cross Blue Shield (Preferred Plan) is touted to be their best offering
 - Paid for 100% by employer (Employee/Spouse/Family)
 - Carefirst Blue Cross Blue Shield (Preferred Plan) touted to be their best offering
- Carefirst Blue Cross Blue Shield (Preferred Plan) with deductibles
 - Paid for 100% by employer (Employee/Spouse/Family)
 - In addition, if employee elects this insurance, a \$2,400 dollar a year HSA will be established for the employee.

Dental Insurance:

Dental Plans are offered through CareFirst BlueCross BlueShield (CareFirst) and CareFirst BlueChoice, Inc. This Preferred Dental plan provides you the freedom to see any dentist that you like, while realizing savings by participating with in-network preferred providers. Coverage for orthodontic services may be available for covered members under age 19 who meet treatment criteria. Probity LLC pays for 100% of the benefit cost.

Vision Insurance:

Healthy eyes are an important part of your overall health. Routine eye examinations not only keep your eyewear current; they can also detect high-risk health issues such as diabetes and glaucoma before symptoms occur. Whether you have 20/20 vision or 20/200 vision, you should have a routine eye examination on a regular basis to keep your eyes healthy. That's why we are pleased to offer the BlueVision *Plus* vision plan that offers you complete eye health and added savings on your eyewear purchases. BlueVision *Plus* makes eye health easy, offering a large network of optometrists, ophthalmologists and opticians from which to choose. Provided by CareFirst Blue Choice and Blue Vision Plus. Benefit paid 100% by Probity.

**Comp Policy and Flextime scheduling:**

Probity offers a liberal comp time policy within the calendar year. Employees may bank comp time throughout the year, these hours can be used in lieu of PTO. PTO is eligible for flexible cash-outs throughout the year.

We understand that today's fast pace environment and challenging commutes make flexible schedules the norm. Probity wants to make your work environment as productive and family friendly as possible. Flex Schedules are approved on a case by case basis, mostly in relation to the customer approving of such schedules.

Paid Time Off:

Probity offers 30 days of personal time. This includes, but is not limited to, holidays, sick, vacation, and training leave. PTO is accrued from the date of hire on a semi-monthly basis accrued at a rate of 1.25 days (10 hours) per pay period, totaling 30 days of PTO.

Health Savings Accounts:

All employees are eligible to enroll in a Health Savings Account. In the event the employee chooses the Carefirst Blue Cross Blue Shield (Preferred Plan) with deductibles for their health plan. Probity will contribute \$2,400 per calendar year to their plan.

Jury duty pay:

We are patriots and believe that Jury Duty is a civic responsibility. We will pay you while you are out at your regular pay, regardless of duration.

Tuition/Training Assistance:

Probity will reimburse up to a maximum of \$7500 for training/tuition. This will be in the form of a maximum of \$5000 for training or \$5000 for Tuition or a combined total of not more than \$7500 per calendar year upon completion of pre-approved classes.

Employee Ownership/Interest:

A goal with Probity LLC is to establish a significant employee ownership over the years and eventually have a company that is owned and operated by the people who built the company, the employees. The short term plan is to establish profit sharing bonus plans, then to evolve this into other forms of employee ownership, e.g. Phantom Stock, Stock Appreciation Rights, Stock, Stock Options, and Preferred Dividends. We want to create opportunities for employees to participate in these plans, invest in the company and help grow and participate in building a great place to work.

College Savings Plan:

Virginia College Saving Plan are provided through American Funds – CollegeAmerica

Short Term Disability Plan

We provide up to 60-70% of your weekly earnings up to a maximum of \$2,000 per week. Direct roll into long term

Long Term Disability Plan:

We provide up to 60-70% of your monthly earnings up to a maximum of \$10,000 per month. This coverage picks up directly from short term.

**Life and Accidental Death & Dismemberment (AD&D)**

We offer up to 5x your annual earnings up to the nearest \$1,000 up to a maximum of 500,000, \$264,000 of that is a guaranteed issue policy with no underwriting. The employee is eligible to pursue the additional \$236,000 of additional insurance by simply completing a health questionnaire. Probity LLC pays 100% of this policy.

Work-life balance employee assistance program

We provide a 24-hour phone line and web resources to help employees and their family members address both everyday issues, such as budgeting or selecting childcare, as well as more serious ones, like substance abuse or divorce. This plan includes up to three face-to-face sessions for each separate problem an employee faces, to provide advice and identify resources.

Worldwide emergency travel assistance

We provide emergency medical assistance for employees and their families when traveling 100 miles or more from home, anywhere in the world. Round-the-clock phone service provides access to Western-style medical resources, prescription refills and emergency medical transportation.