

Japan Benefits Summary

Health Benefit

Medical

Adobe provides health insurance through a statutory plan with Tokyoto Joho Sangyo Health Insurance association (TJK) and a supplementary plan with MetLife.

Statutory :

Medical check up (employee only). Medical expenses, outpatient and hospitalization, with 70/30 co-insurance. Major medical benefit where TJK will reimburse cost in excess of a maximum amount. Hospitalization meal support. Midwife expenses: JPY 450,000 per delivery. Disability – about 60 percent of base pay up to 1.5 year for the same disease. Funeral expenses: JPY 50,000 + one month of base salary.

Supplemental:

- JPY 5,000/day for hospitalization up to 120 days per hospitalization with no waiting period.
- Surgical benefits of JPY 50,000/100,000/200,000 depending on the surgery.
- Death benefit JPY 100,000.
- Cover up to age 80.

Dental

Statutory through TJK. Coverage includes some restrictions.

Vision

Statutory through TJK. Excludes contact lenses/glasses.

Employee Assistance Program (EAP)

The EAP, powered by Guidance Resources, provides awareness, education and confidential counselling assistance for a range of work/life issues, including stress management, relationship challenges, life event changes (birth of a child, bereavement, etc.) as well as financial and legal support.

The goal of the EAP is to improve your and your family's wellness and wellbeing. You and family members in your household can have access to a health coach/counsellor for up to six sessions per topic per year. You can access these programs 24 hours a day, seven days a week.

For more information, visit the EAP website: <https://www.guidanceresources.com> (Adobe Web ID: Adobe).

Financial Benefit

Retirement

- Statutory Government Welfare Pension Plan
- Supplemental Retirement Allowance Plan
- Supplemental Defined Contribution Plan

Life & Accidental Disability Insurance

- Group life coverage is JPY 30,000,000
- Accidental Death coverage is JPY 10,000,000
- Cover up to age 75

Disability Insurance

- Long term disability coverage is 60 percent of monthly salary (maximum amount is JPY 1,500,000) to age 60.
- Cover up to age 65

Business Travel Accident Insurance

Adobe has a business travel insurance policy which provides you with three times your salary, up to a maximum of U.S. \$500,000. The program pays benefits if you die or become disabled as a result of an accident while travelling on business for Adobe. The business travel insurance also includes a global medical program that covers any medical emergency for up to U.S. \$250,000 maximum per accident/emergency. No evidence of insurability is required for this insurance.



Japan Benefits Summary (Cont.)

Time Off

Public Holidays

Adobe recognises officially published local public holidays. Refer to the Japan Holiday schedule on Inside Adobe for specific dates.

Paid Annual Leave

Leaves are granted on December 1 every year. Carry over for following year only, up to 40 days. After completed years of service:

- 1 year: 12 days
- 2 years: 14 days
- 3 years: 16 days
- 4 years: 18 days
- > 5 years: 20 days

Prorated if service less than one year:

- Hired January-May: 10 days
- Hired June-August: 6 days
- Hired September-November: 4 days
- Hired December: 10 days

Sick Leave

5 paid days per year. Unused days cannot carry over to following year.

Prorated if service less than one year:

- Hired January-March: 4 days
- Hired April-July: 3 days
- Hired August-November: 2 days
- Hired December: 4 days

Maternity Leave

Female employees who have worked for Adobe for at least 12 months and who are having a baby or who are adopting a child aged less than full one year are eligible for 26 calendar weeks at 100% of the base salary (Total Target Compensation (TTC) for commissioned employees). This pay is inclusive of any insurance funding received from TJK if available. The 26 calendar weeks are inclusive of public holidays.

Paternity Leave

Male employees who are having a baby or who are adopting a child aged less than full one year are eligible for 10 working days at 100% of the base salary (TTC for commissioned employees).

Marriage Leave

- 7 working days for your own marriage
- 3 working days for your child's marriage

Bereavement Leave

Employees may take up to four continuous weeks of paid time following the death of an immediate family member:

- Spouse/common law partner, parents, siblings and children
- Spouse/common law partner's parents, siblings and children
- Grandparents
- Grandchildren.

Sabbatical Leave

15 business days after five years of service.

**Sabbaticals must be taken within 2 years of being earned.*

Childcare Leave

Adobe follows statutory. Please refer to the Regulations on leave of absence for child-nursing and work for shortened hours before childbirth and for child-nursing.

Special Leave

Adobe provides special leave such as leave for work-related injury, job transfer and any special circumstances approved by manager. To learn more, visit <https://benefits.adobe.com/jp/time-off/special-leave>

Other Benefits

Education Assistance Program

To support employees in their pursuit of continuing education, Adobe's Education Reimbursement Program will reimburse employees up to a maximum of \$10,000 USD equivalent for tuition and books for courses, certificate programs and graduate programs that meet the program's eligibility criteria.

Professional Development Reimbursement

You may be reimbursed up to USD 1,000 for short-term learning opportunities (e.g., conferences, webinars and online courses) to support your growth and development.

Wellness Reimbursement Program

We want to help you and your immediate family members maintain a well-rounded, healthy lifestyle. We will reimburse you up to \$550 USD per year for gym memberships, bike share memberships, fitness classes, massages, nutritional counseling and much more.

Japan Benefits Summary (Cont.)

Congratulatory & Condolences allowance Allowance

Adobe provides the following allowances for congratulatory and condolatory events:

- Marriage
 - Employee: JPY 50,000
 - Employee's Child: JPY 10,000
- Child Birth:
 - Employee: JPY 30,000
 - Employee's wife: JPY 30,000
- Death
 - Employee: JPY 300,000
 - Employee's spouse: JPY 100,000
 - Employee's (step)parents, child: JPY 50,000
 - Employee's/spouse's grandparents: JPY 30,000
- Natural disaster
 - If your house is completely destroyed and you are the householder: JPY500,000
 - If your house is completely destroyed and you are not the householder: JPY200,000
 - If your house is partially destroyed and you are the householder: JPY300,000
 - If your house is partially destroyed and you are not the householder: JPY100,000

Entertainment Discount

Discounts on resorts and sport clubs are available through TJK.

Benefits One Program

Discounts on entertainment/massage/food and drinks etc are also available through Benefits One Program: <https://bs.benefit-one.co.jp/bseng/pages/bs/top/top.faces>

Employee Purchase Program

Program enables employees to purchase Adobe software at discount prices.

Influenza Vaccination Support

Adobe subsidizes 50% of the cost of the flu vaccination every calendar year.

Health checkup

Make sure to take your annual health checkup each year from April to March per statutory requirement. The type of medical examination you need depends on your age. Adobe will reimburse you for expenses up to JPY5,500 per calendar year.

Matching Gift Program

Program to improve the quality of life in our community, via Adobe's charitable gifts program. Adobe matches up to U.S. \$5,000 per employee/calendar year to any qualified non-profit organization anywhere in the world.

Patent Award Program

Company support in establishing a patent, and additionally eligibility for cash bonus compensation upon the issuance of a patent.

Role Specific Benefit

Annual Incentive Plan (AIP)

Financial management incentive plan awarded to eligible employees to drive aggressive growth and accountability, to drive execution of operating plan, and to motivate and inspire employees to contribute at peak performance.

Team Bonus

Financial group incentive plan awarded to eligible Product Development employees based on results which demonstrate operational or product improvements and which also reduce product time to market for full and .5 product releases.

Sales Compensation Program

Financial sales incentive plan awarded to eligible Sales employees to drive the achievement of sales goals and business objectives. The scheme is devised on an annual basis and commission is paid at regular intervals (schedule varies by role).



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This document relates specifically to the supplementary (typically non-statutory) employee benefit programs applicable to Adobe Systems Co., Ltd. Japan employees. The terms and conditions of any of these benefits may be amended or withdrawn in whole or in part from time to time. All benefits are subject to local taxation regulations and limits presently in force, unless otherwise stated. Some summary descriptions of statutory/mandatory programs are set out above. Please note that these are not intended to be comprehensive and are likely to change from time to time. The policy in original language for each benefit should prevail.

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