

# Hong Kong Benefits Summary

## Health Benefits

### Eligibility

The benefits below are offered to full time employees and dependents (a spouse below age 65 and unmarried children from 15 days to age 19 or age 23 if the child is a full time student).

### Medical

Coverage includes outpatient care, group hospital and surgical, and major medical care. The premium is 100% paid for by Adobe.

#### MAIN FEATURES

- Daily room and board limit: HK \$2500 per day up to 120 days per disability
- Surgical fees (complex/major/intermediate/minor) limit per disability: HK\$ 180K/90K/45K/22.5K respectively
- Supplemental major medical maximum per disability: HK\$300K with 80% coinsurance and HK\$ 1,000 deductible
- Outpatient general physician consultation limit: HK\$ 700 per visit, max 30 visits per year
- Chinese Herbalist: HK\$ 400 per visit, max 15 visits per year
- Specialist physician consultation limit: HK\$ 1200 per visit, max 20 visits per year

#### NON-INSURED MEDICAL ALLOWANCE - PLEASE SUBMIT YOUR CLAIMS VIA MY ADOBE BENEFITS

| MEDICAL CHECK UP   | DENTAL ALLOWANCE   | MATERNITY ALLOWANCE  |
|--|--|--|
| <ul style="list-style-type: none"><li>• Employee only</li><li>• Limit: HK\$ 3,000 per year</li></ul> | <ul style="list-style-type: none"><li>• Eligibility: Employees and dependents</li><li>• Limits: HK\$ 4,000 per year</li><li>• Coverage: For preventive care and necessary dental work, excludes cosmetic dentistry</li></ul> | <ul style="list-style-type: none"><li>• Eligibility: Employee/Spouse</li><li>• Coverage limit for year:</li><li>• Normal Delivery: HK\$ 40,000</li><li>• C-Section: HK\$ 60,000</li><li>• Miscarriage: HK\$ 20,000</li></ul> |

### 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 Benefits

### Retirement

Adobe provides a Mandatory Provident Fund (MPF) for HK employees. The provider is AIA Insurance. Adobe contributes 7% of employee's compensation without cap. Employee's Contribution per MPF guidelines. Employees can contribute additional % of salary to MPF on a voluntary basis. Vesting: per MPF guidelines.

### Life and Total Permanent Disability Insurance

Group Life: 3 x Total Target Compensation (TTC)\*

Group Accidental Death & Disablement Benefit: 3 x TTC. Group Total & Permanent Disability Income Benefit: 3 x TTC.

\*TTC for sales employees = Base salary + 100 percent target commission. TTC for non-sales employees = Annual base salary.

### 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 300,000 maximum. No evidence of insurability is required for this insurance.

### Voluntary Benefits

Critical Illness : Employee paid voluntary critical illness available. Please contact HR for details.



# Hong Kong Benefits Summary (Cont.)

## Annual Leave

Accrue (20) days per year. The accrual of annual leave will cap at (30) days of accrued time. Employees may only carry over up to a 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.

## Payment for Annual Leave and Holidays

Statutory annual leave and statutory holidays shall be paid on the basis of “average daily wages”<sup>\*</sup> calculated in accordance with the Employment Ordinance. Annual leave granted by Adobe over and above the statutory minimum and all holidays which are not stated in the Employment Ordinance (currently, Buddha’s birthday, Good Friday, Easter Saturday, Easter Sunday and the day after Christmas Day) shall be paid based on your base salary.

<sup>\*</sup>The calculation of “average daily wages” shall include commission, but end of year and discretionary bonuses (including but without limiting to AIP, spot and referral bonus) are excluded.

## Public Holidays

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

## Sick Leave

Statutory which is (2) days per month during first year of service. After first year, employees will accrue (4) days per month of sick time. Sick leave will accrue up to a maximum of 120 days, but are not paid out at termination.

## Marriage Leave

5 business days.

## Exam Leave

Up to 5 business days per year.

## Paternity Leave

Male employees who are having a baby or who are adopting a child under 18 years of age are eligible for 16 calendar weeks. Refer to the Maternity and Paternity Leave Policy for more details.

## Maternity Leave

Female employees who have worked for Adobe for at least 40 weeks and who are having a baby or who are adopting a child under 18 years of age are eligible for 26 calendar weeks of Adobe-paid maternity leave which comprises of 14 weeks’ statutory maternity leave and 12 weeks of additional maternity leave. The 26 calendar weeks are inclusive of rest days, off days and public holidays. 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.

## Other Benefits

### Educational Assistance

To support employees in their pursuit of continuing education, Adobe’s Education Reimbursement Program will reimburse employees up to a maximum of USD 10,000 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 USD 600 per year for gym memberships, bike share memberships, fitness classes, massages, nutritional counseling and much more.

### Adoption Assistance

Adopting a child is an exciting and happy time. To help offset the cost of adoption, effective January 1, 2021, Adobe will reimburse you for eligible expenses up to USD 25,000 per child, up to a lifetime maximum of two children.



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<sup>\*</sup> 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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