

# Insitu Benefits

## Retirement Program

Employees 21 years of age and older may participate in Insitu's 401(k) retirement program. Participation may begin on the first day of the month following your hire date. Employee deferrals are always 100% vested. Insitu has a 5% maximum match if employee contributes 8%. Insitu matching contributions are fully vested after one year of employment.

## Short-Term Incentive Program

Insitu has implemented a broad-based employee incentive program that will involve bonuses if the company meets certain minimum financial targets and individual employees meet certain pre-determined performance targets.

## Home Internet Services

Employees may be reimbursed for their home Internet subscription services up to \$50 per month.

## Vacation and Leave Policy

### Personal Days

A first year employee may accrue up to sixteen (16) personal days each year. These days are to be used for vacation, sick days, and personal appointments. At each anniversary of employment, the employee will earn one additional personal day for each year of service. Personal days are accrued on a monthly basis, hourly employees may use leave in one hour increments and salaried employees may use leave in half day increments. Up to 40 hours of accrued, unused paid leave may be carried over per year. Part-time employees are eligible for paid leave on a prorated basis.

### Holiday Policy

Employees are entitled to seven paid Company Holidays and two additional Optional Holidays. Please see below for additional information.

### Company Holidays

The company will be closed in observance of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day.

### Optional Holidays

Employees may select Optional Holidays from the following list: President's Day, Martin Luther King Day, Columbus Day, Veteran's Day, unspecified Religious Holidays, and/or the employee's Birthday. Use of an Optional Holiday requires the advanced approval of the employee's manager.

## **Critical Operations**

Insitu will be providing services to customers located outside the United States and may have extended hours support. Hence, in some cases, critical employees may be required to work on holidays or weekends. Employees will be compensated appropriately for their services on these days and will be given advance notice of such requirements.

## **Health/Medical/Dental Insurance Benefits\***

### **Health Insurance**

Employees regularly scheduled to work 20 or more hours per week will be offered Medical, Vision, and Dental Insurance. Insitu will pay 100% of the premium for employee coverage and 50% of the premium for dependent coverage. Employee costs for dependent coverage will be taken out on a pretax basis (MED125). Health insurance coverage takes effect the first of the month following the month of employment.

### **Life Insurance**

A life insurance policy of 1.5 times salary up to \$300,000 for the employee is paid by Insitu. This includes an Accidental Death and Dismemberment policy of 1.5 times salary up to \$300,000. Additionally, a voluntary Life/AD&D benefit is available through which the employee can purchase additional insurance for him/herself, a spouse, and/or dependent children. Coverage is available at group rates and can be funded through after-tax payroll deductions.

### **Short-Term Disability Insurance**

Insitu employment includes an insurance policy that provides coverage of 60% of salary up to \$2,500/week for a qualified full or partial disability of up to 12 weeks. An eight day waiting period must be satisfied before short-term disability benefits will be paid.

### **Long-Term Disability Insurance**

Insitu employment includes an insurance policy that provides coverage of 60% of salary up to \$10,000/month for a qualified full or partial disability lasting beyond 90 days.

### **Flexible Spending Accounts**

Insitu offers both Health Care and Dependant Care Flexible Spending Accounts. You may contribute up to \$5,000.00 to each account on a pre-tax basis to fund qualified health care and dependent care expenses.

### **Employee Assistance Program**

Insitu offers an EAP program to all employees and their family members. Our EAP offers a wide variety of counseling options.

## **Work Environment Benefits**

### **Flex-Time**

Employees are not limited to strict 8:00 to 5:00 work schedule. Hours of work can be agreed upon with the appropriate manager to insure the needs of the company are satisfied.

### **Business Casual Dress**

Employees wear what they feel comfortable in and what is appropriate for interaction with co-workers and clients that day. Business casual is the preferred dress.

### **Company Events and Activities**

These informal benefits are always a good time. The schedule of events is always changing, but in the past has included company picnics and holiday parties.

## **Conditions of Employment**

### **Pre-employment Background Investigation**

A pre-employment background investigation will be conducted for potential employees prior to extending an offer.

### **Employee Agreements**

All employees will be required to sign a Non-Solicitation, Confidentiality, and Work Product agreement.

### **Employee Handbook**

Employees will be expected to read, understand, and abide by certain policies and procedures as described in the handbook as it is implemented. These may be updated from time-to-time and employees will receive updated copies or amendments as they are approved and implemented.

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\* Every effort has been made to accurately represent the company's benefit offerings. In the event of a discrepancy between this document and the relevant Summary Plan Document (SPD), the SPD shall serve as the governing document. [22 March 2007]