



# Wellness Reimbursement Policy

Adobe provides the Wellness Reimbursement Program designed to encourage and support a well-rounded healthy lifestyle for Adobe employees and their immediate family. The program covers expenses for a variety of eligible wellness activities for gym memberships, fitness classes, massages, nutritional counseling, activities for kids and much more.

## Who is eligible?

All regular Adobe employees (including interns and Adobe-paid temporary employees where legally required<sup>1</sup>) and their immediate family<sup>2</sup> are eligible to participate in the program. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. You must be employed by Adobe when eligible expenses are incurred (paid for) and submitted for reimbursement.

## Benefit Amounts

The below amounts represent the maximum reimbursement amount per calendar year. These amounts are considered taxable income for employees unless not required by local tax rules. ([See local currency amounts.](#)) Your Wellness Reimbursement Program benefit does not carry forward from one calendar year to the next. If you do not use your benefit, you will forfeit any unused amount.

Region	Annual Benefit Amount
North America (U.S. & Canada)	600 USD
LATAM (Brazil, Mexico, Chile, Columbia, Bermuda)	600 USD
India, Japan & APAC (excluding below)	600 USD
Korea	1,800,000 KRW <sup>+</sup>
EMEA (excluding below)	600 USD
Sweden	5,000 SEK <sup>+</sup>

<sup>+</sup>Existing market practices in certain regions and countries necessitate differentiation of benefit values.

## What is covered?

We ask that you use your best judgment in determining what you submit through the wellness reimbursement program. Below are some examples of what's covered and what's not. Please note, the wellness reimbursement program cannot be used for medical items or services. The list below includes examples of eligible expenses but is not an exhaustive list. If you have an item that doesn't fall into one of these categories, here are some questions to think through:

- Is this item or service directly benefiting my or my family's wellbeing?
- Does this item assist me in relaxing, getting my heart moving or learning a new activity directly related to my or my family's wellbeing?

<sup>1</sup> Interns are eligible in the U.S, Canada, EMEA & LATAM. Adobe paid temporary employees are eligible only in EMEA.

<sup>2</sup> Immediate family consists of spouse/domestic partner and child(ren). In India, dependent parents are also included.

Examples of Eligible Expenses	
Item	Examples
Memberships	Gym membership, initiation fees, registration fees, health center fees, bikeshare, tennis, swim clubs, rock climbing, ski lift tickets, skate park, tournament fees
Fitness trackers	Apple iWatch, Fitbit, Jawbone, Garmin víovifit or similar wearable, healthapps
Equipment	Shoes (for any sport), treadmill, snowboard, skis, bicycles, tennis racket, golf clubs, yoga mats, helmets, skates, hula hoop; equipment for swimming, football, soccer, baseball
Lessons or Personal Training	Pilates, golf, swim, tennis, dance, personal training fees, music, art
Classes	Yoga, Aerobics, Zumba, Pilates, spin, martial arts, meditation, kick boxing, dance, nutritional/dietician classes from wellness experts, weight management, Jumpstart MD, karate, Tae Kwan Do, music, archery, boxing, cricket, CrossFit, horseback riding, ice skating, skating passes, mental wellness classes (art of living, etc.) and other similar fitness classes
Exercise Videos, Subscriptions, Games and Apps	Wii Fit, Peloton, health apps or similar
Personal Services	Massage, personal training, nutrition counseling, meal planning services (food purchases are not covered)
Purifiers & Humidifiers	Water purifiers, air purifiers & masks
Flu Vaccination (Exception: Employees in the U.S.)	The annual flu vaccine is the only vaccine covered under this policy. Flu vaccine-related costs not covered 100% by health insurance are eligible.
Activities for Adults and/or Children	School supplies, extracurricular activities and classes, books, art supplies, musical instruments, hobby and craft supplies, learning tools (apps, software, online subscriptions)
COVID-19 Diagnostic Testing for Personal Use <sup>++</sup> (Exception: Employees in the U.S.)	Molecular (RT-PCR or OTC) tests or antigen (rapid) tests for personal use (family vacation, school testing for children, etc.) and not covered 100% by health insurance or other means are eligible. <b>Tests for Adobe-related business and travel are not covered under wellness reimbursement.</b>

<sup>++</sup>The temporary addition of testing related to COVID-19 is to support employees during this critical time. Adobe reserves the right to make changes at any time.

## What is not covered?

The following are items that are NOT eligible for reimbursement under the program:

Examples of Ineligible Expenses
Currency exchange fees
Health spa treatments and products other than massage
Cell phones and tablets/iPad/think pads
Hydrostatic testing
Vitamins & supplements
Medical services, supplies or equipment
Exercise attire or sports attire/sunglasses (except fitness shoes)
Video games not related to exercise or health (Play Station, PS3, Xbox, Kinect, or other. video game console systems)
Furniture and home appliances
Physiotherapy and Chiropractors

Headphones, AirPods, Bluetooth headsets
Payments made directly to an individual - Needs to be through an entity that can produce a receipt (payments apps such as Venmo/G Pay will not be considered as a receipt of purchase)
Meals or snacks
Computer equipment
Items covered under the WFH expense fund
Purchases made on your corporate card
Tutoring
COVID-19 vaccinations, COVID-19 antibody testing, or COVID-19 testing for Adobe-related business and travel

## Reimbursement Deadlines

All receipts are due no later than midnight local time on the deadline for your country (see below). No exceptions will be made. Reimbursements will be issued through Payroll after you submit all receipts and your claim is approved. Depending on the date you submit your receipt for reimbursement, you will receive your reimbursement amount in accordance with normal pay periods and timelines for your respective country.

### Reimbursement Deadlines

#### United States

Claims should be filed by December 30 of the current calendar year. If you miss this deadline, you may file for reimbursement of paid expenses in the prior year until May 31 of the next calendar year. Expenses filed after May 31 must be incurred in the current year and will be reimbursed against the next (i.e. current) calendar year benefit.

#### APAC, Canada, EMEA, India, Japan, LATAM

Claims must be filed by December 30 of the current calendar year. You may file for reimbursement of paid expenses after December 30, but they will be reimbursed against the next calendar year benefit.

Sweden: to ensure all claims are paid out in the current tax year, please submit all claims before 30 November

## Reimbursement Process

### United States

Tri-Ad is the administrator for the Wellness Reimbursement Program for the U.S. Below are the instructions for filing a claim:

1. Log into your Tri-Ad ([SSO](#)) account
2. Click Wellness Reimbursement Plan > Submit a Claim
3. Select > Service Type
4. Complete all requested fields and click Next
5. Attach Claim Receipt and click Next
6. Click Submit

Note:

- Handwritten or receipts for “cash” payments are no longer accepted.
- Employees cannot use their corporate cards to make payments.
- If an item is cancelled or returned after reimbursement is received, the funds may be applied to another eligible wellness item or the funds must be returned to Adobe.
- Items purchased outside your home country are eligible if receipt and local currency conversion is provided.

Once your claim is approved, you will receive an automated email confirming your request. No further action is needed. Reimbursements will be issued through Payroll within two pay periods of your successful claim submission. Tri-Ad will notify you if there are any issues with your claim.

## APAC, EMEA, India, Japan, Canada, LATAM

My Adobe Benefits is the administrator for the Wellness Reimbursement Program for APAC, EMEA, India, Japan, Canada and LATAM. Below are the instructions for filing a claim:

1. Log into [My Adobe Benefits](#)
2. Select Reimbursements
3. Select Make a Claim and benefit period (year)
4. For Type of Claim, select Wellness Reimbursement
5. Upload and attach scanned receipts
6. Complete the required fields and select Next/Submit

Note:

- Handwritten or receipts for “cash” payments are no longer accepted.
- Employees cannot use their corporate cards to make payments.
- While you may be able to submit a claim for more than your available limit or balance, the approval and payout will not exceed the available balance at the time of the claim.
- Claims can be modified / deleted until they are approved. Once approved, they can only be viewed, and no modifications are allowed.
- If an item is cancelled or returned after reimbursement is received, the funds may be applied to another eligible wellness item or the funds must be returned to Adobe.
- Items purchased outside your home country are eligible as long as receipt and local currency conversion is provided.

Reimbursements will be issued through Payroll after you submit all receipts and your claim is approved. Depending on your claim submission date, you'll receive your reimbursement in accordance with the respective month's payroll.

## 2021 Wellness Reimbursement Amounts

### U.S. and Canada

Country	Where to Submit Claims	2022 Benefit Amount (local currency) *
U.S.	Tri-Ad	USD 600
Canada	My Adobe Benefits	CAD 768

## APAC and Japan

Country	Where to Submit Claims	2022 Benefit Amount (local currency) *
Australia	Please submit claim through My Adobe Benefits	AUD 846
China		CNY 3,825
Hong Kong		HKD 4,677
Japan		JPY 67,844
Korea		KRW 1,800,000
New Zealand		NZD 881
Singapore		SGD 821
Taiwan	Please submit claim through My Adobe Benefits	TWD 16,635

## EMEA

Country	Where to Submit Claims	2022 Benefit Amount (local currency) *
Armenia	Please submit claim through My Adobe Benefits	AMD 293,224
Austria		EUR 530
Belgium		EUR 530
Czech Republic		CZK 13,515
Denmark		DKK 3,944
Finland		EUR 530
France		EUR 530
Germany		EUR 530
Ireland		EUR 530
Israel		ILS 1,897
Italy		EUR 530
Netherlands		EUR 530
Norway		NOK 5,446
Poland		PLN 2,457
Romania		RON 2,625
South Africa		ZAR 9,612
Spain		EUR 530
Sweden		SEK 5,000
Switzerland		CHF 552
United Arab		AED 2,204
United Kingdom	GBP 452	

## India

Country	Where to submit claims	2022 Benefit Amount (local currency) *
India	Please submit claim through My Adobe Benefits	INR 45,040

## LATAM

Country	Where to submit claims	2022 Benefit Amount (local currency) *
Brazil	Please submit claim through My Adobe Benefits	BRL 3,384
Mexico		MXN 12,861
Chile		CLP 502,826
Colombia		COP 2,380,980
Bermuda		BMD 600

\*The annual benefit amount is established in local currency based on the applicable currency exchange rates as of the first Saturday in December prior to a new calendar year. For example, the 2022 annual benefit amounts were established from currency exchanges as of December 4, 2021. Local benefit amounts may increase or decrease annually based on applicable currency exchange rates. Exiting market practices in certain regions and countries necessitate differentiation of some benefit values.

Disclaimer: The Company reserves the right to interpret and to make changes to or withdraw from this plan at any time, subject to applicable legal requirement.