Global Benefits & Wellbeing

Wellbeing Reimbursement Policy

Adobe believes that wellbeing is foundational to our personal success, our success as a team, and as a company. The Wellbeing Reimbursement Program is designed to support the physical, mental and financial wellbeing of employees and their immediate family by covering a variety of activities and services related to these three wellbeing pillars.

Eligibility

All regular Adobe employees (including interns and Adobe-paid temporary employees where legally required[1]) and their immediate family[2] are eligible to participate in the program. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. Employees must be employed by Adobe when eligible expenses are incurred (paid for) and submitted for reimbursement.

Benefits amounts

The benefit amounts at the end of the document represent the maximum reimbursement amount per calendar year. (See amounts by country.) These amounts are considered taxable income for employees unless not required by local tax rules. Your Wellbeing Reimbursement Program benefit does not carry forward from one calendar year to the next. If you do not use your benefit, you will forfeit any unused amount.

New hires, and interns in eligible countries, can reimburse a partial amount of the annual maximum allowance. See amounts by country for more information about your location.

What is covered?

Wellbeing Reimbursement funds are intended to cover eligible items and services that can directly support you or your loved ones' physical, mental, or financial wellbeing. We ask that you use your best judgment in determining what you submit through the program, using these examples of eligible expenses below as a guide. *This is not an comprehensive list.* If you have an item that doesn't fall into one of these categories, here are some questions to think through:

[1] Interns are eligible in the U.S, Canada, EMEA, and LATAM. Adobe paid temporary employees are eligible only in EMEA. View the rate chart for eligible benefit amounts.
[2] Immediate family consists of spouse/domestic partner and child(ren). In India this also includes dependent parents.

Adobe

- Does this item or service enable me, my immediate family, or my pets to engage in activities that benefit our physical, mental, or financial wellbeing?
- If my manager had to approve this item, would they agree that it supports my wellbeing?
- Is this item on the "not covered" list?
- Is this item already covered by another benefit? (Professional Development Reimbursement, Education Reimbursement, medical insurance, etc.)

Due to differences in benefits requirements, some countries may have a set list of items that are covered under the policy, or have different taxation requirements based on the type of item claimed.

Category	Examples of eligible expenses
Pet care (excluding medical and food-related expenses)	Pet grooming, training, pet-sitting, pet exercise classes, pet toys
Financial planning services	Financial advisors, tax preparation services, tax consultations
Emergency preparedness (excluding medical and food-related expenses)	Thermal blankets, fire extinguishers, flashlights, CPR classes, power generators
Memberships and passes	Gym memberships, ski passes, race fees, tournament fees, national park pass
Fitness trackers	Garmin, Fitbit, Apple Watch
Fitness and sports equipment (excluding clothing)	Shoes for any sport, dumbbells, bicycles, skis, tennis rackets, yoga mats, helmets
Wellbeing classes/lessons	Yoga, aerobics, music/art lessons, financial wellbeing classes
Wellbeing training and coaching	Financial coaching, personal training, nutrition coaching
Learning tools, books, apps, and subscriptions (excluding those covered by the Professional Development or Education Fund)	School supplies for kids, books, learning apps
Wellbeing apps, subscriptions, and games	Music apps, meditation subscriptions, budgeting apps, Peloton subscription
Purifiers, humidifiers, and masks	Water purifiers, air purifiers, disposable or reusable masks
Art and hobby supplies	Pottery, painting, hiking, knitting, craft supplies
Musical instruments	Guitar, piano, violin, drums
Massages	Non-medical massages
Extracurricular activities	Bowling, scuba diving, rock climbing, skiing, horseback riding
Flu and COVID-19 vaccinations and COVID-19 diagnostic testing* (non-U.S. only)	The flu and COVID-19 vaccinations are the only vaccines covered under this policy. Flu and COVID-19 related costs not covered 100% by health insurance are eligible. Molecular (RT-PCR) tests or antigen (rapid) tests not covered 100% by health insurance or other means are also eligible.

* COVID-19 diagnostic testing has been added to support employees during this critical time. Adobe reserves the right to make changes at any time.

India

For employees in India, please see the full list of items that are covered in your country.

What is not covered?

The following items are NOT eligible for reimbursement under the program. These apply to you, your immediate family members, and your pets. *This is not a comprehensive list. Adobe reserves the right to deem other items ineligible.*

Category	Examples of ineligible expenses
Medical	Medical testing, procedures, appointments, supplies, equipment, insurance, physiotherapy, chiropractic, mental health therapy, medication, and other medical services. COVID-19 diagnostic testing for Adobe-related business (these are expensed through Concur).
Financial	Fees related to currency exchange, banks, credit cards, investing, trading accounts and similar. Trading, investing, gambling and cryptocurrencies. Payments made directly to an individual (no payments through Google Pay, Venmo, etc.). Purchases on corporate cards or gift cards. Payment for gift cards, personal bills or home purchase expenses.
Services	Legal services and associated fees, home improvement projects, vehicle care, services provided directly by an individual instead of a business, health spa treatments other than massage.
Food and Supplements	Vitamins, supplements, food (including meal kits)
Travel	Flights, hotels, fuel, and other travel and vacation costs
Technology	Cell phones, tablets, iPads/ThinkPads, video games and consoles not related to exercise, headphones, headsets, dashcams
Other	Weapons, furniture (including ergonomic furniture), home appliances and enhancements, exercise or sports attire (except fitness shoes), amusement parks, programs and classes covered under the Professional Development or Education Reimbursement policies, gratuities.

Reimbursement deadlines

All receipts are due no later than midnight local time on the deadline for your country (see below). No exceptions will be made. Reimbursements will be issued through Payroll after you submit all receipts, and your claim is approved. Depending on the date you submit your receipt for reimbursement, you will receive your reimbursement amount in accordance with normal pay periods and timelines for your respective country.

Country	Deadline
U.S., APAC, Canada, EMEA, India, Japan, LATAM	Claims must be filed by December 30 of the current calendar year. You may file for reimbursement of the paid expenses after December 30, but they will be reimbursed against the next calendar year benefit.
Sweden	To ensure all claims are paid out in the current tax year, you must submit all claims before 30 November.

Reimbursement process

United States

My Adobe Reimbursements (powered by Benify) is the administrator for the Wellbeing Reimbursement Program for the U.S. Submit claims and claims related questions to My Adobe Reimbursements. Below are the instructions for filing a claim:

1. Log in to My Adobe Reimbursements.
2. Click *My Reimbursements* tab.
3. Under Wellbeing Reimbursement, click *Make a Claim*.
4. Click *Submit a Claim*.
5. Complete the required fields.
6. Upload and attach scanned receipts and click *Continue*.
   Important: Your receipt must show the item that was purchased and the date of payment. If you are submitting for a recurring service, you must create a separate claim for each payment date. (ex: Monthly fees for a gym membership would need one claim for January, a separate claim for February, etc.)
7. Review your claim and review and accept the terms and conditions.
8. Click *Confirm*.

Note:

- Your receipt or proof of payment must show the date you paid and the eligible wellbeing activity or product. If your receipt does not show a payment was made, please also include a proof of payment like a matching bank statement.
- Claims can be modified/deleted until they are submitted. Once submitted, they can only be viewed, and no modifications are allowed.
- Handwritten or receipts for "cash" payments are not accepted.
- Employees cannot use their corporate cards to make payments.
- If an item is cancelled or returned after reimbursement is received, the funds may be applied to another eligible wellbeing item or the funds must be returned to Adobe.
- Items purchased outside your home country are eligible as long as receipt is provided.
- While you may be able to submit a claim for more than your available limit or balance, the approval and payout will not exceed the available balance at the time of the claim.

Once your claim is approved, you will receive an automated email confirming your request. No further action is needed. Reimbursements will be issued through Payroll within two pay periods of your successful claim submission. My Adobe Reimbursements will notify you if there are any issues with your claim.

Australia, Austria, Belgium, France, Germany, Ireland, Italy, New Zealand, Romania, Singapore, South Africa, Spain, Sweden, Switzerland, Thailand, and UK.

My Adobe Benefits (powered by Benify) is the administrator for the Wellbeing Reimbursement Program for Australia, Austria, Belgium, France, Germany, Ireland, Italy, New Zealand, Romania, Singapore, South Africa, Spain, Sweden, Switzerland, Thailand and UK. Submit claims and claims related questions to My Adobe Benefits. Below are the instructions for filing a claim:

1. Log in to My Adobe Benefits.
2. Click *My Reimbursements* tab.

3. Under Wellbeing Reimbursement, click *Make a Claim*.
4. Click *Submit a Claim*.
5. Complete the required fields.
6. Upload and attach scanned receipts and click *Continue*.
7. Review your claim and review and accept the terms and conditions.
8. Click *Confirm*.

Note:

- Your receipt or proof of payment must show the date you paid and the eligible wellbeing activity or product. If your receipt does not show a payment was made, please also include a proof of payment like a matching bank statement.
- Claims can be modified/deleted until they are submitted. Once submitted, they can only be viewed, and no modifications are allowed.
- Handwritten or receipts for "cash" payments are not accepted.
- Employees cannot use their corporate cards to make payments.
- While you may be able to submit a claim for more than your available limit or balance, the approval and payout will not exceed the available balance at the time of the claim.
- If an item is cancelled or returned after reimbursement is received, the funds may be applied to another eligible wellbeing item or the funds must be returned to Adobe.
- Items purchased outside your home country are eligible as long as receipt is provided.
- Sweden: In compliance with local taxation requirements, some items and services are subject to taxation.

All other APAC and EMEA countries, Canada, India, Japan, and LATAM

My Adobe Benefits (powered by Darwin) is the administrator for the Wellbeing Reimbursement Program for all other APAC and EMEA countries, India, Japan, and LATAM. Submit claims and claims related questions to My Adobe Benefits. Below are the instructions for filing a claim:

1. Log into My Adobe Benefits.
2. Select *Reimbursements*.
3. Select *Make a Claim* and benefit period (year).
4. For Type of Claim, select *Wellbeing Reimbursement*.
5. Upload and attach scanned receipts.
6. Complete the required fields and select *Next* or *Submit*.

Note:

- Your receipt or proof of payment must show the date you paid and the eligible wellbeing activity or product. If your receipt does not show a payment was made, please also include a proof of payment like a matching bank statement.
- Handwritten or receipts for "cash" payments are not accepted.
- Employees cannot use their corporate cards to make payments.
- While you may be able to submit a claim for more than your available limit or balance, the approval and payout will not exceed the available balance at the time of the claim.
- Claims can be modified/deleted until they are approved. Once approved, they can only be viewed, and no modifications are allowed.

- If an item is cancelled or returned after reimbursement is received, the funds may be applied to another eligible wellbeing item or the funds must be returned to Adobe.
- Items purchased outside your home country are eligible as long as receipt and local currency conversion is provided.
- *Japan only:* If the receipt is only available by hardcopy, after you have claimed your reimbursement via My Adobe Benefits (where a photograph or scan of the receipt is sufficient), you are also requested to submit the original copy to My Adobe Benefits Receipt Box at ESD in the Adobe office.
- *China only:* If invoices are issued under the Company's name, proof of payment will be required to be submitted along with the claim. Proof of payment can be a bank/credit card statement or the screenshot of other electronic payment methods. If invoices are issued under an individual's name, proof of payment is not required when submitting a claim.

Reimbursements will be issued through Payroll after you submit all receipts and your claim is approved. Depending on your claim submission date, you'll receive your reimbursement in accordance with the respective month's payroll.

Claims are subject to audit. Any falsification of expenses or the use of funds will result in disciplinary action.

2026 Wellbeing reimbursement amounts by country

United States

Submit claims to My Adobe Reimbursements.

Regular employees

The 2026 benefit amount for regular employees is $600.

New hires

New employee reimbursement amounts in the U.S. are prorated based on start date month. See the table below.

Start month	2026 benefit amount	Start month	2026 benefit amount	Start month	2026 benefit amount
January	$600	**May**	$400	**September**	$200
February	$550	**June**	$350	**October**	$150
March	$500	**July**	$300	**November**	$100
April	$450	**August**	$250	**December**	$50

Interns

During the length of their internship, qualifying interns* in the U.S. are eligible to reimburse up to $300 USD through the Wellbeing Reimbursement Program.

* Interns must work at least 24 hours per week to qualify for the benefit in the U.S.

Canada

Submit claims to My Adobe Benefits.

Regular employees

The 2026 benefit amount for regular employees is CAD 852.

New hires

New hires are eligible for a prorated reimbursement amount in their first calendar year with Adobe, based on start date month. For example, those starting employment in April would be eligible for 9/12 of the maximum annual benefit amount and those hired in May would be eligible for 8/12 of the maximum annual benefit amount, and so on. New hire employees who completed an internship in the same calendar year will be eligible for the full annual reimbursement amount beginning in January of the following year.

Interns

During the length of their internship, qualifying interns in Canada are eligible to reimburse up to CAD 426 through the Wellbeing Reimbursement Program.

APAC and Japan

Employees in Australia, New Zealand, Singapore, and Thailand should submit claims to My Adobe Benefits (powered by Benify). All other countries in APAC should submit claims to My Adobe Benefits (powered by Darwin).

Regular employees

The 2026 benefit amount for regular employees is found in the chart below.

Country	2026 maximum annual benefit amount (local currency)*
Australia	AUD 960
China	CNY 4,320
Hong Kong	HKD 4,740
Japan	JPY 92,220
Korea	KRW 1,800,000
New Zealand	NZD 1,068
Singapore	SGD 828
Taiwan	TWD 18,600
Thailand	THB 21,000

* Rates will be re-evaluated every two years. Existing market practices in certain regions and countries necessitate differentiation of some benefit values.

LATAM

Submit claims to My Adobe Benefits.

Regular employees and interns

The 2026 benefit amount for regular employees is found in the chart on the next page.

Country	2026 maximum annual benefit amount (local currency)*	
	Regular employees	**Interns**
Brazil	BRL 3,180	BRL 1,590
Chile	CLP 540,000	CLP 270,000
Columbia	COP 2295060	COP 1147530
Mexico	MXN 11,640	MXN 5,820

* Rates will be re-evaluated every two years. Existing market practices in certain regions and countries necessitate differentiation of some benefit values.

New hires

LATAM new hires are eligible for a prorated reimbursement amount in their first calendar year with Adobe, based on start date month. For example, those starting employment in April would be eligible for 9/12 of the maximum annual benefit amount and those hired in May would be eligible for 8/12 of the maximum annual benefit amount, and so on.

EMEA

Employees in Austria, Belgium, France, Germany Ireland, Italy, Romania, South Africa, Spain, Sweden, Switzerland, and UK should submit claims to My Adobe Benefits (powered by Benify). All other countries in EMEA should submit claims to My Adobe Benefits (powered by Darwin).

Regular employees and interns

The 2026 benefit amount for regular employees and eligible interns is found in the chart below.

Interns with internships lasting longer than 12 months may submit for the value shown below twice; once per calendar year.

New hire employees who completed an internship in the same calendar year will be eligible for the full annual reimbursement amount beginning in January of the following year.

Country	2026 maximum annual benefit amount (local currency)*	
	Regular employees	**Interns**
Armenia	AMD 240,000	AMD 120,000
Austria	EUR 576	EUR 288
Belgium	EUR 576	EUR 288
Czech Republic	CZK 14,100	CZK 7,050
Denmark	DKK 4,320	DKK 2,160
Finland	EUR 576	EUR 288
France	EUR 576	EUR 288
Germany	EUR 576	EUR 288
Ireland	EUR 576	EUR 288

Country	2026 maximum annual benefit amount (local currency)*	
	Regular employees	**Interns**
Israel	ILS 2,340	ILS 1,170
Italy	EUR 576	EUR 288
Netherlands	EUR 576	EUR 288
Norway	NOK 6,000	NOK 3,000
Poland	PLN 2220	PLN 1110
Romania	RON 2,880	RON, 1440
Saudi Arabia	SAR 2,280	SAR 1,140
South Africa	ZAR 11,280	ZAR 5,640
Spain	EUR 576	EUR 288
Sweden	SEK 5,000	SEK 2500
Switzerland	CHF 492	CHF 246
United Arab Emirates	AED 2,220	AED 1,110
United Kingdom	GBP 504	GBP 252

* Rates will be re-evaluated every two years. Existing market practices in certain regions and countries necessitate differentiation of some benefit values.

New hires

EMEA new hires are eligible for a prorated reimbursement amount in their first calendar year with Adobe, based on start date month. For example, those starting employment in April would be eligible for 9/12 of the maximum annual benefit amount and those hired in May would be eligible for 8/12 of the maximum annual benefit amount, and so on.

India

Submit claims to My Adobe Benefits.

Regular employees

The 2026 benefit amount for regular employees is INR 48,900.

New hires

New hires are eligible for a prorated reimbursement amount in their first calendar year with Adobe, based on start date month. For example, those starting employment in June would be eligible for 7/12 of the maximum annual benefit amount and those hired in July would be eligible for 6/12 of the maximum annual benefit amount, and so on.

Disclaimer

Adobe reserves the right to interpret and to make changes to or withdraw from this plan at any time, subject to applicable legal requirements. Adobe is not responsible for any accidents, injuries, or damages that may occur as a result of participating in the wellbeing reimbursement plan. Adobe is not responsible for advice received through engagement with a financial institution, independent advisor or tax consultant through this plan.