

Benefits Overview

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At Russell Reynolds Associates (RRA), we understand that our success as a firm – and the success of our clients – has everything to do with our people. As a firm, we are committed to creating an environment where you can not only develop professionally but also build long and meaningful careers. To support this, we provide access to an array of benefits to support you and your loved ones.

I would like to take this opportunity to highlight our benefits.

Our approach

As a global company, we understand that benefits cannot be a one-size-fits-all solution. Our offerings vary based on market availability and statutory requirements. However, our approach to structuring benefits remains consistent, guided by four pillars: Physical, Emotional, Financial, and Community well-being.

- Physical** We provide access to high-quality healthcare options to support your physical well-being
- Emotional** We offer a range of mental health and lifestyle programs to support your emotional and mental well-being
- Financial** We contribute to your health benefits and retirement programs to support your long-term financial needs
- Community** RRA-sponsored Inclusion Networks foster colleague connections, while our paid time off and leave programs enable you to engage with your community and pursue personal interests

We strive to strike a balance among flexibility, choice, and cost, ensuring that our benefit options are of the highest quality and comprehensive. Equally important is our commitment to Diversity, Equity, and Inclusion (DE&I), ensuring that our benefits are designed to be fair and inclusive. We review our offerings regularly to identify areas for improvement, address gaps, and introduce new options to meet the evolving needs of our colleagues.

I hope this Benefits Overview provides you with valuable information and a better understanding of the benefits and options available to you.

Renée Bell
Chief People Officer

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Benefits Videos

For a more thorough overview of the firm's benefits, please click here to watch our benefit videos, or scan this QR code with your smartphone or tablet:



Retirement

401(k) Plan Enrollment

- All eligible employees can start contributing to the 401(k) plan immediately upon hire.
- If you do not enroll on your own, you will be automatically enrolled the month following 60 days of employment at a rate of 6% of your base salary per pay period.
- You can change this rate or decline enrollment by visiting [Fidelity NetBenefits®](#) or by call 1-800-835-5087.

Matching Contribution

- Starting from the quarter following your one-year anniversary date of employment, RRA will match 50% of your contribution, up to 6% of your annual base salary.
- For example, if you contribute 6% of your base salary, the firm will match 50% of that.

Profit-Sharing

- U.S. employees who are at least 21 years of age become eligible for the profit-sharing plan in the quarter following their one-year anniversary date of employment.
- For example, you are eligible to receive the 2025 profit-sharing contribution if you have reached your one-year anniversary date of employment by October 1, 2025, and are employed on December 31, 2025.

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Retirement

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Maximum Contribution

- The 401(k) contribution limit for 2025 is \$23,500 for employee salary deferrals, and \$70,000 for the combined employee and employer contributions. If you are 50 to 59 or 64 or older, you are eligible for an additional \$7,500 in catch-up contributions. An important note: Beginning in 2025, those between ages 60 and 63 will be eligible to contribute up to \$11,250 as a catch-up contribution. This means those 50 to 59 or 64 or older will be able to contribute up to \$31,000 in 2025 and those 60 to 63 will be able to contribute up to \$34,750 in 2025.
- Employer contributions are in addition to the aforementioned limits.
- These limits are set by the IRS and may be adjusted each year.

Asset Allocation

- To maximize your savings, it is important to understand the investment options offered and choose those that best suit your needs.
- Our plan provides a range of investment options and managers, from conservative to aggressive approaches.
- Consider your risk tolerance, age, and retirement needs when selecting investments, and diversify your portfolio to mitigate risk.
- Monitor the performance of your portfolio and rebalance as needed.
- Visit [Fidelity NetBenefits®](#) regularly to access tools, calculators, and on-demand content provided by Fidelity.

Student Debt Retirement Savings Match

If you are struggling to save for retirement and pay your student loans at the same time, RRA provides this benefit for those who have been saving but cannot meet the full match because of competing student loan obligations. Once you enroll in this program with Fidelity, you may count your monthly student debt payments as if they were contributions to the retirement savings plan. In other words, for every dollar you pay towards your student loans, RRA will make a matching contribution to your 401(k) retirement plan. This means you can reduce your student debt while simultaneously building your retirement savings—without having to choose between the two. Please note this new feature is subject to the same terms and conditions of the traditional match when it comes to eligibility and vesting. Payments only count after you enroll. The Matching Contribution waiting period applies.

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Medical, Dental and Vision

You and RRA contribute to the cost of your health-related benefits. RRA covers over 80% of the cost for medical coverage. Currently, our health plans are underwritten by Cigna, and we offer a selection of four medical plans, along with dental and vision plans. Your contributions for these plans are deducted from your salary on a pre-tax basis.

All of our medical plans offer the same services and have the same network of participating providers. The main difference between the plans is your out-of-pocket costs and your employee contribution. We encourage you to review the side-by-side comparison and rate sheet available on the Benefits Portal to make an informed decision that suits the needs of you and your family. For additional tools, resources, and support, you can visit www.mycigna.com.

Life Insurance

RRA provides a Life Insurance benefit equal to 3 x your annual base salary from your first day of joining. This benefit ensures that you and your loved ones are financially protected in the event of an unfortunate circumstance. RRA provides this benefit at no cost to you.

Accidental Death & Dismemberment (AD&D)

RRA provides an Accidental Death & Dismemberment (AD&D) benefit of 3 x your annual base salary from your first day of joining. This benefit is provided at no cost to you.

Short-Term Disability Insurance (STD)

RRA provides Short-Term Disability Insurance (STD) from your first day of joining. This benefit is provided at no cost to you. STD is designed to provide financial support in the event that injury or illness prevents you from working for a few days or more. This coverage is temporary and typically lasts for a period of less than 180 days.

In the event that you experience a disability that renders you unable to work, you will be eligible to receive benefits equal to 100% of your base salary for the initial 28 consecutive calendar days of the disability.

If the insurance company determines that you are still totally disabled after the initial 28 days, you will continue to receive benefits. However, the amount will be adjusted to 60% of your base salary for the entire duration of the disability or until 180 days have elapsed, which fulfills the waiting period for Long-Term Disability (LTD) coverage.

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Long-Term Disability Insurance (LTD)

RRA provides Long-Term Disability Insurance (LTD) from your first day of joining. This benefit is provided at no cost to you. In the unfortunate event that you are unable to work due to an accident or illness, the LTD benefit ensures that you receive 60% of your annual base salary capped at \$15,000 per month. This benefit ensures that you have comprehensive coverage in place to safeguard your financial stability while you are unable to work. There is a 180-day waiting period; however, the time before LTD takes effect is considered STD. As RRA covers the cost of Long-Term Disability (LTD) insurance, it is important to note that any LTD payments you receive will be subject to income tax.

Supplemental Long-Term Disability Insurance (SLTD)

You will have the option to purchase Supplemental Long-Term Disability Insurance on a post-tax basis. This coverage provides a benefit equal to 60% of your total compensation, including your base salary and bonus. The maximum monthly benefit is capped at \$35,000. Please note that there is a waiting period of 90 days before the coverage takes effect.

Supplemental Life Insurance

You have the option of enrolling in Supplemental Life Insurance in increments of \$1,000, with a maximum coverage limit of 5 x your annual base salary or \$800,000, whichever is lower. Approval for this benefit will be determined by the insurance company.

Accident Insurance

You have the option of enrolling in Accident Insurance as an additional benefit for you and your family. This coverage is designed to support you financially in the event of an accident, allowing you to focus on your recovery without worrying about the associated expenses. Accident Insurance offers a lump sum payment that you can use according to your needs. The funds can be used to cover various out-of-pocket expenses resulting from the accident, including insurance deductibles, copayments, transportation to and from medical centers, and more. This coverage provides flexibility and helps alleviate the financial burden during your recovery process.

Medical Flexible Spending Account (MFSA)

The Medical Flexible Spending Account (MFSA) allows participants to use pre-tax dollars to cover medical expenses that are not covered by insurance. During the 2025 plan year, you can allocate up to \$3,300 of your earnings to be withheld on a pre-tax basis. This money can then be withdrawn as reimbursement for any out-of-pocket medical expenses you have incurred, such as copays, deductibles, coinsurance, medication, contact lenses, and more. You can use a debit card issued by Cigna to make claims and receive payment for eligible expenses.

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Dependent Care Flexible Spending Account (DFSA)

RRA provides the option for you to use pre-tax earnings to cover dependent care expenses. You can allocate up to \$5,000, on a pre-tax basis, to be deducted from your salary. Expenses that qualify for reimbursement include dependent care expenses that allow you, your spouse, or partner to work or attend school full-time. This applies to children under the age of 13 or family members of any age who are unable to care for themselves and are claimed as dependents by you.

Critical Illness Insurance

You have the option of enrolling in Critical Illness Insurance which provides extra financial support in the event that you are diagnosed with a critical illness, such as cancer, heart attack, stroke, or organ transplant. You will receive a lump sum payment based on the specific condition with which you have been diagnosed. You have the flexibility to use this payment in any way you choose, helping to alleviate the financial burden associated with medical expenses, treatments, or other needs that may arise during your recovery.

Hospital Indemnity

You have the option of enrolling in Hospital Indemnity coverage, which provides a cash allowance to you and your eligible family members in the event of hospital, ICU, or rehab admission. This cash allowance can be used according to your needs and preferences. It offers financial flexibility and can be utilized as you see fit during your hospitalization or rehabilitation period.

Pathway to Parenthood and Beyond

RRA provides family planning and support through our partnership with Maven Clinic. This program is our commitment to ensuring that every step in your family-building journey and beyond is supported with care. Maven Clinic provides you and your partner with greater access to personalized family-building services like Assisted Reproductive Technology (ART), in vitro fertilization (IVF), adoption, surrogacy, etc. In addition, RRA provides a lifetime allowance of USD 30,000 to defray the costs associated with services provided by Maven Clinic. There is no cost to participate in this benefit; however, some services may be taxable to you. Colleagues who are eligible to receive benefits from RRA can enroll immediately.

MetLaw Legal Plan

You have the option of enrolling in the MetLaw Legal Plan, which is offered through Hyatt Legal Plans. This plan provides you and your family with convenient and affordable access to a network of highly qualified attorneys. With the MetLaw Legal Plan, you can easily access legal services when needed, ensuring that you have the support and guidance of experienced professionals for your legal needs.

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Identity Theft Protection

You have the option of enrolling in Identity Theft Protection Services through ID Watchdog. This service includes comprehensive identity monitoring, alerting, and resolution services. In the unfortunate event that your identity is compromised, ID Watchdog's certified resolution experts will take immediate action to restore your identity to its pre-theft condition. They will work on your behalf, handling all necessary steps and paperwork. Additionally, ID Watchdog provides up to \$1,000,000 in expense reimbursement insurance to cover any costs incurred as a result of identity theft.

Education Assistance

The Education Assistance program is available to all full-time employees. To be eligible, you must have been employed with RRA for one year to pursue an undergraduate degree, or two years for an advanced degree. Furthermore, you must remain employed with RRA both at the start and end of the semester in order to qualify for reimbursement.

Backup Care

RRA offers backup care services through Bright Horizons to help you in situations when your regular childcare or elder care arrangements are unavailable or disrupted. This benefit provides access to a network of carefully selected caregivers, daycare centers, or in-home care providers who can assist during emergencies, school closures, or when your usual caregivers are not available. The aim of this benefit is to reduce the stress that can arise from unexpected caregiving challenges by providing reliable temporary care options. RRA provides you with 15 days annually, your cost is \$15 per day/child. For in-home child/elder care, your cost is \$6 per hour with a minimum of four consecutive hours.

Pet Insurance

You have the option to enroll in Pet Insurance which is offered through Nationwide Insurance. This benefit is designed to assist you in managing your pet's healthcare expenses.

WageWorks Employee Commuting Program

With WageWorks, you have the opportunity to use pre-tax funds to cover your public transportation, vanpool, or parking expenses. You can choose to have prepaid transit passes delivered to your home or use the WageWorks Commuter Card at various commuting-related points of purchase.

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Sick Time/Sick Bank

In recognition of the professional environment in which we work, RRA does not have a fixed number of sick days; however, you may use up to five (5) sick days in a calendar year for specific reasons, including:

- Seeking medical diagnosis, care, or treatment for their own mental or physical illness, injury, or condition, or for preventive medical care.
- Providing care for a family member who requires medical diagnosis, care, or treatment for a mental or physical illness, injury, or health condition, or for preventive medical care.
- Taking care of a child when their school or childcare provider is closed due to a public health emergency.
- Supporting themselves or a family member who is a victim of domestic violence, sexual assault, or stalking.
- In addition to RRA's U.S. policy regarding sick leave, the guidelines set forth in the San Francisco Sick Leave Ordinance apply to all RRA employees working within the California offices. Kindly consult the Employee Handbook and Policies for details.

These policies ensure that employees have the necessary support and flexibility to address their health and family needs while maintaining a professional work environment.

Paid Time Off (PTO)

At RRA, we prioritize our employees' well-being and understand the importance of taking regular time off. Our Paid Time Off (PTO) program combines vacation and personal days, offering you the flexibility to use it for a variety of purposes. Whether you need time for a vacation, religious or cultural observances, personal commitments, or any other reason, you can utilize your PTO as needed.

Non-Exempt (paid twice a month)

< 5 Years of Service		> 5 Years of Service		> 10 Years of Service	
Per Year	Per Pay Period	Per Year	Per Pay Period	Per Year	Per Pay Period
15 Days	0.625 Days	20 Days	0.840 Days	22 Days	0.917 Days

Exempt (paid once a month)

< 5 Years of Service		> 5 Years of Service		> 10 Years of Service	
Per Year	Per Pay Period	Per Year	Per Pay Period	Per Year	Per Pay Period
20 Days	1.670 Days	22 Days	1.840 Days	25 Days	2.084 Days

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Paid Time Off (PTO)

(continued)

If your total unused accrued PTO reaches a limit of 1.5 times your annual PTO accrual rate, further PTO accrual will stop. PTO accrual will resume once you use some of your PTO and reduce your balance below this cap. It is important to understand that you will not receive retroactive credit for any PTO that would have been earned while at the cap.

For instance, as an Exempt employee, if you have fewer than five years of service and accrue 20 days of PTO per year, your cap would be 30 days (1.5 times the accrual rate). When your accrued PTO reaches this 30-day cap, further accrual will pause until you use some PTO and bring your balance below 30 days.

PTO accrual rates will be adjusted in the month of the service anniversary. For instance, if an employee reaches their ten-year service anniversary in July, their PTO will begin to accrue at the higher rate starting in July.

For detailed information on how PTO is accrued and the guidelines for its usage, please refer to the PTO policy in the Employee Handbook and Policies.

Paid Pregnancy Medical Recovery Leave

Any birthparent may request a leave of absence, with full salary and benefits, for a period of up to eight weeks because of pregnancy, childbirth, and related medical conditions (including post-childbirth conditions).

Compensation (including salary, insurance and all other benefits) shall remain in effect for the duration of such approved leave. All Pregnancy Leave taken under this provision shall be counted towards the employee's FMLA, CFMLA and/or CFRA leave allotment. Such leave is only job protected to the extent it runs concurrently with federal, state or local law requiring job protection. In states or locales that have more generous maternity, pregnancy, or pregnancy disability leave laws, RRA will adhere to such laws and any other leave(s) will run concurrently, where applicable.

Where permitted by applicable law, Pregnancy Leave will run concurrent with Short-Term Disability Leave and paid time under this policy will be offset. Eligible employees must apply for STD benefits. Where any employee is entitled to paid leave under state law, any paid leave under this policy will be offset by any paid leave provided under state law. An employee may not receive more than 100% pay for any absence unless required under state law.

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Paid Parental Bonding Leave

Any employee may request a leave of absence, with full salary and benefits, for a period up to eight weeks for the care or rearing of a child, or adoption of a child. Compensation (including salary, insurance and all other benefits) shall remain in effect for the duration of such approved leave.

All Parental Leave taken under this provision shall be counted towards the employee's FMLA, CFMLA, NY PFL and/or CFRA leave allotment. Such leave is only job protected to the extent it runs concurrently with federal, state or local law requiring job protection. In states or locales that have more generous parental leave laws, RRA will adhere to such laws and any other leave(s) (including the NY PFL) will run concurrently, where applicable.

Parental Leave may be taken intermittently up to twelve months from the date of the event where permitted by applicable law. The birthing parent may seek bonding leave after the conclusion of Pregnancy Medical Recovery Leave. Where any employee is entitled to paid leave under state law, any paid leave under this policy will be offset by any paid leave provided under state law. An employee may not receive more than 100% pay for any absence unless required under state law.

Other Leaves

RRA sponsors a wide range of leaves that support our colleagues during important life events. These include, but are not limited to, Bereavement Leave, Personal Hardship Leave, Caregiver Leave, Fertility Treatment Leave, Jury/Witness Duty Leave, and Military Leave.

Our policies, both paid and unpaid, reflect our commitment to fostering a supportive and inclusive work environment and emphasize our dedication to employee well-being. You can find additional information in the Employee Handbook and Policies or you may contact the People Team.



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