




# PROTIVITI U.S. BENEFIT HIGHLIGHTS

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2023

*Document is intended for employees scheduled to work 20+ hours per week.*



It's my pleasure to share a comprehensive look at the competitive benefits Protiviti provides to you and your family. We are committed to supporting your unique needs and offering a wide range of benefits that improve your physical, emotional, psychological, and financial well-being. I'm excited to share this helpful guide with you, making it easy to learn more about our resources to enhance your well-being. Happy browsing!

— *Jennifer Tomer, Senior Director Total Rewards*



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# Family

## Paid Parental Leave

Eligible employees may take up to ten (10) weeks of fully paid parental leave to bond with their newborn child(ren) or newly adopted or placed foster child(ren) before returning to work. The leave may be taken as one continuous leave or split into two separate increments within the first year of the new parental event.

## Family Time Off

Parents receive an additional 24 hours of Family Time Off upon return from a parental leave to assist with their transition back to work. The time may be used for doctor appointments, day care needs, etc.

## Adoption Assistance

Protiviti provides financial assistance of up to \$15,950, for employees looking to grow their family through adoption. In addition, Protiviti provides paid parental leave of up to 10 weeks to bond with their child.

## Lactation Support Program

Work with lactation specialists to receive both prenatal and postnatal support. Protiviti employees can register for this program to receive educational materials on breastfeeding, including literature and webinars. Expectant mothers with Protiviti may also receive a free, high quality, lightweight breast pump prior to their due date. One-on-one coaching is available as well as convenient travel kits for mothers to ship their breastmilk when traveling for work.

## Dependent Care FSA

Set aside pre-tax payroll contributions for eligible dependent care expenses, including day care, preschool, and after-school care for dependent children under the age of 13 (or for a tax dependent who is physically or mentally incapable of self-care.) Contributions for highly compensated employees may be limited depending on the outcome of certain nondiscrimination tests imposed on FSAs by the IRS.



# Family

## FAMILY

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## HEALTH &amp; WELLNESS

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## RECOGNITION

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## Backup Care

Manage work, family, and personal responsibilities, through Protiviti's partnership with Bright Horizons Back-Up Care. This benefit provides caregiving for children, adult, and elder family members during a lapse or breakdown in normal care arrangements. In addition, gain an advantage in your search for childcare. Jump ahead the waiting list at Bright Horizons centers across the country with preferred enrollment access. Employees are also eligible for exclusive 10% tuition discounts at participating high-quality childcare centers across the country and expanded access to over 2,500 centers.

## Nanny Placement Services

Receive discounted nanny services to get high-touch local support with recruiting, vetting, and selecting a nanny who is individually matched to your family's unique needs.

## Pet Care

We know how animals become part of the family and how important it is to offer the care and love they need. Through the benefits enrollment process, get access to enroll your furry friend(s) into Nationwide's Pet Insurance coverage. In addition, a free Sittercity membership is available to find pre-screened dog walkers, pet sitters, groomers, trainers and more. Also receive the ability to schedule in-home daily or extended pet care.

## Discounted Tutoring and Test Prep

Revolution Prep offers monthly practice SAT and ACT exams. These live-online proctored exams help prepare students for the official tests. In addition, employees receive a 10% discount on customized private tutoring for any academic or test prep subject.

## Virtual Homework Assistance

Gain access to discounts on various tutoring service platforms that offer one-on-one and small group formats for more than 3,000 subjects, including logic, resourcefulness, problem-solving skills, etc. These services are available to children from 3-18 and discounts range from 15% to 64%, depending on the desired learning.

## College Coaching

Navigate the path to college through Bright Horizons College Coach. This benefit maximizes academic and college admissions success, as well as help with planning for college costs. Obtain access to one-on-one guidance, live events, financial aid officers, resources as well as expert advice on college lists and admission essays.

# Flexibility and time away from work

## Flexible Work Model

Protiviti offers a flexible, hybrid approach to work in which our people fulfill their job responsibilities through a blend of in-person and remote work. Empowered engagement teams work together to implement hybrid aligned with client and business expectations.

## Alternate Work Arrangement

Alternate Work Arrangements (AWA) offer support to employees who need structured, flexible arrangements beyond the flexibility of our flexible, hybrid work approach. All AWA requests are temporary and dependent upon client need. Arrangements can include a reduction of schedule hours, non-standard work weeks, or temporary remote work or location changes. All requests are subject to approval.

## Choice Time Off (CTO)

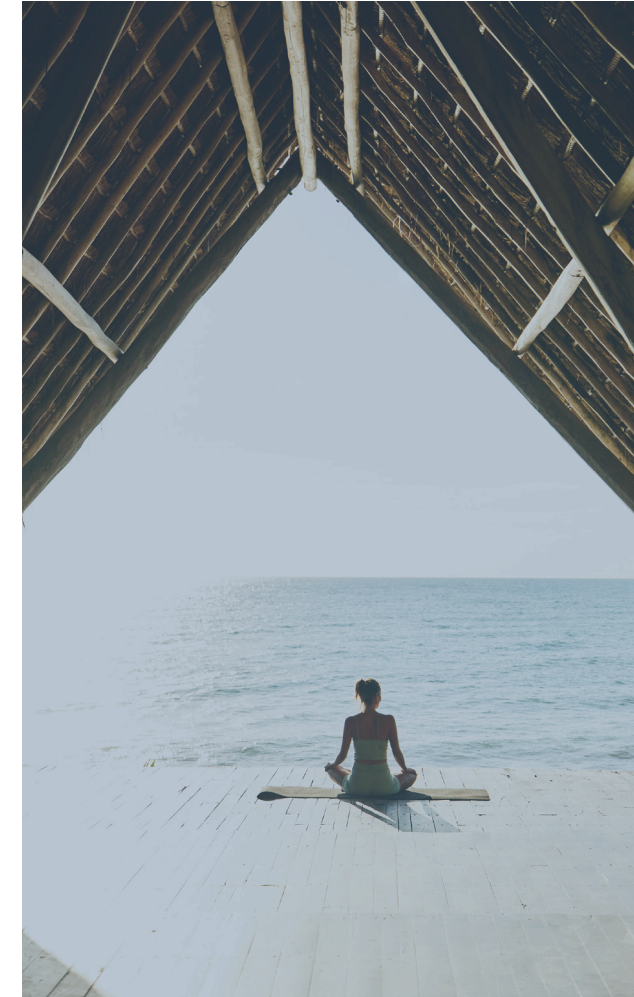
Choice Time Off (CTO) provides paid time away from work for things such as vacation, illness, personal needs, etc. The amount of CTO an employee receives varies based on years of service and career level. Each new hire receives 20 days per calendar year, and for every 3 years of service, an additional 3 days is added, up to a maximum of 30 days.

## Paid Holidays

Protiviti observes ten (10) paid holidays each year.

## Floating Holiday “Your Day”

Protiviti provides one (1) floating holiday each calendar year. This day can be used to observe a religious holiday or an event important to you or to extend a planned vacation. This day is only offered to employees who join prior to June 30th and expires on December 31st each year.



# Flexibility and time away from work

## Leave of Absence

Protiviti offers leave of absences (LOA) for employees that may require an extended period off from work. All leaves are managed by a third-party leave administrator who reviews eligibility, length of leave, paid benefits, etc. If a leave is needed, employees have the option to work with an internal leave concierge, who provides support to ensure a smooth transition before, during and upon returning from a leave.

## Sabbatical

A personal leave of absence (sabbatical) is offered to employees to take time away for their own personal pursuits. The purpose can be professional development, travel, family time, etc. The program offers up to three (3) months leave, subject to approval, with a stipend granted each month and tenure and benefits retained during the leave.

## Military Time Off & Differential Pay

Protiviti provides twenty (20) fully paid days each calendar year for military personnel to fulfill

reserve duty obligations, such as annual trainings, etc. In addition, if called to active military duty, resulting in a leave, employees will receive up to six (6) months of differential pay to assist with making up the difference between military pay and state pay.

## Bereavement

The loss in a family can be life's most stressful event and can cause many emotions. To provide support through a period of mourning or state of intense grief, employees may take up to three (3) days of paid time off. This time can be used for a variety of purposes, including making funeral arrangements, attending a funeral, taking care of post-death tasks, etc.

## Jury Duty

All citizens have a civic duty to serve as jurors when summoned. Therefore, any time required for Jury Duty will be excused from work at full pay for a maximum period of ten (10) days per calendar year.





# Health & wellness

## Medical & Prescription

Protiviti offers three (3) different providers — Anthem and Cigna as national PPO plans and Kaiser's HMO (only offered in some regions) — each offer four (4) different plans to select from.

- \$400 Deductible Plan
- \$900 Deductible Plan
- \$1,500 Deductible Plan\*
- \$2,500 Deductible Plan\*

*\*Compatible with a Health Savings Account (HSA)*

In addition, decide to cover self, self +spouse or domestic partner, self +children, or the whole family. The majority of premium costs for employees and dependents is covered by Protiviti.

Prescription coverage for Anthem and Cigna plans are covered through Express Scripts and Kaiser handles their own prescription coverage amounts.

## Dental Plan

Select from two dental plans through Delta Dental: Standard or Enhanced dental. Both

services include 100% coverage for two preventive care exams and cleanings each year with the enhanced plan providing a higher annual coverage amounts to include orthodontia for dependents under the age of 19.

## Vision Plan

Select from two (2) plan options – Vision Service Plan (VSP) or Davis Vision. Both plans offer vision exams, eyeglass lenses and frames, and contact lenses.

## Disability Insurance – Short-Term & Long-Term

If unable to work due to illness, injury, or pregnancy, Protiviti provides paid time off for Short-Term Disability (STD) and basic Long-Term Disability (LTD).

- STD provides 70% pre-disability of base pay (non-taxable) to a maximum amount of \$3,500 per week, starting from day 8 and up to day 90. If time goes beyond that limit, you will receive 60% from days 91-180.

- LTD provides 60% of benefits-eligible earnings (non-taxable) after 180 days of disability (up to \$15,000 per month).

## Supplemental Disability Insurance – Long-Term

Select supplemental Long-Term Disability (LTD) to increase the benefit to 66.67% of your benefits-eligible earnings, increasing the maximum up to \$25,000 per month. Benefits-eligible earnings includes base pay, bonus, commission, and overtime, over a 12-month period.

## Supplemental Life and Accidental Death and Dismemberment (AD&D)

Protiviti pays the full cost of Basic Accidental Death and Dismemberment (AD&D) insurance. The benefit for each plan is equal to two times your base salary plus bonus and commissions, up to \$1 million. Employees may also purchase additional supplemental self or dependent coverage.

# Health & wellness

## Employee Assistance Program (EAP)

Protiviti provides short-term counseling for personal, family and work/life matters through the Employee Assistance Program. This service is company-paid and offers ten (10) in-person or virtual sessions per topic, per year. The EAP also offers educational resources, referral services for child and elder care as well as support for legal and financial issues.

## Telemedicine

Use Teladoc for second opinions and diagnostic reviews from some of the country's premier physicians to help ensure you receive the most appropriate care for your situation. The benefit is 100% confidential and offered at no charge for employees and dependents enrolled in Anthem, Cigna, and Kaiser plans.

## Healthcare Concierge

Obtain access to a leading national health advocacy and assistance company. Employees and

eligible family members, including parents and parents-in-law have access to Health Advocate to assist in finding a doctor or hospital, resolving billing and claim issues, getting second opinions, understanding conditions, test results, etc.

## Gym Membership Discounts

Receive fitness and nutrition discounts through Protiviti's fitness program, where employees may search local areas to take advantage of in-person and virtual offers. In addition, receive access to mental health services as well as lifestyle resources at a discounted rate to help you achieve your goals. Protiviti also partners with Camp Gladiator to offer additional discount options.

## Identity Theft Protection

Gain access to enroll in Allstate Identity Protection which enables you to check your identity health score, view and manage alerts in real time, get reimbursed in the event of fraud and receive assistance with full-service remediation.

## Legal Services

Through MetLife Legal Plans, employees can enroll for access to experienced attorneys to help with financial, family, and personal matters as well as civil lawsuits, elder-care issues, estate planning and more.

# Managing your finances

## Incentive Compensation Program

Protiviti's Incentive Compensation Plan (ICP) provides employee's annual incentive opportunities on top of your annualized base pay. The ICP program is transparent – eligible employees know their target award and may track their projected pay out using our ICP tool. Components of the ICP vary by career level and may include Chargeability, Performance, Business Development and contributions to our culture and strategy.

*\*Non-exempt employees are not eligible for the ICP program and may participate in a discretionary program.*

## 401(k) Company Plan

Contribute to a Fidelity 401(k) savings and investment plan through the Protiviti 401(k) plan. Employees can contribute pre-tax and Roth contributions from 1% to 60% of eligible earnings, up to the IRS annual maximum. New hires are auto-enrolled at 4% (base pay only) or may opt out within 30 days after the date of hire. Employees have the ability to change

contribution percentages, make bonus elections, or change investment options at any time.

## 401(k) Company Match

Employer matching begins on the date of hire. The employer matches are funded annually at the standard rate of 50% of the first 6% of the eligible earnings (base and bonus) contributed per pay period. Employees must be actively employed by Protiviti or one of its affiliated companies on December 31 to be eligible to receive the 401(k) match for that calendar year.

*\*Company match is only available to employees below the Managing Director and Senior Director levels, apart from Business Operations Senior Directors.*

## Student Loan Refinancing

Decide to refinance your student loans with Protiviti's partner SoFi, a leader in student loan refinancing, offering employees the opportunity to lower rates on private and federal student loans.

## Discount Mall

Get exclusive discounts and offers 24/7 through PerkSpot, Protiviti's discount mall. Choose from hundreds of local and national merchants such as health clubs, movie theaters, restaurants and more.

# Managing your finances

## Health Savings Account (HSA)

Employees enrolled in a high deductible medical plan can set aside pre-tax payroll contributions for eligible out-of-pocket health care expenses through a Health Savings Account (HSA). For every \$1 contributed to an HSA, Protiviti will match \$0.50 up to \$500 or \$1,000, depending on the medical plan you are enrolled.

## Healthcare or Limited Use FSA

Limited Use or Healthcare Flexible Spending Account (FSA) plans allow pre-tax payroll contributions for eligible out-of-pocket health care expenses.

## Employee Emergency Fund

Protiviti provides short-term assistance to employees who experience significant financial hardship resulting from a natural disaster or similar unexpected event. The fund is supported by both company and employee donations and is managed by E4E Relief, a subsidiary of the Foundation for the Carolinas.

## Connectivity Allowance

Protiviti employees are eligible to participate in the smartphone self-directed program to receive a monthly usage reimbursement based on career level. This connectivity allowance offers a set amount for business costs related to mobile devices, Wi-Fi, and other connectivity expenses.

## Matching Gifts Program

Protiviti employees are eligible to receive a \$1,500 matching-gifts cap every calendar year towards a non-profit organization(s) of their choice. The match amount can be used towards direct giving, activity-based or volunteer hours. The direct giving and activity-based funds are matched 1:1, where dollars for doers grants \$15 for each hour when time is volunteered.



# Professional development

## Advisor Program

Upon hire, Protiviti employees are provided with a network of advisors who offer ongoing career development and connect our people with the leadership of the firm.

## Career Sponsorship

Protiviti's Sponsorship program, Amplify, is designed to aid in the career development of high potential employees. The program is open to all Associate Directors and Directors with a special focus on our female and racially/ethnically diverse population. It is about expanding opportunities, driving performance and championing talent.

## Certification Program & Bonus

Receive reimbursement for exam costs as well as exam review materials for over 300 certifications that have been identified as relevant to our business. Upon completion, eligible career levels are also eligible for a one-time \$1,000 bonus.

## Immersive Skill and E-Learning Platform

Employees have access to Percipio, an intelligent online learning partner that delivers immersive learning experiences through highly engaging content and 700+ curated learning paths (channels) that include courses, videos, books, audiobooks, summaries, and practice activities on topics such as business operations, cloud, data, leadership essentials, project management, and more.

## Innovation Learning

Employees have access to innovative learning opportunities such as Design Thinking, Agile and more to help deliver innovation to our projects. In addition, employees may apply to participate in a secondment to one of our three (3) "Protiviti iNN" innovation sites.

## Milestone Learning Programs

At key career milestones, employees attend learning programs focused on developing leadership, consulting, and business development skills.

## Passport to Protiviti

Passport to Protiviti is Protiviti's innovative onboarding program which integrates new employees throughout their first year with the firm. Passport starts with a live program that builds knowledge of Protiviti's strategy and culture and broadens new employee networks from day one. Over the course of the year employees will be provided with a yearlong program that broadens networks and provides directed learning experiences.

## Tuition Assistance

Eligible employees can receive up to \$5,250 per year up to \$25,000 of reimbursement expenses for business-related courses.

# Recognition

## Anniversary Award Program

Get recognized for loyalty and longevity with Protiviti. The Anniversary Award Program provides gifts to employees who meet milestone service dates – one, three, five, ten, fifteen, and twenty-years!

## Employee Appreciation Day

We love to express appreciation to our employees! Employee Appreciation Day is an annual, global celebration at Protiviti to express our gratitude to our employees.

## Employee Referral Program

When a friend or professional acquaintance is referred for a Protiviti position, employees will be rewarded with a referral bonus that range from \$500 to \$10,000. Eligibility is from date of hire.

*\*Bonuses are available for employees through the Director level.*

## Promotion Celebration

Let's celebrate your promotion! Receive recognition from friends and colleagues through our "Celebrating Our Promotes" program.

## Employee Store

Shop from the official store for Protiviti branded employee merchandise from wearables, bags, and more. The ProShop Employee Store allows you to represent Protiviti in style.



# Travel and commute

## Auto & Home Insurance

Employees have the option to enroll in Protiviti's group auto and home insurance with Farmers, where you could get a savings of up to 15%. This insurance gives access to a variety of personal insurance policies, including home, landlord's rental dwelling, boat, and more.

## Business Travel Accident Insurance

Protiviti offers business travel accident insurance, providing peace of mind when traveling for work. If the trip includes any personal travel, this insurance will continue for up to three (3) days when the personal portion of the trip is taken in conjunction with an approved business trip.

## Business Travel Medical Insurance

Receive emergency required medical treatment when traveling on business outside the country of residence through Cigna International. If the trip includes personal travel, this insurance will continue for up to 7 days when the personal portion of the trip is taken in conjunction with an approved business trip.

## Commuter Transit FSA

Contribute pre-tax dollars to be used toward work-related commuting costs, such as Transit and Parking.

## Global Mobility

The global mobility program provides employees at the Senior Consultant level and above the opportunity for short or long-term assignments at our global locations.

## International Travel Benefits

United Healthcare Global Emergency Travel provides travel assistance such as evacuation, help with lost travel documents or finding doctors to employees and their dependents when on a Protiviti business trip 100 miles or more from home or outside their home country.

## TSA Expedited Travel

To support employees that frequently travel by air, eligible employees may be reimbursed up to \$85 for TSA PreCheck, Global Entry, or Clear every 5 years.



Benefits listed here are examples of benefits currently offered by Protiviti but any benefit for which you may become eligible if employed by Protiviti will be governed by the terms and conditions of your employment and by the terms of each individual plan or program document. The official plan or program documents (as interpreted by the plan administrator in its sole discretion) and the laws that govern each plan or program will be followed in determining your rights and benefits under each plan or program. Protiviti reserves the right to amend, modify, suspend, or terminate the plans or programs, in whole or in part, at any time without prior notice, to the extent allowed by law. This means Protiviti has the right to change plan or program terms (including eligibility for benefits) or to discontinue any part or all of the benefits described herein at any time. Nothing in this document shall be construed as changing the at will employment of any participant, or as a guarantee of any rights or benefits under the program.

## About Protiviti

Protiviti ([www.protiviti.com](http://www.protiviti.com)) is a global consulting firm that delivers deep expertise, objective insights, a tailored approach, and unparalleled collaboration to help leaders confidently face the future. Protiviti and its independent and locally owned Member Firms provide clients with consulting and managed solutions in finance, technology, operations, data, digital, legal, governance, risk and internal audit through its network of more than 85 offices in over 25 countries.

Named to the [2022 Fortune 100 Best Companies to Work For](#)<sup>®</sup> list, Protiviti has served more than 80 percent of *Fortune* 100 and nearly 80 percent of *Fortune* 500 companies. The firm also works with smaller, growing companies, including those looking to go public, as well as with government agencies. Protiviti is a wholly owned subsidiary of Robert Half (NYSE: [RHI](#)). Founded in 1948, Robert Half is a member of the S&P 500 index.