

Singapore Paid-Temp Benefits Summary

Welcome to Adobe!

The benefits below are offered to full time Adobe Paid Temp employees based in Singapore.

Health Benefits

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).

Medical Fee Reimbursements

Adobe will reimburse medical consultation / examination fees if you have worked at Adobe for at least 3 months, have taken at least one day of paid sick leave, and you hold a valid medical certificate from an approved public medical institution. This excludes treatment costs and medications.

Financial Benefits

Business Travel Accident Insurance

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

Retirement

Central Provident Fund (CPF): Employee and employer each contribute toward the CPF as required by law.

Life, AD&D and Disability Insurance

Coverage is provided by AIA.

- Life Insurance: Three times annual Salary
- Accidental Death and Disability: Three times annual Salary
- Total Disability Insurance: Three times annual Salary
(Salary for sales employees = Base salary + 100 percent target commission. Salary for non-sales employees = Annual base salary)



Singapore Benefits Summary (Cont.)

Time Off

Public Holidays

Please visit the global holiday schedule under "Time Off" on Inside Adobe.

Annual Leave

Employees will earn 12 days a year. Employees may only carry over up to maximum of (15) unused days of annual leave from April 1 every year. Any unused days in excess of (15) days as of April 1 each year will be forfeited. Employees are entitled to annual leave after 3 months of employment.

Sick Leave

Employees have 14 days per year and cannot be accrued. Employees are entitled to sick leave after 3 months of employment.

Maternity Leave

Female employees who are having a baby or who are adopting a child under one year of age are eligible for 26 calendar weeks of Adobe-paid maternity leave which comprises of 16 weeks of statutory maternity leave and 10 weeks of additional maternity leave. The 26 calendar weeks are inclusive of rest days, off days and public holidays. Maternity leave will cease on the last day of your contract end date. Refer to the Maternity and Paternity Leave Policy for more details.

Paternity Leave

Male employees who are having a baby or who are adopting a child under one year of age are eligible for 10 working days at 100% of the regular salary. Refer to the Maternity and Paternity Leave Policy for more details.

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

Childcare Leave

Employees can take up to six calendar days per year if you have any child below 7 years old.

Employees have 2 days of paid child care leave per year each if you have at least one child aged 7-12 years.

(Employees with children in both age groups, i.e. those below 7 years, as well as those between 7 and 12 years, will have a total child care leave entitlement of 6 days per year for each parent.)

Employees are entitled to childcare leave after 3 months of employment.

Other Leave

Employees are entitled to other statutory leave including hospitalisation leave, national service leave and unpaid infant care leave.

Other Benefits

Employee Purchase Program

Program enables employees to purchase Adobe software at discount prices.



Adobe

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** 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 benefit plan description summarizes the main features of the benefit programs and is not intended to amend, modify or expand the plan provisions. In all cases, the provisions of the plan document, master insurance trust, or trust agreement control the administration and operation of the plans. If a conflict exists between a statement in this summary and the provisions of the plan document, master insurance trust, or trust agreement, the plan document, master insurance trust, or trust agreement will govern how benefits are administered and paid.

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07/19

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