

# China Benefits Summary

## Social Insurance

All local employees are required to contribute toward social insurance. In 2011, Locally Hired Foreigners (LHF) in Beijing and other applicable cities, regardless of age, are also required to contribute toward social insurance.

## Health Benefits

### Medical

Adobe has established a comprehensive medical plan in order to provide protection for you and your family. Coverage and insurance providers vary depending on if employees are local or non-local status. For local employees, medical is through Generali China. For non-local employees, please contact ERC to learn more.

### Outpatient Allowance

Eligible for all full time employees. The annual outpatient allowance will be RMB 2,000, pro-rated based upon the number of full months remaining in the year. You may use this allowance to cover the costs of outpatient care for you and your eligible dependants.

### 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

In accordance with the Labour Standards Law (LSL).

### Housing Allowance

Employees receive a housing allowance of 10% of the basic salary from the Company. Out of this 10% housing allowance, the Company contributes to the social housing fund center the statutory portion which is subject to the salary cap. The housing allowance above the salary cap will be converted to taxable income to employees and paid out along with their monthly salary.

### Life Insurance

Coverage equal three times your annual total target compensation. You may be required to provide proof on insurability in order to be eligible for life insurance.

### Total and Permanent Disability Insurance

Adobe provides insurance in case employees are disabled and cannot perform any occupation. This coverage is included in the life insurance policy and provides a lump sum payment in the event of disability or terminal illness.

### 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.



# China Benefits Summary (Cont.)

## Time Off

### Public Holidays

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

### Annual Leave

Accrue 15 days a year for years 1 through 3 of service. Increase by 1 day each year thereafter up to a maximum of 22 days. The accrual of annual leave will cap at 30 days of accrued time.

### Sick Leave

30 days of sick leave per calendar year. You are expected to take this leave when you are actually sick, have an illness that may affect those that you work with, or need to take care of an ill family member.

### Maternity Leave

Female employees who are having a baby or who are adopting a child under 18 years old are eligible for 182 calendar days of Adobe-paid maternity leave which comprises of 128 days of statutory maternity leave and 54 days of additional maternity leave. The 182 calendar days are inclusive of rest days, off days and public holidays. 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 18 years old are eligible for 16 calendar weeks. This is 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

### Marriage Leave

Statutory.

### Personal Leave

Unpaid personal leaves of absence are granted at the discretion of the management and are determined by business conditions.

## Other Benefits

### 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.

### Employee Purchase Program

Program enables employees to purchase Adobe software at discount prices.

### Education Reimbursement Program

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.

### 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.

### Matching Gift Program

Program to improve the quality of life in our community, via Adobe's charitable gifts program. Adobe matches up to USD 10,000 per employee/calendar year to any qualified non-profit organization anywhere in the world.



Adobe

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*This document relates specifically to the supplementary (typically non-statutory) employee benefit programmes applicable to Adobe Systems China employees. The terms and conditions of any of these benefits may be amended or withdrawn in whole or in part at any time at the employer's discretion. All benefits are subject to local taxation regulations and limits presently in force, unless otherwise stated.*

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