

# 2025 BENEFITS

## New Hire Enrollment Guide

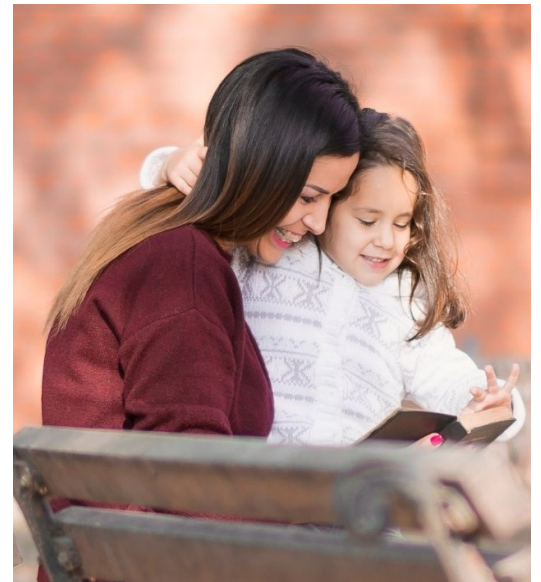
*October 30, 2024 to*

*November 20, 2024*



# Inside this guide

<a href="#">Benefits guide overview</a>	2
<a href="#">Eligibility</a>	3
<a href="#">Benefits Contact Center</a>	4
<a href="#">Qualifying Life Events</a>	5
<a href="#">Medical Benefits</a>	6
<a href="#">Where to go to find care</a>	7
<a href="#">Compare medical plans - Surest</a>	8-10
<a href="#">Health payment account (HPA)</a>	11
<a href="#">Compare medical plans - UnitedHealthcare</a>	12-14
<a href="#">Health savings account (HSA)</a>	15
<a href="#">Flexible savings account (FSA)</a>	16
<a href="#">Lifestyle spending account (LSA)</a>	17
<a href="#">Additional health programs and resources</a>	18-20
<a href="#">Dental and vision plans</a>	21-22
<a href="#">Life, AD&amp;D, and disability</a>	23-25
<a href="#">401(k) retirement savings plan</a>	26
<a href="#">Supplemental medical benefits</a>	27-28
<a href="#">Additional voluntary benefits</a>	29
<a href="#">Employee assistance program &amp; wellness</a>	30
<a href="#">Time away from work</a>	31
<a href="#">Bi-weekly benefit costs</a>	32-33
<a href="#">Carrier contact information and documents</a>	34-35



# Your 2025 Benefits



HireRight is committed to offering its employees a comprehensive benefits package that supports you and your family. Our benefits package includes medical, dental, vision, life insurance, a 401(k) plan, paid time off programs and more. Healthcare continues to be in the forefront of our minds, so we encourage you to take charge of your health by reviewing the information in this benefits guide and select the plan that is best for you and your family.

In this guide, you will find an overview of our benefit plans. You can also visit [YourBenefitsCenter.com](https://YourBenefitsCenter.com) any time to read through the new hire presentation or for comprehensive information on HireRight's benefits offerings, including videos, links, and FAQs.

Within one week of your hire date, you will receive an email invitation to make your benefit elections (excluding 401(k), which is done at [www.401k.com](https://www.401k.com) and discussed later in the guide). This email will include a link to the enrollment system. Please take the time to carefully review the information in this guide, and make sure you go online to select your plan(s). You have 30 days from your date of hire to make your elections. Your benefits will be effective the first of the month following your date of hire.

If you have questions or do not receive the enrollment invitation email, please contact the Benefits Contact Center at 855-576-8358

**Your benefits are effective the first of the month following your date of hire.**

This guide is an overview and does not provide a complete description of all benefit provisions. For more detailed information, please refer to your plan benefit booklets or Summary Plan Descriptions (SPDs) located in the 'Library' on [YourBenefitsCenter.com](https://YourBenefitsCenter.com). The plan benefit booklets determine how all benefits are paid.

## Pre-Enrollment Checklist

- ✓ **THINK** about your healthcare needs
- ✓ **COLLECT** the birth date, Social Security number, and address for each dependent
- ✓ **REVIEW** any benefits offered
- ✓ **DECIDE** how much to contribute to an HSA or FSA



# Your 2025 Benefits



## Benefit Deductions

HireRight is pleased to offer a comprehensive benefits program with the flexibility you need to choose quality coverage and protection at an affordable cost.

Your healthcare deductions will be taken from each paycheck for which your coverage is effective. Your first deductions depends on if you enroll before or after your benefits are effective. If you enroll before your benefits become effective, the first deduction will be take the first pay date that your benefits are effective. If you enroll after your benefits become effective, a double deduction will be taken the following pay date to make up for any missed premiums.

**Changes to benefit elections:** your new hire election will be in effect until December 31, 2025. Each year you will have an oppprtunity during open enrollment to change your elections for the following plan year. However, if you have a qualifying life event during the year, you have 30 days to call the benefits contact center to report the life event and make changes to your benefits. This is discussed later in the guide.

## Who's Eligible?

### Employees

You're eligible to enroll in HireRight's benefits program if you're a full-time or part-time employee working 30 hours or more per week.

### Dependents

When you enroll for benefits, you can also enroll your eligible dependents, including your:

- Legal spouse
- Eligible domestic partner\*
- Children up to age 26\*\*
- A disabled child of any age who becomes disabled prior to age 26 and who is dependent on you for financial support

## Use this guide to:



**Review** your benefit choices



**Understand** how the plans work



**Learn** about the tools and resources available with each plan



**Select** the benefits that are best for you and your family



## QUESTIONS?

Contact the Benefits Contact Center at **855-576-8358** for any benefit-related inquiries or assistance.

\* Someone with whom you share a common domestic life (but aren't legally married)

\*\* Includes natural, adopted, legal guardianships, and stepchildren regardless of student, marital, military, or employment status; includes a domestic partner's children

# Benefits Contact Center

Let's face it – benefits are complex. That's why with the Benefits Contact Center, you can get support to help you enroll in the right benefits and plans for you.



## How can the Benefits Contact Center Help?

- Phone-based enrollment assistance (Open Enrollment, new hire enrollment, life events)
- Benefits education and guidance
- Urgent coverage resolutions
- Login and password assistance
- Technical support
- Lost card assistance
- Claims and billing assistance



**Call today! 855-576-8358**

Hours of operation are from 8 am to 11 pm EST, Monday through Friday



# Qualifying Life Events

Qualifying life events include, but aren't limited to, marriage, divorce, legal separation, birth or adoption of a child, or a change to your or your spouse's employment status that affects benefits eligibility.



## Not Qualifying Life Events

- Failure to pay premiums
- Voluntarily dropped coverage
- Failure to provide documents

## Life Event Key Points

- Benefit changes must be consistent with the life event**  
*Example:* Your spouse just gave birth. You can't remove your spouse from your medical coverage when this happens because that isn't consistent with the event. But you could add dependent coverage for the newborn child.
- You have 30 days to request changes**  
To request a change in benefits, submit a request through Your Benefits Center and provide supporting documentation through [benefits.plansource.com](https://benefits.plansource.com) within 30 days of the Qualifying Life event.  
*Exception:* You have 60 days to make changes as a result of loss of coverage of healthcare or birth/adoption of a child.

## What Benefits Can Be Changed When

Benefit that can be changed	Change in marital status	Change in number of dependents	Start or end of employment	Change in your work hours	Significant change in health care plan coverage	Changes allowed anytime during the plan year
Medical, Dental, Vision	X	X	X	X	X	
Health Savings Account	X	X	X	X	X	X
Health Care FSA	X	X	X	X	X	
Dep. Care FSA	X	X	X	X	X	
Vol. Employee, or Dependent Life/AD&D	X	X	X	X	X	
<b>Required Documentation</b>	Marriage certificate, divorce decree, death certificate	Birth certificate, adoption agreement, death certificate	Letter from HireRight confirming prior coverage termination date and reason for termination		Letter from spouse's employer confirming coverage change and effective date	None



# HEALTH *benefits*

Health insurance exists to help offset the costs of medical events, whether they're planned or happen unexpectedly. The cost of health insurance will vary based on your individual situation, like your age, where you live, or even lifestyle.

Insurance doesn't pay everything, leaving you with out-of-pocket costs. In addition to your plan premiums, out-of-pocket costs include copayments, deductibles, and coinsurance. Each plan also includes an out-of-pocket maximum. It's important to understand how these costs work before you choose a plan.

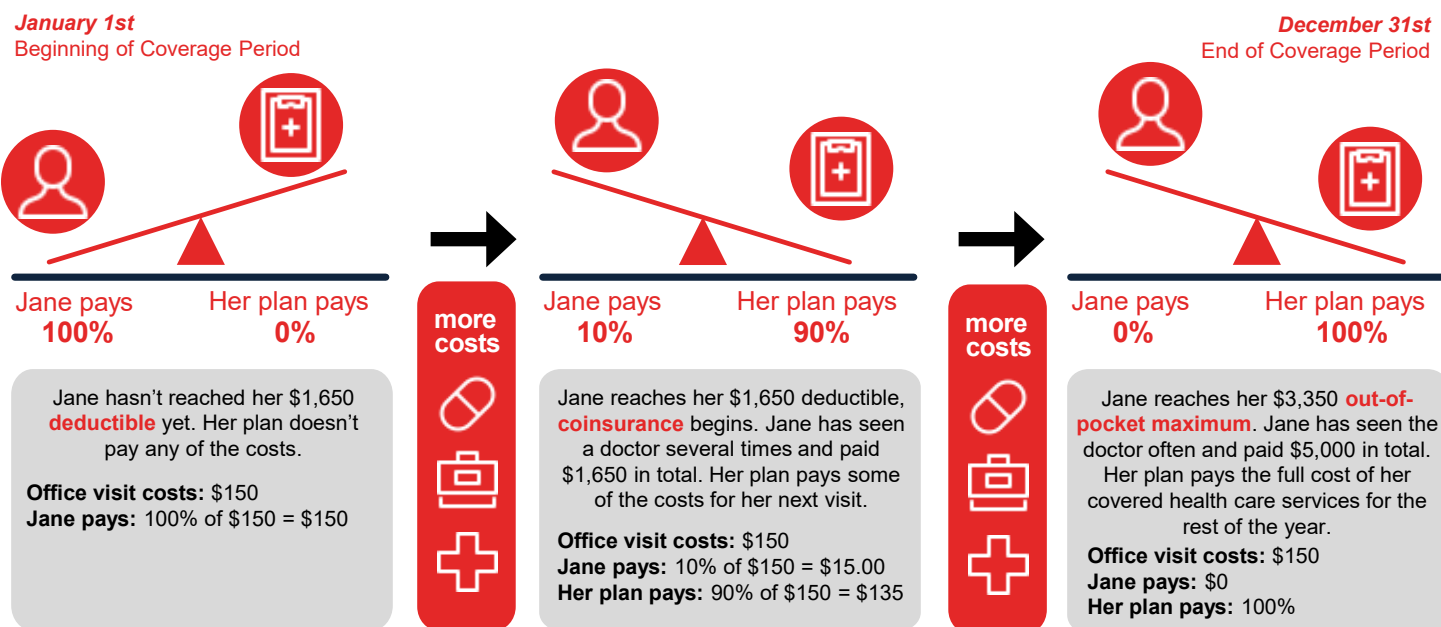
## Important Health Insurance Terms

- 1 COPAY:** The fixed dollar amount you pay for certain health services or prescription drugs.
- 2 DEDUCTIBLE:** The amount you pay each year for covered non-preventive care before your health insurance starts to pay.
- 3 COINSURANCE:** Your share (percentage) of costs after you've met your deductible.
- 4 OUT-OF-POCKET MAXIMUM:** The most you must pay in copays, deductible, and coinsurance during a single year. Once you reach it, your health insurer covers 100% of costs for the rest of the year.



## You and Your Insurer Share Costs – Example

Jane's HDHP Plan Deductible: \$1,650 Coinsurance: 10% Out-of-Pocket Limit: \$3,350



# Know Where to Go for Care

With many options for getting care, how do you choose? This chart will help you understand the differences between your options and how you can save money.

Where to get care	What it is	Type of care		Cost
Virtual visit	A virtual visit lets you see a doctor via your smartphone, tablet, or computer.	Allergies Pink eye Bladder infections Rashes Bronchitis	Seasonal flu Coughs/colds Sores throats Stomach aches Fever	\$
Retail Health Clinics	Visit a retail health clinic when you can't see your doctor and your health issue isn't urgent. These clinics are often located in retail stores.	Common infections (e.g., strep throat) Minor skin conditions (e.g., poison ivy)	Vaccinations Pregnancy tests Minor injuries Ear aches	\$\$
Primary Care Physician	Visit a doctor's office when you need preventive or routine care. Your primary doctor can access your medical records, manage your medications, and refer you to specialists, if needed.	Checkups Preventive services (e.g., immunizations, screening tests, routine physical exams) Minor skin conditions General health management		\$\$
Urgent Care	Urgent care is ideal for when you need care quickly, but it's not an emergency (and your doctor is not available). Urgent care center treat issues which aren't life threatening	Sprains Strains Small cuts which may need a few stitches Minor burns/infections/broken bones		\$\$\$
Emergency Room	The ER is for life-threatening or very serious conditions which require immediate care. This is also when to call 911	Heavy bleeding Large open wounds Sudden change in vision Sudden weakness or trouble talking	Major burns Spinal injuries Severe head injury Major broken bones	\$\$\$\$



# Surest Plan

The chart below provides an overview of key coverage features and costs of HireRight's Surest plan.

	In-Network	Out-of-Network*
<b>Carrier Network</b>	UHC Choice Plus Network	
<b>Annual deductible</b>		
Per person/per family	None	None
<b>Out-of-pocket maximum</b>		
Per person/per family	\$6,000 / \$12,000	\$12,000 / \$24,000
<b>Savings Account</b>		
Savings account eligibility	Flexible Spending Account (FSA) Eligible	
Employer contribution to savings account	None	
<b>Medical Coverage</b>		
Preventive Care	No charge	\$215
Primary Care Visit	\$40 to \$150 Cost varies based on provider	\$215 Cost varies based on provider
Specialist Visit	\$40 to \$150 Cost varies based on provider	\$215 Cost varies based on provider
Virtual Care Visit	No charge	Not covered
Routine Diagnostic Test (e.g., x-ray, lab, ultrasound)	No charge	No charge
Chiropractic Care	\$35	\$75
Urgent Care	\$90	\$200
Emergency room	\$1,000 (Waived if admitted)	
Inpatient Hospital Services	\$70 to \$4,500 Cost varies based on provider and service	Up to \$11,000 Cost varies based on provider and service
Outpatient Surgery		
<b>Prescription Drugs</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Deductible	Not applicable	
Out-of-Pocket Maximum	Prescriptions subject to medical out-of-pocket maximums	
<b>30 Day Supply (Retail Pharmacy)</b>		
Generic (Tier 1)	\$10 copay	Not covered
Preferred (Tier 2)	\$90 copay	Not covered
Non-Preferred (Tier 3)	\$160 copay	Not covered
<b>90 Day Supply (Mail Order Pharmacy)</b>		
Generic (Tier 1)	\$25 copay	Not covered
Preferred (Tier 2)	\$225 copay	Not covered
Non-Preferred (Tier 3)	\$400 copay	Not covered
<b>Specialty Retail Pharmacy (30 Day Supply)</b>		
Generic (Tier 1)	\$0 copay	Not covered
Preferred (Tier 2)	\$240 copay	Not covered
Non-Preferred (Tier 3)	\$265 copay	Not covered

\*Subject to balance billing. Balance billing occurs when an out-of-network provider bills a member for the remaining balance between the total cost of a service and the amount covered by the member's medical plan.

Surest is a UnitedHealthcare company. With the Surest plan, you get what you'd expect from a health plan, only with price visibility to check and compare costs and options. Even better, lower costs are an indication of higher-value care.



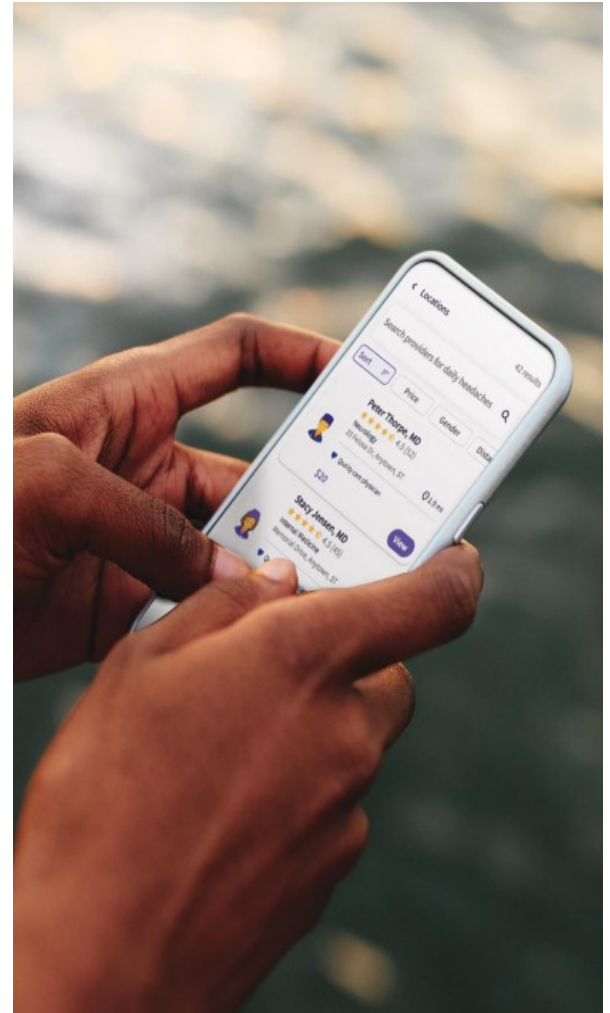
## How it works

- **No deductible** or **coinsurance**
- Access UnitedHealthcare's national Choice Plus Network
- Health services are assigned a copay
- All copays count toward the out-of-pocket limit
- Out-of-network expenses do not count toward out-of-pocket limit
- Services are priced as a whole, meaning diagnostic, surgical, x-ray, will be displayed as full procedure
- Compare treatment options and price based on service, location, and provider



## Finding care

- Search for services and providers using the Surest app or website
- Copays are displayed so you can expect and understand what you will pay
- Compare prices and select from treatment options based on location or by provider
- Providers who score higher in quality, efficiency, and overall effectiveness are noted as **higher-value providers** and are **lower-cost options**
- Select your service option and follow scheduling instructions



## Virtual care options

HireRight's Surest plan has virtual care options for the following needs:

- Virtual primary care
- Virtual urgent and acute care
- Virtual mental and behavioral health
- Virtual serious mental illness
- Virtual intensive outpatient therapy
- Virtual substance use support
- Virtual eating disorder support
- Virtual exercise therapy
- Virtual gastroenterology
- Virtual speech therapy
- Virtual migraine clinic

## Three ways to find virtual care

1. Search in the app or website and related virtual options will appear. It's part of the search experience. Schedule an appointment right from the link.
2. For added awareness, you'll see virtual alternatives when selecting "in-person medical office visit."
3. And — when you're in the app — you'll be notified of certain virtual care programs available to you.



## Frequently asked questions

### Is my doctor in-network?

Your network is a group of hospitals, doctors, labs, specialists and pharmacists who have a partnership (and contract) with your health insurance company to be part of your plan. Your doctor is likely in-network—we access the national UnitedHealthcare Choice Plus network and Optum Behavioral Health network—but you should always confirm. You can confirm at [Join.Surest.com/HireRight](https://Join.Surest.com/HireRight) (Access code: HireRight2025).

### Do I have coverage during international travel?

You have emergency medical coverage outside the United States, as well as limited access to virtual services. Any emergency care received overseas is a cost to you, and you'll need to submit a claim for reimbursement upon returning to the U.S.

### What should I do if my provider doesn't recognize Surest?

HireRight's Surest plan accesses the national UnitedHealthcare Choice Plus network, along with Optum Behavioral Health, but Surest is NOT the same as UnitedHealthcare. Your member ID card has information regarding eligibility. Find more information at [UHCprovider.com/surest](https://UHCprovider.com/surest).

### Do I have coverage for emergencies?

Yes, if you go to the emergency room, you pay the emergency room copay. If you need emergency surgery and/or need to be admitted to the hospital, the emergency room copay is waived, and you will be responsible for the inpatient hospital emergency admit copay.

### HSA and FSA accounts – what can I use?

To be eligible for a health savings account (HSA), you must have a high deductible health plan. The Surest plan does not have a deductible. And because there is no deductible, you can't contribute to an HSA. If you already have existing HSA funds, however, those are yours to keep. And you can keep using your HSA funds or out-of-pocket medical expenses while on the Surest plan.

Under the Surest plan, you can put money aside—tax-free—in a flexible spending account (FSA) to pay for qualified out-of-pocket medical expenses. Sign up for an FSA during open enrollment.

# Health Payment Account (HPA)



## What is a Health Payment Account (HPA)?

A Health Payment Account (HPA) is an interest-free payment plan for your healthcare expenses to meet your budget needs. You can use your Paytient HPA card to pay for eligible health expenses by tapping into a small line of credit to pay out-of-pocket costs upfront. After each transaction, you can plan your payment plan that fits your budget.

Paytient HPA cards work at most providers that accept Visa cards for qualifying expenses only. Credit checks are not required. **Please note the Paytient HPA is only offered to team members enrolled in the Surest medical plan.**

## How Paytient works



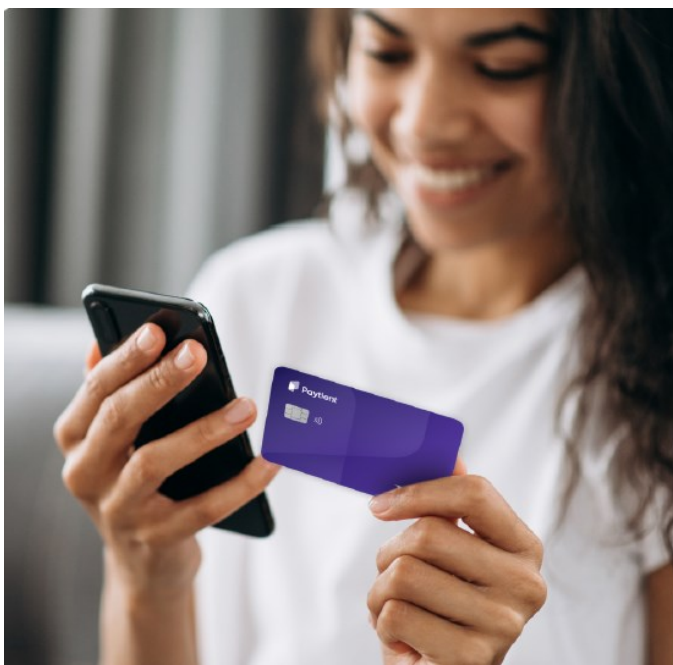
**Pay for out-of-pocket health expenses. There is a \$2,000 credit limit.** Use your Paytient card to pay for medical, pharmacy, mental health, dental, vision, or veterinary expenses.



**Plan your payments.** Choose an interest-free payroll-deducted payment plan that fits your budget.



**Choose your payback method.** Payroll deduction is the automatic payment method; however, you can make one-time payments towards any transaction on your Paytient card using an alternative method such as a bank account, debit card, or HSA/FSA.



**Get started today!**

Scan the QR code or visit [my.paytient.com/signup](https://my.paytient.com/signup)



**Please note:** After you complete your enrollment, you will be contacted by Paytient to start the onboarding process. You will not be enrolled in the program until you complete the onboarding process. Your enrollment is also contingent upon successful completion of an “Ability-to-Repay” assessment.



# UHC Value Copay Plan



The chart below provides an overview of key coverage features and costs of HireRight's UHC Value Copay plan.

	<b>In-Network Only</b>
<b>Carrier Network</b>	UnitedHealthcare Choice Plus Network
<b>Annual deductible</b>	
Per person/per family	\$6,000 / \$12,000
<b>Out-of-pocket maximum</b>	
Per person/per family	\$8,700 / \$17,400
<b>Savings Account</b>	
Savings account eligibility	Flexible Spending Account (FSA) Eligible
Employer contribution to savings account	None
<b>Medical Coverage</b>	
Preventive Care	No charge
Primary Care Visit	\$30 copay
Specialist Visit	30% coinsurance after deductible
Virtual Care Visit	\$30 copay
Routine Diagnostic Test (e.g., x-ray, lab, ultrasound)	30% coinsurance after deductible
Chiropractic Care (20 visits per calendar year)	30% coinsurance after deductible
Urgent Care	30% coinsurance after deductible
Emergency room	30% coinsurance after deductible (Waived if admitted)
Inpatient Hospital Services	30% coinsurance after deductible
Outpatient Surgery	30% coinsurance after deductible
<b>Prescription Drugs</b>	
<b>In-Network</b>	
Deductible	Medical deductible applies
Out-of-Pocket Maximum	Prescriptions subject to medical out-of-pocket maximums
<b>30 Day Supply (Retail Pharmacy)</b>	
Generic (Tier 1)	\$20 copay; deductible does not apply
Preferred (Tier 2)	30% coinsurance after deductible
Non-Preferred (Tier 3)	30% coinsurance after deductible
<b>90 Day Supply (Mail Order Pharmacy)</b>	
Generic (Tier 1)	\$40 copay; deductible does not apply
Preferred (Tier 2)	30% coinsurance after deductible
Non-Preferred (Tier 3)	30% coinsurance after deductible
<b>Specialty Retail Pharmacy (30 Day Supply)</b>	
Generic (Tier 1)	30% coinsurance after deductible up to \$150
Preferred (Tier 2)	30% coinsurance after deductible up to \$150
Non-Preferred (Tier 3)	30% coinsurance after deductible up to \$150

# UHC HDHP Plan



The chart below provides an overview of key coverage features and costs of HireRight's UHC HDHP plan.

	In-Network	Out-of-Network*
<b>Carrier Network</b>	UnitedHealthcare Choice Plus Network	
<b>Annual deductible</b>		
Per person/per family	\$1,650 / \$3,300	\$1,650 / \$3,300
<b>Out-of-pocket maximum</b>		
Per person/per family	\$3,350 / \$6,700	\$3,350 / \$6,700
<b>Savings Account</b>		
Savings account eligibility	Health Savings Account (HSA) Eligible	
Employer contribution to savings account	Individual: \$70 per month / \$840 per year Family: \$140 per month / \$1,680 per year	
<b>Medical Coverage</b>		
Preventive Care	No charge	30% coinsurance after deductible
Primary Care Visit	10% coinsurance after deductible	30% coinsurance after deductible
Specialist Visit	10% coinsurance after deductible	30% coinsurance after deductible
Virtual Care Visit	10% coinsurance after deductible	Not covered
Routine Diagnostic Test (e.g., x-ray, lab, ultrasound)	10% coinsurance after deductible	30% coinsurance after deductible
Chiropractic Care (20 visits per calendar year)	10% coinsurance after deductible	30% coinsurance after deductible
Urgent Care	10% coinsurance after deductible	30% coinsurance after deductible
Emergency room	10% coinsurance after deductible (Waived if admitted)	
Inpatient Hospital Services	10% coinsurance after deductible	30% coinsurance after deductible
Outpatient Surgery	10% coinsurance after deductible	30% coinsurance after deductible
<b>Prescription Drugs</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Deductible	Medical deductible applies	
Out-of-Pocket Maximum	Prescriptions subject to medical out-of-pocket maximums	
<b>30 Day Supply (Retail Pharmacy)</b>		
Generic (Tier 1)	\$10 copay after deductible	Not covered
Preferred (Tier 2)	\$25 copay after deductible	Not covered
Non-Preferred (Tier 3)	\$50 copay after deductible	Not covered
<b>90 Day Supply (Mail Order Pharmacy)</b>		
Generic (Tier 1)	\$20 copay after deductible	Not covered
Preferred (Tier 2)	\$50 copay after deductible	Not covered
Non-Preferred (Tier 3)	\$100 copay after deductible	Not covered
<b>Specialty Retail Pharmacy (30 Day Supply)</b>		
Generic (Tier 1)	30% coinsurance after deductible up to \$150	Not covered
Preferred (Tier 2)		Not covered
Non-Preferred (Tier 3)		Not covered

\*Subject to balance billing. Balance billing occurs when an out-of-network provider bills a member for the remaining balance between the total cost of a service and the amount covered by the member's medical plan.

# UHC PPO Plan



The chart below provides an overview of key coverage features and costs of HireRight's UHC PPO plan.

	In-Network	Out-of-Network*
Carrier Network	UnitedHealthcare Choice Plus Network	
Annual deductible		
Per person/per family	\$3,000 / \$6,000	\$3,000 / \$6,000
Out-of-pocket maximum		
Per person/per family	\$6,000 / \$12,000	\$6,000 / \$12,000
Savings Account		
Savings account eligibility	Flexible Savings Account (FSA) Eligible	
Employer contribution to savings account	None	
Medical Coverage		
Preventive Care	No charge	40% coinsurance after deductible
Primary Care Visit	\$30 copay	40% coinsurance after deductible
Specialist Visit	\$50 copay	40% coinsurance after deductible
Virtual Care Visit	\$30 copay	Not covered
Routine Diagnostic Test (e.g., x-ray, lab, ultrasound)	20% coinsurance after deductible	40% coinsurance after deductible
Chiropractic Care (20 visits per calendar year)	\$30 copay	40% coinsurance after deductible
Urgent Care	\$50 copay	40% coinsurance after deductible
Emergency room	20% coinsurance after deductible (Waived if admitted)	
Inpatient Hospital Services	20% coinsurance after deductible	40% coinsurance after deductible
Outpatient Surgery	20% coinsurance after deductible	40% coinsurance after deductible
Prescription Drugs	In-Network	Out-of-Network
Deductible	Medical deductible does not apply	
Out-of-Pocket Maximum	Prescriptions subject to medical out-of-pocket maximums	
30 Day Supply (Retail Pharmacy)		
Generic (Tier 1)	\$10 copay	Not covered
Preferred (Tier 2)	\$25 copay	Not covered
Non-Preferred (Tier 3)	\$50 copay	Not covered
90 Day Supply (Mail Order Pharmacy)		
Generic (Tier 1)	\$20 copay	Not covered
Preferred (Tier 2)	\$50 copay	Not covered
Non-Preferred (Tier 3)	\$100 copay	Not covered
Specialty Retail Pharmacy (30 Day Supply)		
Generic (Tier 1)	30% coinsurance up to \$150	Not covered
Preferred (Tier 2)	30% coinsurance up to \$150	Not covered
Non-Preferred (Tier 3)	30% coinsurance up to \$150	Not covered

\*Subject to balance billing. Balance billing occurs when an out-of-network provider bills a member for the remaining balance between the total cost of a service and the amount covered by the member's medical plan.

# Health Savings Account (HSA)



A health savings account lets you pay for current or future health care expenses with tax-free\* dollars. And unlike a flexible spending account, there isn't a "use-it-or-lose-it" rule with an HSA. The money is yours and rolls over each year. You never forfeit HSA funds.

Both you and HireRight can contribute to your HSA, up to the limits set by the IRS. Keep in mind, the contribution limits shown include both your contributions and HireRight's contributions combined.

Start It	Build It	Use It	Grow It	Keep It
If you enroll in the UHC HDHP medical plan, you'll be eligible for an HSA.	HireRight will deposit an employer contribution to your account each pay period. Throughout the year, you can change how much you want to contribute.	Use your HSA balance to pay for eligible health care expenses, tax-free, including deductibles, coinsurance, and copays.	Unused money in your account will roll over to the next year. Your account will earn interest and grow over time. Once your account reaches above \$1,000, you may invest your HSA balance in available mutual funds.	You always own the money in your HSA, including contributions from HireRight. You can take the account with you if you are no longer employed with HireRight.

## HireRight Contributions to Your HSA

For 2025, if you enroll in the UHC HDHP medical plan, HireRight will contribute money each pay period into your HSA. **You will receive \$840 (employee-only) and \$1,680 (family coverage) annually!** This amount will be prorated based on your date of hire.

You can also have money automatically deducted from your paycheck and deposited into your HSA on a pre-tax basis:

- Up to **\$4,300** (including HireRight's contribution) annually for employee-only coverage.
- Up to **\$8,550** (including HireRight's contribution) annually if you cover dependents.
- Contribute an additional \$1,000 annually as a catch-up contribution if you're age 55 or older.\*

\*When you are enrolled in Medicaid or Medicare, you and HireRight will not be able to continue making any further contributions to your HSA.



## Important Tax Tips

Because your HSA offers significant tax advantages, there are also a few tax implications you need to be aware of.

### Save your receipts in case of an IRS audit.

You are responsible for proving that you used your HSA only for qualified medical expenses. If you use your HSA funds for other expenses, you will owe taxes on the withdrawal, as well as a 20% penalty tax. If you use a credit card, personal check, or cash to pay for a qualified expense, you can use your HSA to reimburse yourself, but make sure to keep the receipt as proof.

### Disclose all HSA contributions and withdrawals on your taxes.

You will need to submit Form 8889 along with your tax return. WEX will provide a 2024 HSA statement you can use when filing your taxes. In addition, your W-2 will display the total amount HireRight contributed to your HSA.

### Don't exceed the IRS contribution limit.

If the total contributions to your HSA (from you and HireRight) exceed the annual IRS limit, the excess amount is subject to standard income tax plus an excise tax. If you withdraw the excess amount before your tax filing deadline, you can avoid paying the excise tax.

**Include your after-tax HSA contributions (if any)** on Form 1040 to deduct this amount from your income.



## IMPORTANT

You cannot have a full-service Flexible Spending Account (FSA) and a Health Spending Account (HSA) at the same time.



# Flexible Spending Accounts (FSAs)



HireRight offers two types of flexible spending accounts (FSAs) to help you save on medical, dental, vision, and many daycare expenses: Healthcare Flexible Spending Account (FSA) and Dependent Care Flexible Spending Account (DCFSA)

Remember, you can't have a full-service health care FSA and an HSA at the same time.



**Contribution limit.** Set aside up to \$3,300 for eligible health care expenses.



**Lower your taxable income.** Money you set aside is pre-tax dollars, so you pay taxes on a lesser amount.



**Take advantage of payroll deduction.** Contribute equal amounts each pay period.



**Changes not allowed.** Unless you experience a qualifying life event, you cannot change your annual contribution amount.



**Separate accounts.** You cannot use health care FSA funds to pay dependent care expenses, or vice versa.

## Use-It-Or-Lose-It Rule

Plan your health care FSA contribution amount carefully. Any unused funds greater than any allowed rollover amount are forfeited. Visit [naviabenefits.com](https://naviabenefits.com) for help estimating expenses. Be sure to keep all receipts for your tax records as you may need to provide proof of eligible expenses.

	HEALTH CARE FSA	DEPENDENT CARE FSA
Who may enroll?	All Employees except for those who are enrolled in HDHP plan	All Employees
What types of expenses are reimbursable? <sup>1</sup>	Eligible medical, dental, vision, and prescription drug expenses (includes deductibles, copays, and coinsurance)	Eligible dependent care expenses for <b>children under 13 years old or for an adult dependent who lives with you and is physically or mentally incapable of selfcare</b> (includes childcare, adult daycare, day camps, before and after school care, and preschool)
What is the maximum annual contributions?	\$3,300	\$5,000
Does the company contribute?	No	No
Do leftover funds roll over each year?	No, but you may incur expenses during a 2.5-month grace period following the plan year. All claims must be submitted by March 15, 2026, to receive reimbursement. Funds remaining after the grace period will be forfeited.	No, you must <b>use it or lose it</b> – funds remaining at the end of the plan year are forfeited.

# Lifestyle Spending Account (LSA)



HireRight is committed to promoting a healthy lifestyle and providing wellness options for you. We have partnered with Forma to provide you with a Lifestyle Spending Account that provides a wellness stipend to purchase wellness-related items and programs such as a gym membership, sports equipment, wellness apps, and more!

**Sponsored by HireRight** for all benefit eligible employees, regardless if you are enrolled in benefits.

**Receive up to \$75** per quarter that you are employed to use on eligible lifestyle expenses

**Sign in on [joinforma.com](https://joinforma.com)** to get started. Use your Forma card, browse the Forma store online, or submit a reimbursement claim



## Examples of Eligible Expenses

- Student loans
- Nutrition apps (LifeSum, My Diet Coach, MyFitnessPal)
- Athletic clothing (yoga pants, running shorts, ski jacket)
- Meditation apps (Headspace, Meditopia, Insight Timer)
- Smart Watches (Apple Watch, Fitbit)
- Fitness Trackers (Fitbit, Oura Ring)
- Home gym equipment (Squat rack, weight bench, home gym floor mat)
- Sports equipment (bicycle, tennis racket, golf clubs)
- Wellness appliances (HEPA filters, air purifier, air filter)
- Wellbeing services (Massage therapy, massage equipment)



## How the funding works:

Quarter	Amount deposited	When your money expires
Quarter 1	\$75	June 30
Quarter 2	\$75	September 30
Quarter 3	\$75	December 31
Quarter 4	\$75	December 31

**Important:** There is a \$150 cap. You can only accumulate two quarters' stipend (Ex: Q1 + Q2 = \$150).

# Fertility & Family-Building Benefits

kindbody

HireRight eligible employees and family members will have access to fertility treatment services including egg/embryo freezing, IUI, and IVF\*. This benefit is available to all benefit eligible employees and family members, whether they are enrolled in one of HireRight's medical plans.

There are many different fertility and family building journeys, whether you are looking to start your family today or preserve your options for the future. Kindbody provides end-to-end fertility services with a dedicated Care Navigation Team to guide you through your journey and coordinate the full spectrum of benefits available to you and your covered family members.

*\*Subject to any applicable medical plan cost share*



**\$5,000 Lifetime Maximum.** Benefit towards fertility, preservation, and fertility medications.



**\$5,000 Contribution.** Funds used for third party services such as donor, surrogacy, and adoption.



**Care Navigation Team.** A dedicated Kindbody care navigation team to guide you through your journey and white-glove guidance for care path.



**Access Kindbody Services.** Receive access to Kindbody's full suite of services and network of partner clinics.



**Personalized Portal.** Access a personalized patient portal dedicated to your unique fertility and family building journey.

Visit [kindbody.com](https://kindbody.com) or call **855-KND-BODY** for more information.

# Additional Health Resources

If you are in one of the medical plans, you have access to the below programs and resources at no additional cost to you.



## Maven Maternity



Have the confidence in knowing you are not alone in your health journey with Maven Maternity. Maven offers 24/7, personalized support for every step of you and your partner's pregnancy and postpartum journey.

### Your no-cost membership includes:

- A personal Care Advocate who will assist in navigating the Maven platform and connect you with providers
- Support throughout your journey, including pregnancy, postpartum and newborn care, miscarriage and loss, return-to-work coaching, and more
- Unlimited video chat and messaging with doctors, nurses, and coaches across 35+ specialties, including OB-GYNs, midwives, high-risk obstetricians, nutritionists, and lactation consultants
- Provider-led virtual classes and vetted articles

Visit the Maven website for more information: [Surest members](#) / [UHC members](#)



## Kaia Health **kaia** health

Whether it's a stiff neck, aching shoulders or more severe back issues, it can be hard to enjoy life when pain shows up. That's where Kaia steps in. Find lasting relief from chronic muscle and joint pain, all through a digital therapy app, at no additional cost to you.

- **1-on-1 health coaching** with certified professionals
- **On-demand pain relief care** all in the app
- **Workouts tailored to you** with some as short as 15 minutes
- **Bite-sized lessons** to help you recognize where the pain is coming from
- **Strengthening exercises** and relaxation techniques for pain management

Visit the Kaia website for more information:  
[Surest members](#) / [UHC members](#)



## 2nd MD



As part of your Surest or UHC plan, you have an exclusive membership to 2nd.MD, a virtual expert second opinion and navigation service. 2nd.MD can help you better understand your health condition and navigate care.

- **Connect with nurses** who can help you navigate your care
- **Virtually consult** with top specialists when you're faced with a critical healthcare decision, such as a possible surgery or procedure, a chronic condition, or your overall treatment plan
- **Find** a specialist near you with 2nd.MD

Surest members: Call **866-841-2575**  
or visit the [2nd.MD website](#)  
UHC members: Call **866-269-3534**  
or visit the [2nd.MD website](#)



# One Pass Select



If you are enrolled in one of the medical plans, you and your eligible family members (18+) receive exclusive access to gym and fitness amenities that best help you reach your fitness goals.

## Choose a Membership for Your Needs

<b>\$34 / Month</b> Classic   12,000+ gym locations
<b>\$69 / Month</b> Standard   14,000+ gym and premium locations
<b>\$109 / Month</b> Premium   16,000+ gym and premium locations
<b>\$159 / Month</b> Elite   19,000+ gym and premium locations

An enrollment fee may apply or get started with a digital-only plan for \$10/Month.

All tiers Classic or above include the digital tier, grocery delivery, and additional benefits at no extra cost.

## Find Your Fit with One Pass Select



**At the gym.** Choose from the large nationwide network of gym brands and local fitness studios.



**At home.** Work out at home with live or on-demand online fitness classes. Try the workout builder to get routines created just for you.



**In the kitchen.** Make delicious, nutritious meals with ease by getting groceries and household essentials delivered to your home.



Visit [OnePassSelect.com](https://OnePassSelect.com) or download the mobile app to get started.

## Participating Fitness Brands

Digital (23k+)	Classic (11K+)	Standard (13K+)	Premium (15K+)	Elite (17K+)

Other participating locations available in the network. All trademarks are the property of their respective owners.

# Dental & Vision Plans

Think about all the ways you use your mouth throughout your day. From eating, drinking, and talking to cheering your favorite sports team. And you rely on your eyes for almost everything else you do.

HireRight provides both dental and vision insurance for you and your family to help ensure you can continue to enjoy these activities and keep your mouth, teeth, and eyesight healthy.



## Dental Plans Highlights

### DELTA DENTAL BASIC PLAN

- Choice of providers
- In- and out-of-network benefits available
- Most preventive services are free
- Negotiated rates for network dentists
- No orthodontia coverage offered

### DELTA DENTAL PREMIUM PLAN

- Choice of providers
- In- and out-of-network benefits available
- Most preventive services are free
- Negotiated rates for network dentists
- Orthodontia coverage offered for dependent children under age 19



## Vision Plan Highlights

### VSP VISION

- Choice of providers
- In- and out-of-network benefits available
- No deductible to meet
- \$10 copay for exam
- Glasses/contact lens available



# Dental Plans



The chart below provides an overview of key coverage features and costs of HireRight's two dental plans through Delta Dental. To find a network provider, visit [deltadentalva.com/members/hireright](http://deltadentalva.com/members/hireright) or call (800) 237-6060.

	BASIC PLAN			PREMIUM PLAN		
	In-Network		Out-of-Network	In-Network		Out-of-Network
	PPO	Premier		PPO	Premier	
Calendar Year Deductible						
Individual	\$50	\$50	\$50	\$50	\$50	\$50
Family	\$150	\$150	\$150	\$150	\$150	\$150
Annual Maximum						
Individual	\$1,000	\$750	\$750	\$2,000	\$2,000	\$750
Coinsurance/Copays – You Pay						
Preventive Care						
Exams, cleanings etc.	0%	0%	0%	0%	0%	20%
Basic Services						
Fillings, simple extractions, etc.	20%	50%	50%	10%	20%	20%
Major Services						
Oral surgery, root canal, etc.	50%	50%	50%	40%	50%	50%
Orthodontia (Adults & Children under age 19)						
Services	Not Covered	Not Covered	Not Covered	50%	50%	50%
Individual lifetime max.	Not Covered	Not Covered	Not Covered	\$2,000	\$2,000	\$1,000

# Vision Plan



The chart below provides an overview of key coverage features and costs of HireRight's voluntary vision plan through VSP. To find a network provider, visit [vsp.com](http://vsp.com) or call (800) 877-7195.

	BASIC PLAN		PREMIUM PLAN	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Exams	\$10 copay then 100%	\$10 copay then 100%	\$10 copay then 100%	\$10 copay then 100%
Eyeglass Frames <sup>1</sup>	Up to \$150 allowance, plus 20% discount from remaining balance	Reimbursed up to \$70	Up to \$225 allowance, plus a 20% discount from remaining balance	Reimbursed up to \$70
Eyeglass Lenses	Single vision: 100% Bifocal: 100% Trifocal: 100%	Single vision: Up to \$30 Bifocal: Up to \$50 Trifocal: Up to \$65	Single vision: 100% Bifocal: 100% Trifocal: 100%	Single vision: Up to \$30 Bifocal: Up to \$50 Trifocal: Up to \$65
Contact Lenses	Up to \$120 allowance	Reimbursed up to \$105	Up to \$200 allowance	Reimbursed up to \$105

<sup>1</sup> Costco allowance is \$80 for Basic Plan, \$125 for Premium Plan



# WEALTH *benefits*

HireRight's life and disability insurance programs are designed to help replace a portion of your income and provide your family with peace of mind knowing their financial needs will be looked after if something happens to you.

## Life and AD&D



You automatically receive basic life insurance and basic accidental death and dismemberment (AD&D) insurance — **at no cost to you with no enrollment required**. If you desire additional coverage beyond what HireRight provides, you can choose voluntary life and voluntary AD&D, or both, but you will pay 100% of the premiums.

	HireRight-Provided Life/AD&D		Employee-Paid Life/AD&D
Coverage	Basic Life	Basic AD&D	Voluntary Life and AD&D
Employee	<b>Earnings less than \$50,000:</b> \$50,000 <b>Earnings \$50,000 or more:</b> 1 times annual salary, up to \$250,000 max.		Option of 1x, 2x, 3x, 4x, 5x, or 6x earnings, to a maximum of 6x annual earnings or \$1,000,000
Spouse or Domestic Partner	N/A		Increments of \$10,000 up to the lesser of 100% of Team Member amount or \$300,000.
Child(ren)	N/A		Increments of \$5,000 up to \$20,000 max.; \$1,000 newborns to 6 months



### Age Reduction

Your basic life/AD&D coverages are reduced to 50% at age 70.

### Evidence of Insurability (EOI)

- May be required if you enroll outside your eligible window or elect coverage over the guaranteed issue amount. See presentation.
- Submit an EOI form with additional information about your health.
- Requested amounts will be on hold or suspended until The Hartford approves your coverage.
- If approved, coverage will start the first of the following month or as approved by the insurer.
- You can name or change a primary and/or secondary beneficiary at any time.



### Selecting Your Beneficiary

Beneficiaries are individuals or entities that you select to receive benefits from your policy. These can include person(s), trust, or charity.

You may designate a sole beneficiary or multiple beneficiaries to receive payment in the amount you specify.

You can change your beneficiary designation at any time.



**To select or change your beneficiary,**  
Log in to [thehartford.com/mybenefits](https://thehartford.com/mybenefits).



# Your Voluntary Life and AD&D Costs

If you elect Voluntary Life Insurance, your monthly premium rate is calculated based on your age and the amount of coverage. Use the tables below to estimate the premium amount that will be deducted from your paycheck.

## Team Member & Spouse Rates

Age	Monthly Rate per \$1,000 of coverage
<35	\$0.05
35-39	\$0.06
40-44	\$0.08
45-49	\$0.13
50-54	\$0.21
55-59	\$0.36
60-64	\$0.57
65-69	\$0.67
70-74	\$2.06
75<	\$2.06

## Dependent Child(ren) Rates

Monthly Rate	\$0.10 per \$1,000 of coverage per child
--------------	--

## AD&D Rates

Team Member Monthly Rate	\$0.023 per \$1,000
Family AD&D Monthly Rate	\$0.034 per \$1,000



## To Calculate Your Premium Team Member & Spouse

### 1. Desired Coverage (\$1,000 increments)

You:                      Spouse:

### 2. Step 1 Divided by 1,000 =

You:                      Spouse:

### 3. Step 2 Multiplied by Rate for Age/Smoker Status =

You:                      Spouse:

### TOTAL COST PER PAYCHECK:

You + Spouse from Step 3 =



# Disability Insurance

Disability can be one of the biggest financial risks you face. Should you experience a non-work-related illness or injury that prevents you from working, disability coverage acts as income replacement to protect important assets until you can return to work. You have **short-term disability** and **long-term disability** programs available through your benefits program.



## Short-Term Disability (STD)



sedgwick

Company-paid, so you are automatically enrolled. Once paperwork from physician has been approved, you receive benefits following a 7-day waiting period.



## Long-Term Disability (LTD)



THE  
HARTFORD

Employee-paid, which requires you to enroll to receive benefits that begin after 180 days of disability. Please note you are automatically enrolled in LTD coverage.

## Disability Insurance Highlights

	STD Coverage	LTD Coverage
Who Pays the Premiums	HireRight pays 100% of costs	Employee pays 100% of costs
Benefits Percentage	Replaces up to 60% of pay	Replaces up to 60% of pay
Benefit Maximum Available	Up to \$1,350 per week	Up to \$15,000 per month
When Benefits Begin	Following a 7-day waiting period	After 180th day of disability
How Long Benefits Are Paid	Up to 26 weeks	Up to Social Security Normal Retirement Age (SSNRA)

## What STD and LTD Do Not Cover

The STD and LTD plans don't cover disabilities caused by:



- An accident that occurs on the job
- Self-inflicted injury, whether you are sane or insane
- War, whether declared or not, or international armed conflict
- Active participation in a riot
- Disabilities during employment with another employer
- Disability incurred while participating in an illegal act

# 401(k) Retirement Savings Plans



**Save now, enjoy later!** Whether your retirement dreams include traveling the world, enjoying a hobby, or relaxing with family, you need a plan to get there. Our 401(k) Plan provides a convenient and tax-advantaged way to save so you can achieve your retirement goals. The earlier you start, the more you will save!

There are two main types of 401(k) retirement savings plans: Traditional and Roth.

**Traditional 401(k)** - This one's for anyone who wants to **put off paying taxes**. Any money you save or invest isn't taxed until you withdraw it in retirement. Withdrawals are considered income and will be taxed at your current (retirement) federal and state tax rates. A traditional 401(k) also reduces your overall annual income, so **you'll pay lower taxes while working**.

**Example:** If your annual salary is \$35,000 and you contribute \$5,000 to a traditional 401(k), you'll only pay taxes on \$30,000 for that year.

**Roth 401(k)** - A Roth 401(k) functions similarly to a traditional 401(k) plan, with one big difference — you make contributions to a Roth 401(k) **with after-tax dollars**. This type of plan is for anyone who wants to pay taxes now. Then, when you pull money out of the plan during retirement, **you won't pay any taxes on the withdrawal**.

**TIP:** Your 401(k) paycheck deductions and the employer match will begin generally one to two paychecks following your enrollment. You may change, stop, or re-enroll in the 401(k) Plan at any time.

Watch [this video](#) to learn more!

Visit [401k.com](http://401k.com) or call **800-835-5097** to manage your account, investments, and contributions.

## Maximum annual contribution limit

You may elect to have from 1% to 60% of your eligible gross compensation withheld from each paycheck on a pretax basis up to the annual IRS limit of \$23,500 for 2025.

Team members age 50 or older may elect to contribute up to 100% of their pay each pay date. If you are or will be 50 years old or older, you are eligible to make additional "catch-up contributions" up to the IRS annual limit of \$7,500 for 2025.

## HireRight matching contributions

HireRight will match 100% of your first 4% in eligible earnings that you contribute each pay period. All team members will be immediately 100% vested in employer matching contributions.

## Rollovers

You may roll over your pre-tax assets from another qualified retirement plan, such as a former employer's 401(k) Plan, at any time. The 401(k) Plan rollover form and instructions can be found in the 401(k) Plan Enrollment Guide at [YourBenefitsCenter.com](http://YourBenefitsCenter.com) or by contacting Fidelity Investments at **800-835-5097**.

## Investments

The Plan offers a variety of investments including Fidelity and non-Fidelity mutual funds.



# SELF *benefits*

HireRight's voluntary benefits, such as accident, critical illness, and hospital indemnity insurance, provide an added layer of financial protection by paying a cash benefit to help you cover various expenses.

## Supplemental Medical Plans



### Accident Insurance

No matter how good your medical insurance plan is, it won't cover everything if you have a serious accident. This means you'll still have out-of-pocket expenses. If you miss work because of an accident, your living expenses such as food, a mortgage, utilities, etc. won't stop. Accident insurance pays you a cash benefit if you have a covered accident outside of work that requires medical care (such as a broken bone, burn, concussion, or ruptured disc). Benefits are paid directly to you, and you decide how to use the money.

Bi-Weekly Rates	Low Plan	High Plan
Team Member	\$2.36	\$3.74
Team Member + Spouse	\$3.75	\$5.95
Team Member + Child(ren)	\$3.84	\$6.16
Team Member + Family	\$6.10	\$9.75

#### Example



A **broken leg** meant Maria had to stay off her feet for a while, with several weeks of physical therapy. While she was recovering, Maria's accident insurance helped her cover the costs.

Maria used part of her accident insurance benefit toward her physical therapy expenses. She used the rest toward after school care for her children while she was at physical therapy appointments.



### Hospital Indemnity Insurance

An unexpected hospital stay can become a financial burden if money is tight, and you aren't prepared. But having the right coverage in place before you experience a sickness or injury can help eliminate your financial concerns and provide support at a time when it's needed most. Hospital indemnity insurance pays a cash benefit for hospital confinements. Benefits are paid directly to you, and you decide how to use the money.

Bi-Weekly Rates	Low Plan	High Plan
Team Member	\$7.12	\$8.98
Team Member + Spouse	\$13.23	\$16.71
Team Member + Child(ren)	\$13.40	\$16.86
Team Member + Family	\$20.56	\$25.88

#### Example



Miguel was having trouble breathing and had to be **hospitalized for several days**. He used his hospital indemnity insurance to pay expenses that his primary medical plan didn't cover.



## Critical Illness Insurance

The treatment to recover from a critical illness is vital, but it can also be expensive. Your medical coverage may only cover some of the costs associated with treatment. You're still responsible for deductibles and coinsurance. And if you must miss work because of treatments, that only adds to your financial worries.

Critical illness coverage helps provide financial support if you're diagnosed with a covered critical illness. You choose benefits to protect yourself and any family members. Then, if diagnosed with a covered critical illness, you will receive a cash benefit based on a percentage payable for the condition. You decide how to use the cash benefits.

Age	Monthly Rate per \$1,000	
	Team Member	Family
<24	\$0.14	\$0.30
25-29	\$0.15	\$0.37
30-34	\$0.25	\$0.59
35-39	\$0.35	\$0.86
40-44	\$0.66	\$1.56
45-49	\$1.12	\$2.65
50-54	\$1.71	\$4.19
55-59	\$2.54	\$6.46
60-64	\$3.70	\$9.82
65-69	\$5.42	\$14.53
70<	\$8.03	\$20.85



### Example



A **heart attack** forced Jose to take an extended leave. While he has medical insurance through HireRight, Jose was still responsible for paying out-of-pocket costs that he didn't anticipate. With his critical illness insurance, Jose was able to afford the treatment he needed without dipping into his savings.

Jose used part of his critical illness insurance benefit toward his deductible and coinsurance for a surgery and hospital stay. He used the rest toward ongoing costs for outpatient cardiac rehabilitation and prescription medications.

Visit [thehartford.com/mybenefits](https://thehartford.com/mybenefits)  
or call **866-547-4205** for more information about supplemental medical coverage.



# Additional Voluntary Benefits

## Legal Services & Identity Theft



Do you have an attorney on retainer? Most people do not, so our legal program offers you access to legal advice and even representation for an affordable monthly premium. Whether you need assistance reviewing a rental agreement, fighting a traffic ticket, creating a will, buying a house, or navigating an IRS audit, legal coverage from Legal Shield offers reputable attorney assistance for you and your family.

Identity theft is serious. Victims can spend hundreds, even thousands of dollars and weeks of their own time to repair the damage done to their good names and credit records. The longer identity fraud goes undetected, the more expensive and difficult it becomes to resolve. The Identity Shield program through LegalShield helps protect your personal information through proactive monitoring, identity restoration, and resolution.

You can enroll in these programs during Open Enrollment by visiting [legalshield.com/info/hireright](https://legalshield.com/info/hireright).

## Adoption Assistance

To help Team Members who choose to adopt, HireRight offers an adoption assistance benefit. Reimbursement of allowable expenses associated with an adoption will be made up to a maximum reimbursement of \$2,500 per child once the adoption is final. If both parents are employed by the company, they may only receive a combined reimbursement of \$2,500 per child.

## Pet Insurance



Pets are members of the family, too. When your pet gets sick, bills can add up faster than expected. Pet insurance prevents you from needing to weigh your pet's health against your bank account. Most plans offer coverage for costs associated with both accidents and illnesses – even medications. MetLife provides coverage for this program. You can enroll in this program at any time.

## Home and Auto Insurance



Your home, its contents, and your car would be expensive, perhaps even unaffordable, to replace. HireRight has partnered with MetLife to provide you with access to special group rates on home and auto insurance. Applications and quotes are available directly from MetLife. You can enroll in this program at any time.



**TIP:** You won't pay income tax on any voluntary benefits chosen because contributions are deducted on a post-tax basis.

# Employee Assistance Program (EAP)

HireRight's Employee Assistance Program (EAP) is available throughout the year to assist you with your everyday needs, at no cost to you. It's all part of HireRight's commitment to supporting your total well-being. Get help with work-life issues, referrals for clinical, legal, and financial services, and more.

**Available 24/7, free and confidential** for all employees and household members.

**Receive three (3) face-to-face sessions** per occurrence within a 6-month period per individual.

Call **855-649-3017** or visit [guidanceresources.com](https://guidanceresources.com) to get started. Use company code: HireRight during your session.



## Wellness Program

## Navigate

Whether you're looking to boost your physical activity, gain a better understanding of your financial health, enhance your nutritional habits, or nurture your emotional and mental wellbeing—we've got you covered. HireRight's wellness program through Navigate offers a variety of activities, tools, and resources to achieve your personal wellness goals alongside your HireRight colleagues.



### Program features

- Group and personal wellbeing challenges
- Stay connected and recognize teammates on the social wall
- Browse recipes, videos, and articles surrounding wellness
- Sync a device or manually track your step count, activity minutes, sleep hours, nutrition information, and more!

### Join the program

Visit your employee intranet to get started. After creating your account, download the Navigate Wellbeing app for a convenient and easy way to track your wellness activities.



# Time Away from Work



## 2025 Paid Holidays

HireRight provides 10 paid holidays per year for regular full-time and regular part-time team members scheduled to work 20 or more hours per week.

Holiday hours for team members scheduled to work less than 40 hours per week will be prorated based on the number of scheduled work hours per week.

Team members scheduled to work less than 20 hours per week, as well as intermittent, contingent, and temporary team members, are not eligible for paid holidays, unless required by law.

New Year's Day	January 1
MLK Day	January 20
Presidents' Day	February 17
Memorial Day	May 26
Juneteenth	June 19
Independence Day	July 4
Labor Day	September 1
Thanksgiving Day	November 27
Day after Thanksgiving	November 28
Christmas	December 25



## Floating Holidays

Floating Holidays are given to eligible active team members on January 1 of each calendar year. Team members may use the two floating holidays on or between January 1 – December 31. Floating holidays must be used within the listed time frame, or they will be forfeited.

Team members scheduled to work less than 80 hours per pay period will receive holiday pay prorated in accordance with the holidays listed above based on the average of the previous 14 days worked. Total hours worked divided by the actual number of days worked in the 14-day period. Max hours paid will be eight.

To be eligible to use floating holiday time, you must be hired 90 days prior to using floating holidays. Floating holidays must be used between January 1 – December 31 or they will be forfeited.

Floating holiday hours are granted per the following schedule:

Team members hired on or between:		
January 1 – June 30	July 1 – September 30	October 1 – December 31
16 hours	8 hours	0 hours

# Your Bi-weekly Benefit Costs

The total amount that you pay for your benefits coverage depends on the plans you choose and how many dependents you cover. Your healthcare costs are deducted from your pay on a pretax basis before federal, state, and Social Security taxes are calculated so you pay less in taxes.

## Medical Plan

Coverage Tier	Surest Plan	UHC Value Copay Plan	UHC HDHP	UHC PPO
<b>Earnings under \$30,000</b>				
Team Member Only	\$42.73	\$37.66	\$114.00	\$78.36
Team Member + Spouse or Domestic Partner	\$111.11	\$97.94	\$288.62	\$196.18
Team Member + Child(ren)	\$90.89	\$80.12	\$236.19	\$160.56
Team Member + Family	\$180.60	\$159.19	\$460.24	\$310.23
<b>Earnings Between \$30,000 to \$59,000</b>				
Team Member Only	\$55.43	\$48.96	\$142.70	\$96.60
Team Member + Spouse or Domestic Partner	\$139.33	\$123.06	\$352.45	\$236.81
Team Member + Child(ren)	\$113.97	\$100.67	\$288.34	\$193.74
Team Member + Family	\$220.82	\$195.04	\$551.17	\$368.06
<b>Earnings Between \$60,000 to \$99,000</b>				
Team Member Only	\$60.47	\$53.82	\$154.36	\$104.10
Team Member + Spouse or Domestic Partner	\$150.80	\$134.21	\$378.84	\$253.76
Team Member + Child(ren)	\$123.35	\$109.77	\$309.98	\$207.64
Team Member + Family	\$237.43	\$211.30	\$589.38	\$392.61
<b>Earnings \$100,000 or higher</b>				
Team Member Only	\$65.66	\$59.82	\$166.20	\$111.76
Team Member + Spouse or Domestic Partner	\$162.52	\$148.04	\$405.87	\$271.10
Team Member + Child(ren)	\$132.99	\$121.14	\$332.05	\$221.84
Team Member + Family	\$254.50	\$231.83	\$628.64	\$417.82

# Your Bi-weekly Benefit Costs

The total amount that you pay for your benefits coverage depends on the plans you choose and how many dependents you cover. Your healthcare costs are deducted from your pay on a pretax basis before federal, state, and Social Security taxes are calculated so you pay less in taxes.

## Dental Plan

Coverage Tier	Delta Dental Basic Plan	Delta Dental Premium Plan
Team Member Only	\$8.14	\$13.03
Team Member + Spouse or Domestic Partner	\$14.54	\$22.47
Team Member + Child(ren)	\$14.98	\$23.78
Team Member + Family	\$22.96	\$37.28

## Vision Plan

Coverage Tier	VSP Basic Plan	VSP Premium Plan
Team Member Only	\$3.06	\$7.12
Team Member + Spouse or Domestic Partner	\$6.11	\$14.22
Team Member + Child(ren)	\$6.54	\$15.23
Team Member + Family	\$10.45	\$24.32



# Carrier Contact Information

Benefit Plan	Provider	Phone Number	Website	Policy #
Medical	Surest	866-683-6440	<a href="https://join.surest.com/HireRight">join.surest.com/HireRight</a> (Access code: HireRight2025) <a href="https://benefits.surest.com">benefits.surest.com</a> <a href="https://surest.com/contact-us">surest.com/contact-us</a>	78800751
Medical	UnitedHealthcare	888-607-5214	<a href="https://myuhc.com">myuhc.com</a>	0936268
Rx / Specialty Rx	Optum Rx	855-312-7412*	<a href="https://optumrx.com">optumrx.com</a>	N/A
24/7 Virtual Visits	UHC / Surest	N/A	<a href="https://myuhc.com/virtualvisits">myuhc.com/virtualvisits</a> <a href="https://benefits.surest.com">benefits.surest.com</a>	78800751 / 0936268
Dental	Delta Dental	800-237-6060	<a href="https://www.deltadentalva.com/members/hireright">www.deltadentalva.com/members/hireright</a>	600253
Vision	VSP	800-877-7195	<a href="https://www.vsp.com">www.vsp.com</a>	40161172
Health Payment Account (Surest only)	Paytient	866-345-9591	<a href="https://my.paytient.com/signup">my.paytient.com/signup</a> <a href="mailto:hello@paytient.com">hello@paytient.com</a>	N/A
Employee Assistance Program (EAP)	ComPsych	855-649-3017	<a href="https://www.guidanceresources.com">www.guidanceresources.com</a>	ID: HIRERIGHT
Health Care & Dependent Care Flexible Spending Accounts (FSA)	Navia	800-669-3539	<a href="https://www.naviabenefits.com">www.naviabenefits.com</a>	N/A
Health Savings Account (HSA)	WEX	866-451-3399, Option 1	<a href="https://www.wexinc.com">www.wexinc.com</a>	N/A
Lifestyle Spending Account	Forma	N/A	<a href="https://www.joinforma.com">www.joinforma.com</a>	N/A
Fertility & Family-Building	Kindbody	855-KND-BODY	<a href="https://www.kindbody.com">www.kindbody.com</a>	N/A
Life, AD&D, Long Term Disability	The Hartford	Disability: 888-301-5615 Life: 888-563-1124	<a href="https://www.thehartford.com/mybenefits">www.thehartford.com/mybenefits</a>	681505
401(k)	Fidelity	800-835-5097	<a href="https://401k.com">401k.com</a>	N/A
Accident, Critical Illness, & Hospital Indemnity	The Hartford	866-547-4205	<a href="https://www.thehartford.com/mybenefits">www.thehartford.com/mybenefits</a>	681505
Short Term Disability / Leave of Absence	Sedgwick	877-576-8149	<a href="https://www.mysedgwick.com">www.mysedgwick.com</a>	Group name: HIRERIGHT
Legal Plan	LegalShield	800-654-7757	<a href="https://www.legalshield.com">www.legalshield.com</a> <a href="https://www.legalshield.com/info/hireright">www.legalshield.com/info/hireright</a> <a href="https://www.legalshield.com/info/hireright">t</a>	151727
Identity Theft	ID Shield	888-494-8519	<a href="https://www.idshield.com">www.idshield.com</a> <a href="https://www.shieldbenefits.com/hireright">www.shieldbenefits.com/hireright</a>	151727
Auto, Home, & Pet	MetLife	800-438-6388	<a href="https://www.mybenefits.metlife.com">www.mybenefits.metlife.com</a>	3334998

\*Customer service phone number available starting January 1, 2025.

# Plan Documents

Important documents for our health plan and retirement plan are available in the 'Library' on [YourBenefitsCenter.com](https://YourBenefitsCenter.com). Paper copies of these documents and notices are available if requested. If you would like a paper copy, please contact the Benefits Contact Center

## Summary Plan Descriptions (SPD)

The legal document for describing benefits provided under the plan as well as plan rights and obligations to participants and beneficiaries.

- HireRight Health & Welfare Plan

## Summary of Benefits and Coverage (SBC)

A document required by the Affordable Care Act (ACA) that presents benefit plan features in a standardized format. SBC documents are available in the 'Library' on [YourBenefitsCenter.com](https://YourBenefitsCenter.com).

- Surest Plan
- UnitedHealthcare Value Copay Plan
- UnitedHealthcare High Deductible Health Plan (HDHP)
- UnitedHealthcare Preferred Provider Organization (PPO) Plan



**HIRE** **RIGHT**<sup>®</sup>

While every effort has been made to ensure the accuracy of the information in this Benefits Guide, the plan documents and contracts will prevail in any discrepancies. In addition, HireRight reserves the right to modify or terminate any benefit plans at any time. For a copy of the HireRight summary plan description or other detailed plan documents, contact the Benefits Contact Center.