



# SHAPE YOUR FUTURE

Employee Benefits Guide

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## You matter here.

At Optus, we've built a culture fueled by innovation, collaboration, and openness, and we've established ourselves as a national leader in IT service delivery. Our people and our technologies improve the day-to-day business of multi-site enterprises—enabling seamless operations and peace of mind for customers all over the country. Not only are we great at what we do, we care about our fellow team members, and we offer a unique environment where ideas and contributions matter. Our size affords us the opportunity to remain agile and effective in the market, while our financial stability yields the type of perks often found within larger corporations.

# We believe in our people.

At Optus, we work hard, we laugh a lot, we cultivate lasting connections, and we give the best high-fives in town (the trick is to watch the elbow—don't worry, it will be in your orientation). Whether you're just starting your career or looking to advance, we have a space for you to grow.

We also understand the importance of recognizing individual contributions, which is why we encourage employee-led reward programs, in-the-moment appreciation and authentic praise from all levels of the business.

## **Performance-Based Bonus**

We are committed to a standard of excellence, and we believe in recognizing our team members when they achieve success. Many positions are eligible for quarterly performance bonuses.

## **Personal Development Plans**

We believe in the importance of personal growth within the workplace, and we continuously look for opportunities to help our team members evolve. We also understand that personal development is not one-size-fits-all, which is why we work with you to create a customized approach that addresses your unique interests and aspirations.

## **Education Reimbursement**

To help employees work toward their educational goals, we offer tuition reimbursement. Full-time employees may submit a request for a 75% tuition reimbursement for attending an approved institution, with a class or degree that relates to their job.

## **Quarterly VIP Awards**

We like to celebrate team members who make a difference within our organization. Every quarter, our employees nominate VIP award winners from each functional department. It is our time to formally thank those team members who have made a difference in a significant way.

## **We believe in work-life balance.**

We believe that quality time outside the office is essential to our employees' well-being and overall satisfaction at work. That's why we offer a flexible PTO plan and encourage community involvement. Whether you need time off for a personal appointment or you simply want to participate in an upcoming charitable event, we understand the importance of a balanced work-life interface.

## Vacation

Depending on your length of service, you will receive anywhere from five to 20 days of paid leave every year on your 'Optusversary.' New employees get vacations after six months. At year end, remaining vacation time can be carried over to the next year.

## Personal Leave

Life happens. On January 1st of each year, all employees receive six days of personal time. Additionally, new employees are granted 12 hours upon hire.

## Holidays

We want you to celebrate and relax with your family and friends. You can enjoy paid holidays starting on your first day of work. We have eight paid holidays including:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas (2 days)

# **We believe in a shared vision.**

Where some see obstacles, we see opportunities. We understand that success requires a willingness to question, anticipate, imagine, take risks, and ultimately, change. That's why our culture is founded on the idea that every employee and every idea is important. At Optus, you're more than just a number—you're family.







## **Wellness Works Program**

We believe that the everyday choices we make can help us live healthier and happier lives, both at work and at home. Wellness Works is designed to increase our knowledge about health matters, explore fun ways to eat healthier, and improve our level of physical fitness.

## **Catastrophic Leave Bank**

We take care of each other. If an employee has exhausted their personal and vacation time, they may receive time-off donations from other employees to manage medical emergencies.

## **Employee Assistance Program**

We provide a free, confidential Employee Assistance Program (EAP). This program offers 24/7 support and resources for personal and work-life issues. It is available to all full-time employees.

## **Optus Scholarship**

At Optus, we believe in continuous learning, and we want to help our ease the financial burden of college. That's why we offer a \$1,000 per semester scholarship to a child or grandchild of an Optus employee. These scholarships are renewable up to 3 additional years.

# We believe in living it up.

A major benefit of having great coworkers is enjoying each other's company, and we've come up with some good reasons to have fun together. Company events, sponsored activities, and community involvement are just a few ways in which we connect with one another.

- Casual work dress
- Birthday celebrations
- Catered holiday meals
- Jammin' to the Optus Band during meetings

## **We believe in quality of life.**

Optus' strength and success depend on our employees. We spend many hours of the day together, and we want to make sure that our workplace helps maintain—or improve—our employees' health. We understand how important it is to provide quality benefits to our employees and their dependents. It is our goal to provide a total benefits package that meets the needs of you and your family.

- **Health Insurance**
- **Dental Insurance**
- **Vision Insurance**
- **Short Term Disability**
- **Long Term Disability**

We pay 100% of Long Term Disability

Insurance Premiums

- **Life Insurance**

We pay 100% of Employee Basic

Life and AD&D Insurance

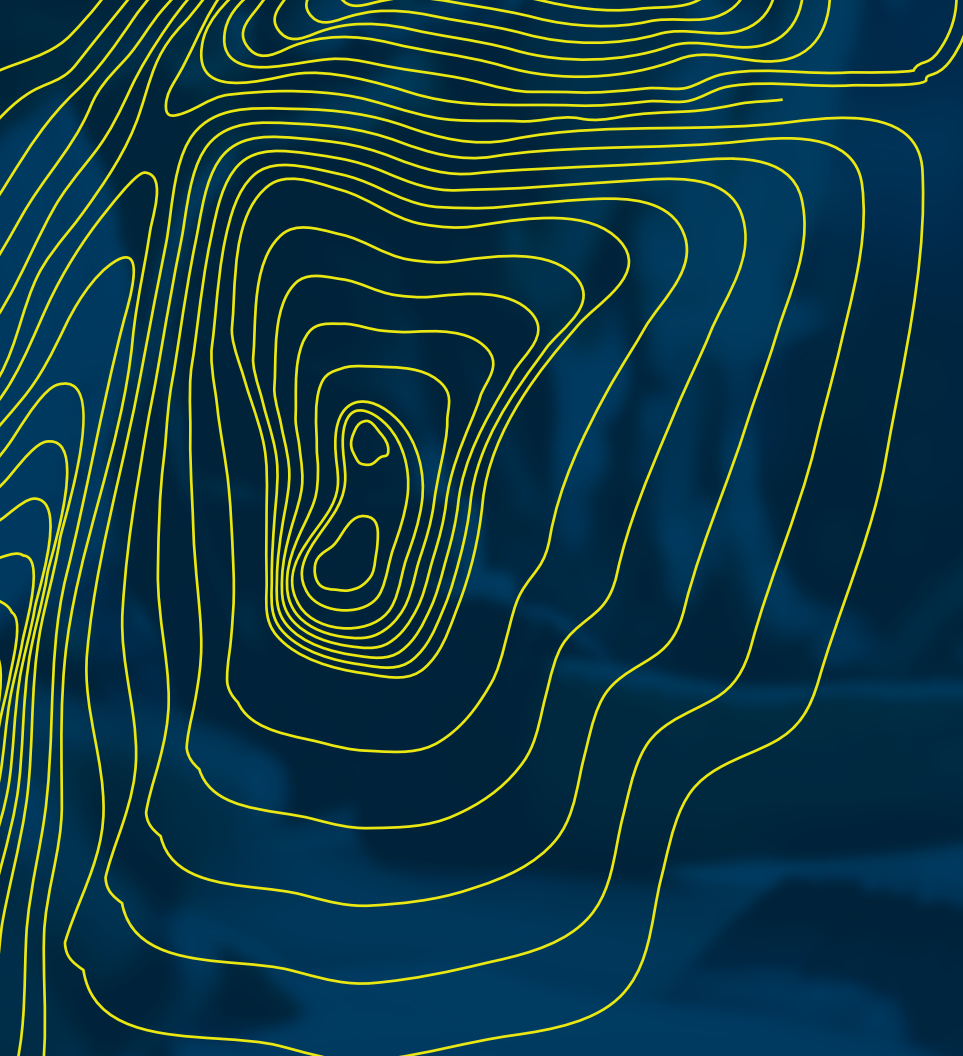
- **Health Savings Account**
- **Medical Flexible Spending Accounts**
- **Dependent Care Flexible Spending Account**
- **401(k) Plan**





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