

# THE HIRERIGHT 401(K) PLAN (47949)

## Key Plan Details

### When am I eligible for the Plan?

You are eligible upon employment. However, you are not eligible to participate if you are:

- A resident of Puerto Rico;
- Covered by a collective bargaining agreement that does not specifically provide for your participation in the Plan;
- A non-resident alien with no income from a U.S. source;
- A leased employee as defined by the Plan;
- Classified by the Company as an independent contractor;
- A signatory to a contract, letter of agreement or other document that acknowledges your status as an independent contractor;
- An individual who performs services for the Company pursuant to an agreement between you and the Company which provides that you are not eligible to participate in the Plan.

### When can I enroll in the Plan?

There is no waiting period. You can enroll in the Plan at any time.

### How do I enroll in the Plan?

Enroll online at any time, or by calling the Fidelity Retirement Benefits Line at 1-800-835-5097.

### When is my enrollment effective?

Your enrollment becomes effective once you elect a deferral percentage, which initiates deduction of your contributions from your pay. These salary deductions will generally begin with your next pay period after we receive your enrollment information, or as soon as administratively possible.

### What is the Roth contribution option?

A Roth contribution to your retirement savings plan allows you to make after-tax contributions and take any associated earnings completely tax free at retirement - as long as the distribution is a qualified one. A qualified distribution, in this case, is one that is taken at least five tax years after your first Roth 401(k) contribution and after you have attained age 59½, or become disabled or die. Through automatic payroll deduction, you can contribute between 1% and 60% of your eligible pay as designated Roth contributions, up to the annual IRS dollar limits.

Find more information online within the "Learn" section of NetBenefits®.

### How much can I contribute?

Through automatic payroll deduction, you may contribute between 1% and 60% of your eligible

contributions. In addition, you can automatically increase your retirement savings plan contributions each year through the Annual Increase Program. Sign up online by accessing the “Contribution Amount” section on NetBenefits®, or by calling the Fidelity Retirement Benefits Line at 1-800-835-5097.

### What is the IRS contribution limit?

The IRS contribution limit for 2024 is \$23,000.

### What catch-up contribution can I make?

If you have reached age 50 or will reach 50 during the calendar year January 1 – December 31 and are making the maximum plan or IRS contribution, you may make an additional catch-up contribution each pay period. The maximum annual catch-up contribution is \$7,500. Going forward, catch-up contribution limits will be subject to cost-of-living adjustments (COLAs) in \$500 increments.

### Does the Company contribute to my account?

Your Company will make a matching contribution in an amount equal to 100% of your deferral contributions up to 4% of your eligible compensation that you contribute to the Plan each pay period. Catch-up contributions are eligible for matching contributions.

### What happens if I reach the annual IRS contribution limit during the year?

The payroll system will automatically stop your contributions once your contributions have reached the 2024 IRS limit of \$23,000 (or \$30,500 if you are age 50 or over). Your contributions will automatically resume again at your elected contribution percentage beginning with the first paycheck the next calendar year.

A few things to note about the annual IRS maximum:

- The annual IRS maximum applies to your contributions only.
- The maximum applies to all employee contributions you have made for the year under all 401(k) Plans. If you are a new hire and contributed to your prior employer’s 401(k) plan during the year, you need to take into account the amount you contributed under your prior employer’s plan when electing your contribution percentage. The payroll system will not take into account the amount you contributed to your prior employer’s 401(k) plan when tracking the annual IRS limit.

### Can I move money from another retirement plan into my account in the Plan?

You are permitted to roll over eligible pretax and Roth contributions from another 401(k) plan, 401(a) plan, Roth 401(k) plan, 403(b) plan, Roth 403(b) plan, a governmental 457(b) retirement plan or a Roth governmental 457(b) retirement plan account or eligible pretax contributions from a conduit individual retirement accounts (IRAs), non-conduit IRAs (traditional IRAs, Simplified Employee Pension plans (SEP-IRAs)), and “SIMPLE” IRA distributions made more than two years

from the date you first participated in the SIMPLE IRA. A conduit IRA is one that contains only money rolled over from an employer-sponsored retirement plan that has not been mixed with regular IRA contributions. After-tax rollovers are not allowed.

Additional information can be obtained online, or by calling the Fidelity Retirement Benefits Line at 1-800-835-5097.

**Be sure to consider all your available options and the applicable fees and features of each before moving your retirement assets.**

### [What are my investment options?](#)

To help you meet your investment goals, the Plan offers you a range of options. You can select a mix of investment options that best suits your goals, time horizon, and risk tolerance. The many investment options available through the Plan include conservative, moderately conservative, and aggressive funds. A complete description of the Plan's investment options and their performance, as well as planning tools to help you choose an appropriate mix, are available online.

### [What are the single fund solution options in my plan?](#)

If the idea of getting professional help to manage your investments appeals to you, your plan offers Target Date Funds. With Target Date Funds, the investment mix of stocks and bonds automatically becomes more conservative as the target retirement date approaches. Principal invested is not guaranteed at any time, including at or after the fund's target date. Choose the fund that represents your anticipated year of retirement.

### [What if I don't make an investment election?](#)

We encourage you to take an active role in the HireRight 401(k) Plan and choose investment options that best suit your goals, time horizon, and risk tolerance. If you do not select specific investment options in the Plan, your contributions will be invested in the T. Rowe Price Retirement Trust Class F with the target retirement date closest to the year you might retire, based on your current age and assuming a retirement age of 65, at the direction of HireRight.

If no date of birth or an invalid date of birth is on file at Fidelity, your contributions may be invested in the T. Rowe Price Retirement Balanced Trust Class F. More information about the T. Rowe Price Retirement Trust Class F options can be found online.

Target Date Funds are an asset mix of stocks, bonds and other investments that automatically becomes more conservative as the fund approaches its target retirement date and beyond. Principal invested is not guaranteed.

### [When am I vested?](#)

You are immediately 100% vested in your own contributions to the HireRight 401(k) Plan, as well as in any of the organization's matching contributions and any earnings on them.

## Can I take a loan from my account?

Although your plan account is intended for the future, you may borrow from your account for any reason. Generally, the Plan allows you to borrow up to 50% of your vested account balance. The minimum loan amount is \$1,000 and a loan must not exceed \$50,000. Any outstanding loan balances over the previous 12 months may reduce the amount you have available to borrow. You may have one loan outstanding at a time. Only one loan may be initiated within each calendar year. The maximum loan repayment period is five years unless the loan is for the purchase of your principal residence in which case the loan repayment period may not extend beyond 10 years from the date of the loan. You repay the amount borrowed, plus interest, through automatic after-tax payroll deductions. The cost to initiate a loan is \$75, and there is a quarterly maintenance fee of \$6.25. The initiation and maintenance fees will be deducted directly from your individual Plan account. If you fail to repay your loan (based on the original terms of the loan), it will be considered in "default" and treated as a distribution, making it subject to income tax and possibly to a 10% early withdrawal penalty. Defaulted loans may also impact your eligibility to request additional loans. Be sure you understand the Plan rules and impact of taking a loan before you initiate a loan from your plan account.

Learn more about and/or request a loan online, or by calling the Fidelity Retirement Benefits Line at 1-800-835-5097.

## Can I make withdrawals?

Withdrawals from the Plan are generally permitted when you terminate your employment, retire, reach age 59½, become permanently disabled, have severe financial hardship, as defined by your plan.

When you leave the Company, you can withdraw contributions and any associated earnings or, if your vested account balance is greater than \$7,000, you can leave contributions and any associated earnings in the Plan. After you leave the Company, if your vested account balance is equal to or less than \$1,000, it will automatically be distributed to you. However, if your vested account balance is greater than \$1,000 but not more than \$7,000, you will be notified that your entire vested account balance will be transferred to an Individual Retirement Account (Rollover IRA), unless you request either a cash distribution or a rollover distribution of your choice.

Learn more about and/or request a withdrawal online, or by calling the Fidelity Retirement Benefits Line at 1-800-835-5097.

## Where can I find information about exchanges and other plan features?

Learn about loans, exchanges, and more online. In particular, you can access loan modeling tools that illustrate the potential impact of a loan on the long-term growth of your account. You will also find a withdrawal modeling tool, which shows the amount of federal income taxes and early withdrawal penalties you might pay, along with the amount of earnings you could potentially lose

by taking a withdrawal. Additional information can be obtained by calling the Fidelity Retirement Benefits Line at 1-800-835-5097.

### Additional Important Information

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***Before investing in any mutual fund, consider the investment objectives, risks, charges, and expenses. Contact Fidelity for a mutual fund prospectus or, if available, a summary prospectus containing this information. Read it carefully.***

#### Investing involves risk, including risk of loss.

This information provides only a summary of the main features of the HireRight 401(k) Plan and the Plan Document will govern in the event of discrepancies.

The Plan is intended to be a participant-directed plan as described in Section 404(c) of ERISA, which means that fiduciaries of the Plan are ordinarily relieved of liability for any losses that are the direct and necessary result of investment instructions given by a participant or beneficiary.

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