

# Mexico Benefits Summary

## Health Benefits

### Eligibility and Contributions

Adobe pays 100% of the cost of employee only and family coverage.

### Medical

Coverage is provided through MetLife. Employees and their eligible dependents (spouse and dependent children through age 24) will be eligible to participate in the supplemental medical plan, subject to the terms and conditions of the medical provider. Coverage includes hospitalization and surgical, major medical, maternity, vision and dental.

### 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

## Financial Benefits

### Saving Fund

10% Saving Fund (5% contributed by Adobe and 5% contributed by employee). The saving fund is given to employees once a year in December.

### Christmas Bonus

A 30 day Christmas bonus is paid, equivalent to an additional one month of base salary.

### Life, Disability and Accident Insurance

Employees will be eligible to participate in the supplemental Life and Accidental Death and Dismemberment (AD&D) Plan. Coverage is equal to 24 times monthly salary, subject to plan limits and conditions set by the insurance company. The group plan is offered through GNP.

### Business Travel Medical Insurance

Offered through Aetna WorldTraveler, this policy provides emergency medical care for Adobe business travelers when traveling outside of their home country.

### Business Travel Accident Insurance

Adobe has a business travel insurance policy which provides you with three times your salary, up to a maximum of USD \$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 USD \$250,000 maximum. No evidence of insurability is required for this insurance.

## Time Off

### Public Holidays

Adobe recognizes officially published local public holidays. Refer to Inside Adobe for specific dates.

### Vacation

Eligible upon date of hire and then annually on anniversary date thereafter.

- Years 1-4: 12 days
- Years 5-9: 14 days
- Years 10-14: 16 days
- Years 15-19: 18 days
- Years 20-24: 20 days
- Years 25-29: 22 days

Additionally, in accordance with Mexican law, a 25% vacation premium is paid.

### Paternity Leave

You may take up to two weeks of paid time off following the birth of your baby.

### Medical Leave

Pay is by social security based on the social security cap called "salario de cotizacion (SBC)".

### Maternity Leave

You may take up to 84 calendar days excluding holidays for maternity leave (42 days before and 42 days after birth of baby). Pay is by social security based on the social security cap called "salario de cotizacion (SBC)".

### Bereavement Leave

You may take up to 20 calendar days (4 weeks) of full paid time (base salary) following the death of an immediate family member.

## Other Benefits

### Meal Vouchers

MXP \$2,200 per month

# Mexico Benefits Summary (Cont.)

## Wellness Reimbursement Program

We want to help you and your immediate family members maintain a well-rounded, healthy lifestyle. Adobe will reimburse you up to \$600 USD (local currency equivalent set annually) per year for gym memberships, bike share memberships, fitness classes, massages, nutritional counseling and much more.

## Learning Fund

To support you in your pursuit of continuing education, Adobe's Learning Fund Program will reimburse employees up to \$10,000 USD (local currency equivalent set annually) for academic degrees, top credential programs, advanced specializations and certain technical certifications. You may also be reimbursed up to \$1,000 USD (local currency equivalent set annually) for professional development (e.g., conferences, webinars, online courses).

## Employee Software Purchase Program

Allows employees to buy Creative Cloud memberships at a significant discount.

## Matching Gift Program

Adobe matches up to USD \$10,000 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.

## Employee Referral Plan

Financial incentive for recommendation and subsequent hiring of a new recruit.

## Service Awards

Recognition gift awarded to employees on the 5th and subsequent 5-year anniversaries with the Company.

## Adoption Assistance

Adobe will reimburse you for eligible expenses up to USD \$25,000 per child, up to a lifetime maximum of two children.

## Employee Stock Purchase Plan (ESPP)

- Set aside up to 25% of compensation through convenient payroll deductions.
- Enroll by semi-annual cutoffs for the next offering period are end of June and December
- Participation continues unless you choose to withdraw, leave Adobe or no longer meet eligibility requirements
- Lock in a discounted stock price for up to a 24-month period
- Purchases of Adobe common stock every six months that are at least 15% below the fair market value on the purchase date

## Stock Benefits

### Restricted Stock Units (RSUs)

The company may award RSUs to new hires or existing employees based on an employee's individual performance and other factors.

### Role Specific Benefits

#### Company Car & Mobile Phone Benefit

A cash allowance in lieu of a company-provided vehicle is provided to eligible commissioned sales employees. Commissioned individual contributors receive MXP \$10,000 monthly allowance and commissioned managers receive MXP \$12,000 monthly allowance. Discretionary phone benefit awarded to eligible staff.

#### 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.

#### 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).

*\*All plans are subject to the terms and conditions of the full plans and are subject to amendment or revocation by Adobe as permitted by applicable law*

*This document relates specifically to the supplementary (typically non-statutory) employee benefit programs applicable to Adobe Inc. employees in Mexico. 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.*

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