

# Japan Intern Benefits Summary

## Health Benefit

### Medical

Adobe provides health insurance through a statutory plan with Tokyoto Joho Sangyo Health Insurance association (TJK) and a supplementary plan with MetLife. Interns who work more than 20 hours per week are eligible.

#### Statutory :

Medical check up (employee only). Medical expenses, outpatient and hospitalization, with 70/30 co-insurance. Major medical benefit where TJK will reimburse cost in excess of a maximum amount. Hospitalization meal support. Midwife expenses: JPY 450,000 per delivery. Disability – about 60 percent of base pay up to 1.5 year for the same disease. Funeral expenses: JPY 50,000 + one month of base salary.

#### Supplemental:

- JPY 5,000/day for hospitalization up to 120 days per hospitalization with no waiting period.
- Surgical benefits of JPY 50,000/100,000/200,000 depending on the surgery.
- Death benefit JPY 100,000.
- Cover up to age 80.

### Dental

Statutory through TJK. Coverage includes some restrictions.

### Vision

Statutory through TJK. Excludes contact lenses/glasses.

### 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 Benefit

### Retirement

- Statutory Government Welfare Pension Plan
- Supplemental Defined Contribution Plan

### Life & Accidental Disability Insurance

- Eligible if work more than 20 hours per week
- Group life coverage is JPY 30,000,000
- Accidental Death coverage is JPY 10,000,000
- Cover up to age 75

### Disability Insurance

- Eligible if work more than 20 hours per week
- Long term disability coverage is 60 percent of monthly salary (maximum amount is JPY 1,500,000) to age 60.
- Cover up to age 65

### 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 per accident/emergency. No evidence of insurability is required for this insurance.



# Japan Intern Benefits Summary (Cont.)

## Time Off

### Public Holidays

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

### Paid Annual Leave

Your number of annual leave days will be based on the month you joined Adobe:

- December–May: 10 days
- June–August: 6 days
- September–November: 4 days

### Sick Leave

Your leave will be pro-rated based on the duration of your internship using the 1st year entitlement of 5 days.

### Maternity Leave

Follow statutory requirement.

### Childcare Leave

Adobe follows statutory. Please refer to the Regulations on leave of absence for child-nursing and work for shortened hours before childbirth and for child-nursing.

### 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

### Entertainment Discount

Discounts on resorts and sport clubs are available through TJK.

### Benefits One Program

Discounts on entertainment/massage/food and drinks etc are also available through Benefits One Program: <https://bs.benefit-one.co.jp/bseng/pages/bs/top/top.faces>

### Employee Purchase Program

Program enables employees to purchase Adobe software at discount prices.

### Influenza Vaccination Support

Adobe subsidizes 50% of the cost of the flu vaccination every calendar year.

### Health checkup

Make sure to take your annual health checkup each year from April to March per statutory requirement. The type of medical examination you need depends on your age. Adobe will reimburse you for expenses up to JPY5,500 per calendar year.

### 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.

### Patent Award Program

Company support in establishing a patent, and additionally eligibility for cash bonus compensation upon the issuance of a patent.



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*This document relates specifically to the supplementary (typically non-statutory) employee benefit programs applicable to Adobe Systems Co., Ltd. Japan employees. 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. The policy in original language for each benefit should prevail.*

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