

NMB (USA) INC.

Benefits at a Glance



At NMB (USA) Inc. we are committed to building value for our customers and security for ourselves and our families. We know how important it is to build a quality benefit program that protects your health, your lifestyle and your future. Just as NMB is made up of companies that work together to form a whole that is greater than its parts, our individual benefit plans work together to form a solid package of security for you and your family.

NMB has designed this package to provide quality, cost-effective coverage. For example, with the continuing escalation of medical costs, it's important for all of us to be informed consumers of healthcare services. The Medical Plan has built-in cost-containment features to help in this effort. The more you know about your plan, the more you will be able to get maximum benefits at the right price for you and your family.

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as life-threatening diseases linked to the use of all forms of tobacco, NMB's facilities are completely tobacco-free to all employees and visitors.

Let's take a look at the plans that make up the NMB benefit program. This brochure gives you an overview of many important benefit programs. You can get more details by reviewing the summary plan descriptions or by contacting the Human Resources Department at (818) 709-1770 extension 4506.

Contact Numbers

- **CIGNA HMO/OAP/OOA**
Member Services
(800/244-6224)
- **Kaiser CA HMO**
Member Services
(800/464-4000)
- **CIGNA Dental CDC**
Member Services
(800/367-1037)
- **CIGNA Dental PPO**
Member Services
(800/244-6224)
- **CIGNA Behavioral Health**
Employee Assistance Plan
(888/371-1125)
- **Vision Service Plan (VSP)**
Member Services
(800/877-7195)
- **Retirement Plans Manager**
Claire Stubbs
(818/709-1770)
ext 3504
- **NMB Group Benefit Plans**
Manager
Nate Devaney
(818/709-1770)
ext 4506

Eligibility

You are eligible to participate in these benefit programs if you are a full-time employee of NMB (USA) Inc. or NMB Technologies Corporation and regularly scheduled to work at least 30 hours a week. You may begin participating on the first of the month following your date of hire. You may also extend medical

and dental coverage to the following members of your family:

- Your spouse,
- Your children up to age 26, and
- Your unmarried children of any age who are physically or mentally disabled.

Enrollment

You must enroll for coverage within 30 days of becoming eligible for coverage. In order for you and your family to receive coverage,

you must return a completed enrollment form by the deadline. To participate, you must re-enroll each Fall for the coming year.

Level of Coverage

Employees are not required to enroll in the level of coverage that matches their family status. This means that if your spouse or children are covered by other medical or dental coverages you may choose not to cover them under NMB.

Reminder: You are not permitted by federal tax regulations to change your elections during the year unless you experience an IRS qualified change in family status.

Making Changes

If you do not enroll for **medical** or **dental** insurance within 30 days after becoming eligible, and later wish to enroll, you will be able to apply for coverage only at the annual open enrollment period and your benefits may be greatly reduced. You will be able to switch between medical plans *only* at the annual open enrollment.

In most cases, if you wish to increase the amount of your **voluntary life insurance** coverage you must provide evidence of insurability and receive approval from the insurance company before the coverage will become effective.

The IRS limits opportunities to change coverage during the year in exchange for the tax advan-

tages of pre-taxed contributions. There may be other restrictions imposed by individual plan carriers. You won't be able to change your selections during the calendar year, unless you have a qualified change in your family status. Qualified family status changes include your marriage or divorce, loss of or addition of a dependent and loss or beginning of employment for your spouse. It is your responsibility to notify the Human Resources Department immediately if you experience a qualified family status change. If you do not do so within 30 days of the qualifying event, you will not be permitted to make a change until the next calendar year.

Benefit Costs

NMB pays for a major portion of the medical/ vision and dental coverage for each employee. Costs change from year to year, so if you need a current pricing schedule, please contact the Human Resources Department. NMB also pays the entire premium for your Basic Life and Accidental Death & Dismemberment Insurance, and the

Long Term Disability Insurance. NMB contributes towards the cost of the Long-Term Care Insurance, with the employee paying the balance. The Voluntary Life and AD&D plans are paid for entirely by employees and you pay the premium at low group rates.

Pre-Tax Contributions

Your contributions for the Medical and Dental plans, as well as your contributions to the Health-care and Dependent Care Spending Accounts, are deducted before taxes are calculated on your in-

come. This means that your taxable income is based on your pay minus your contributions, so you pay less in federal, state, and Social Security taxes.

Medical Plan

The Company's health care program offers a choice of medical plans. Depending upon where you live, you may choose medical coverage from an Open Access Plus Plan (OAP) or from two Health Maintenance Organizations (HMO's). All plans cover specified expenses for in-hospital, out-patient, routine medical office visits, prescriptions drugs and most other kinds of

medically necessary expenses. They provide financial protection in case of basic and catastrophic illness or injury.

Contribution discounts are available by participating in certain Wellness Programs such as completing an online Health Risk Assessment and being tobacco-free.

Vision Program

Vision coverage is provided through Vision Service Plan (VSP) and employees enrolled in an NMB medical plan automatically receive this coverage. VSP is a comprehensive vision care program that provides exams and glasses to your entire family. There are minimal copayments

that are applied toward exams, and lenses and/or frames. There are no deductibles. VSP is one of the nation's oldest and largest providers of vision care services, with a network of over 22,400 Doctor locations nationwide and includes about 90% of area providers.



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Dental Program

NMB offers a choice of two dental programs: a traditional option (PPO) and a managed care option (CDC). As with the medical program you need to select the plan that best suits your family's needs. Under the traditional option, you can seek care from any licensed provider and the plan pays 100% of the cost for most preventive ser-

vices, and, after a \$50 deductible per family member, either 80% or 50% of usual and customary charges for most dental care up to \$2000 per year. Under the CDC option, there are no deductibles, no annual maximums and no claim forms to fill out. All services must be provided by participating dentists in the CDC Network.



Life and Accidental Death

NMB pays the full cost of life insurance and AD&D coverage equal to one and one-half times your salary. You may purchase an additional one

or two times your annual salary for both Life Insurance and AD&D.

Healthcare and Dependent Care Spending Accounts

These plans allow you to pay certain out-of-pocket health care and dependent care expenses with pre-tax money.

You may contribute up the maximum set by the IRS each year into your **Health Care Spending Account**. Check with HR for details. Eligible health care expenses include medical and dental deductibles; copayments and other tax-deductible expenses not covered by insurance.

You may also contribute up the maximum set by the IRS each year into your **Dependent Care Spending Account**. Check with HR for details. Eligible dependent care expenses can include expenses for children under age 13 or dependent

elders who live with you.

Your contributions will be automatically deducted from each paycheck in equal installments throughout the year before Federal, Social Security, and where applicable, state taxes are withheld. Then, as you incur eligible expenses throughout the year, you will be reimbursed on a tax-free basis.

Any money remaining in your accounts on December 31 that can't be used for that year's expenses will be forfeited. For the Dependent Care Spending Account, you may only request reimbursement up to the amount actually contributed.

“NMB’s high quality benefit program is an important part of your total compensation”

Employee Assistance Plan (EAP)

This program provides you and family members access to the services of an outside firm, CIGNA Behavioral Health. CBH has a staff of professionally trained personnel who can quickly and effectively direct you or a family member to the best help available under the program. You can ask about resources in your community, such as places for financial counseling, legal help, li-

censed child care, or programs for senior citizens. You can also set up an appointment to see a licensed therapist to talk about family or personal issues. The first three visits for each issue are free. Utilization of this program is totally confidential, between you and your family and CBH, and is paid for by the company as part of our benefits program.



Wellness Program

NMB is committed to wellness and provides many supportive tools and activities to assist employees and their families, including an annual Health Fair; online Health Risk Appraisals; Lunch and Learns; smoking cessation; subsidized

Weight Watchers and more. Contribution discounts are available by participation in some Wellness Programs, such as completing an online Health Risk Assessment and being tobacco-free.

Retirement Savings PLUS Plan (401(k) Plan)

The NMB 401(k) Plan allows you to lower your income taxes now as you save for your future. You reduce your taxes every time you get a paycheck. Your taxable income reported on your W-2 form is less and, as a result, so are your taxes for the year. You may elect to contribute from 1% up to 100% of your pretax income (in accordance with IRS Regulations) and choose from a wide selection of investments. The company will also add to your account by making a 3% non-elective Safe Harbor Employer contribu-

tion to the plan which will be 100% vested immediately. Additionally, the company will make an annual contribution to a special account called the PLUS Account. There is a five year vesting schedule for the PLUS and past matching company contributions. New employees will be automatically enrolled at a 3% contribution level the 1st payroll following their third month of employment; with 250 hours of employment and at least 21 years of age. Employees may change the initial enrollment at any time.

Holidays

NMB employees enjoy 12 paid Holidays per year. Where business conditions permit, some of these Holidays are combined to allow for a holiday shutdown between Christmas and New Year's Day.

Short-Term Disability Plan

Employees receive 100% of their pay for illness or disability absences up to 90 calendar days. This amount will be offset by other disability benefits you may be entitled to, such as State Disability Benefits.

Long-Term Care Plan

NMB employees; spouses and certain family members may participate in this plan, with NMB contributing toward the employee cost. This plan has several options available to help protect the insured's family from the financial burden of a nursing home or other extended care.

Social Security

You and NMB both pay taxes for Social Security and Medicare. Benefits include retirement income; disability income; survivor payments, and medical coverage

Credit Union

NMB offers membership to the Logix Credit Union. It is the 16th largest Federal credit union in the United States, with assets totaling over 830 million dollars and membership in excess of 95,000. Credit Unions are member-owned and not for profit, so they can provide financial service at a lower

Vacation Plan

In your first year of employment you are eligible for 6.67 hours of vacation per month. Following your first year of employment through your fourth year you are eligible for two weeks vacation. On your 5th Anniversary with NMB you are eligible for three weeks of vacation per year.

Long-Term Disability Plan

NMB pays 100% of the premium for this benefit. If you are totally disabled for over 90 days you may qualify for monthly income equal to 66 2/3% of your earnings. This amount will be offset by other disability benefits you may be entitled to, such as State Disability Benefits and Social Security Benefits. This benefit is paid for the duration of your disability, or until you reach age 65.

Educational Assistance

NMB is interested in the educational development and advancement of all of its employees. Preapproved courses taken from accepted institutions are reimbursed, provided a minimum of a "C" grade for undergraduate work, or a "B" grade for graduate work is achieved. Required laboratory fees and course textbooks are also covered. There is an annual dollar limit per employee.

cost. Some of the services offered are as follows: Savings, Checking, IRA, Money Management, and Money Market Accounts; Visa Cards; Car, Real Estate Home Equity, and Ready-Line Loans.