

Your Benefits Package

Atelier Ten offers a number of benefits to its employees. Most benefits will be described for you in a benefits orientation meeting when you commence employment. This Handbook briefly describes some of those benefits.

Regular (non-temporary) employees are eligible for the Company's standard benefits package, including vacation, public holidays, sick leave, medical and other leave, a healthcare package which includes medical, dental and vision coverage, disability and life insurance, a 401(k) savings plan, and a pre-tax spending program for health care, dependent care and commuting expenses. Some benefits are available at the employee's start date; others are available after the start of employment, and then after the first year at the Company.

Regular part-time employees may be eligible for a pro-rated portion of the Company's benefit package, to be determined and discussed prior to the employee's start date. Full descriptions of eligibility requirements are included with each benefit description below.

Temporary employees, including interns and contract employees, are not eligible for any insurance or benefits, except as provided by law.

The official details in the summary plan description for each benefit will govern in the event of any conflict or inconsistency with the details listed in this Handbook or with any other written or oral statements or representations. The Company may modify or rescind any benefits provided. If you have any questions about your benefits, please contact your Office Manager.

Retirement Benefits

Atelier Ten offers a Fidelity 401(k) plan which allows employees to save a portion of their compensation for retirement. Employees' contributions are pre-tax, which means the amount specified by the employee is taken from their salary before federal income taxes are taken out. The employee is then taxed on the remaining salary, resulting in additional savings. It should be noted that any distribution (early or qualified) from the 401(k) plan will be subject to tax. Early distribution also carries a monetary penalty. Visit the Fidelity NetBenefits portal at www.netbenefits.fidelity.com for more details.

Employees make a monthly pre-tax contribution to their plan through Fidelity payroll. This contribution must be a whole number at least 1% of their annual salary. The Company will match 100% of the employee's contribution up to 3% of the employee's annual salary. Employees' plans are immediately 100% vested. Employees are not precluded from keeping other personal investment plans.

- Eligibility
Regular (non-temporary) employees who have worked more than 20 hours a week for at least six months and who have satisfactory performance are eligible to participate.
- Enrollment
Employees will be notified of their eligibility by Fidelity via email. Enrollment in the Company's plan is automatic at a 3% salary deferral on the next quarterly effective date (January 1st, April 1st, July 1st, or October 1st). Employees can opt out or change their salary deferral percentage prior to the effective date online at www.netbenefits.fidelity.com.
- Changes
Changes in salary deferral can be made quarterly on the same dates as listed above. Changes in fund allocation can be made at any time on the Fidelity NetBenefits portal.

- **Termination**
Employees separated from the Company can continue to manage their plan investments at www.netbenefits.fidelity.com. Salary deferral, Atelier Ten contributions, and loan options will cease after the last active payroll.
- **Limits**
Please visit the Fidelity NetBenefits portal at www.netbenefits.fidelity.com for current information about plan contribution limits.

Health Insurance

Regular (non-temporary) employees are eligible to participate in the Atelier Ten health insurance plan on the first of the month following their start date. Enrollment is allowed at hire, during the annual open enrollment period, or at the time of a qualifying life event. See your Office Manager for open enrollment details.

Atelier Ten's health insurance plans are administered through Lake Norman Benefits. You will receive a login for the Company benefits web portal at the start of employment where you will find details and enrollment options for the available plans.

Please alert your office manager if you do not receive login details for www.lakenormanbenefits.com/login/ within your first week of employment.

Medical. Atelier Ten pays 100% of a basic medical insurance plan for its employees. Enhanced plans and coverage for eligible dependents including spouses, registered domestic partners, children, etc. are also available. Enhanced plan premiums and dependent coverage are paid by the employee through monthly pre-tax payroll deductions.

Dental/Vision. Atelier Ten pays 100% of a basic dental/vision insurance plan for its employees. Enhanced plans and coverage for eligible dependents including spouses, registered domestic partners, children, etc. are also available. Enhanced plan premiums and dependent coverage are paid by the employee through monthly pre-tax payroll deductions.

Flexible Spending Accounts

Regular (non-temporary) employees have the option of deducting pre-tax amounts from their annual salary, to help defray related medical/dental/vision, dependent care, and commuter out-of-pocket costs. These accounts are managed online at www.tasconline.com.

- Medical FSA covers eligible out-of-pocket costs such as office co-pays, prescriptions, contact lenses, chiropractic care, etc. An employee's annual benefit amount is available for use at the beginning of the plan year. A fixed monthly payroll deduction will be taken in twelve equal increments. Annual contribution limits are set by the Company up to the federal government mandated cap.
- Dependent Care FSA covers eligible out-of-pocket costs such as child or elder care. An employee's benefit amount is available as contributed. A monthly payroll deduction will be taken and can be adjusted as-needed by the 15th of the month. Annual contribution limits are according to the federal government mandate.
- Commuter FSA covers eligible out-of-pocket costs for commuting to and parking at work. An employee's benefit amount is available as contributed. A monthly payroll deduction will be taken and can be adjusted as-needed by the 15th of the month. Annual contribution limits are according to the federal government mandate.

Employees are eligible on the first day of the month following their start date or during the annual open enrollment period. Contact your Office Manager or our Lake Norman Benefits account manager with questions.

COBRA Coverage

Federal law requires that most group health plans give employees and their families the opportunity to continue their health care coverage when there is a “qualifying event” that would result in a loss of coverage under an employer’s plan. Depending on the type of qualifying event, “qualified beneficiaries” can include the employee covered under the group health plan, the covered employee’s spouse, and the dependent children of the covered employee.

Continuation coverage is the same coverage that the plan gives to other participants or beneficiaries under the plan who are not receiving continuation coverage. Each qualified beneficiary who elects continuation coverage will have the same rights under the plan as other participants or beneficiaries covered under the plan, including open enrollment and special enrollment rights.

In the case of a loss of coverage due to end of employment or reduction in hours of employment, coverage generally may be continued for up to a total of 18 months. In the case of losses of coverage due to an employee’s death, divorce or legal separation, the employee’s becoming entitled to Medicare benefits or a dependent child ceasing to be a dependent under the terms of the plan, coverage may be continued for up to a total of 36 months.

Departing employees will receive a COBRA Continuation Coverage Election Notice from the Company’s COBRA administrator, TASC, detailing their rights to continue health care coverage in the Atelier Ten Plan, as well as the process for electing and paying for coverage. The departing employee is responsible for 100% of the monthly insurance premium.

Disability Benefits

Short-Term Disability Insurance. Atelier Ten provides short-term disability insurance through Principal Insurance Company at no cost to regular, full-time employees. Coverage is applicable after a 7-day waiting period. Atelier Ten does not determine whether an employee will receive short-term disability benefits; the insurance carrier makes the final determination.

Short-term disability benefits are paid weekly up to a pre-determined percentage of your salary. While receiving short-term disability benefits, employees will be temporarily ineligible for certain benefits, including paid vacation time and 401(k) plan contributions. Coverage under the Atelier Ten medical/dental/vision plans will be maintained as required. Employee is responsible for payment directly to the Company for enhanced plan or dependent premiums, if applicable.

Eligibility and benefit details are available on the Company’s benefit portal at www.lakenormanbenefits.com/login/.

Long-Term Disability Benefits. Atelier Ten provides long-term disability insurance through Principal Insurance Company at no cost to regular, full-time employees. This coverage is applicable after a 90-day waiting period. Atelier Ten does not determine whether an employee will receive short-term disability benefits; the insurance carrier makes the final determination.

Long-term disability benefits are paid monthly up to a pre-determined percentage of your salary. Employees receiving these benefits will cease participation in all other Atelier Ten benefit plans, including medical/dental/vision coverage. COBRA Eligibility Notification will be provided as per previously stated policy.

Eligibility and benefit details are available on the Company’s benefit portal at www.lakenormanbenefits.com/login/.

Workers’ Compensation. Workers’ compensation is insurance that provides cash benefits and/or medical care for employees who are injured or become ill as a direct result of their job. Atelier Ten pays for this insurance. Weekly cash benefits and medical care are paid by Atelier Ten’s insurance carrier as directed by the Workers’ Compensation Board.

Employees must notify their supervisor and local office manager immediately if they are injured at work or develop an occupational disease or disability to ensure claim reporting within our plan provisions. A claim is paid if the insurance

carrier agrees that the injury or illness is work-related. An employee may not apply for both short-term disability and worker's compensation benefits concurrently.

Employees receiving workers' compensation benefits will cease to be on Atelier Ten's payroll for the duration of their disability and will be paid benefits directly from the Company's insurance carrier. An employee's return depends on his/her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his/her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act or applicable state laws.

Life Insurance

Atelier Ten provides life and accidental death or dismemberment insurance through Principal Insurance Company at no cost to regular, full-time employees. The maximum benefit available is twice the employee's annual salary up to \$300,000.

Employees may purchase additional voluntary coverage for themselves or eligible dependents at the Atelier Ten group rates. Premium payments will be made by fixed, monthly payroll deductions. A statement of health is required by Principal prior to approval of voluntary coverage.

Eligibility and benefit details are available on the Company's benefit portal at www.lakenormanbenefits.com/login/.

Time Off from Work

Paid Sick Leave

Atelier Ten strongly encourages its employees not to report to work when sick.

Employees staying home from work due to illness or injury should call the office in the morning to notify the Office Manager and their supervisor. The Office Manager will inform the office by e-mail. Employees who become sick at work should go home after notifying their supervisor and the Office Manager.

Regular full-time employees who have worked at least three months at Atelier Ten and have had satisfactory performance reviews are eligible for a maximum of 10 days of paid sick leave per calendar year.

Regular part-time employees are eligible for paid sick leave on a pro-rata basis.

Temporary employees and interns are not eligible for paid sick leave, except as required by law.

Sick leave in excess of the pro-rated allotment will be unpaid or deducted from the employee's vacation time. Unused sick leave cannot be carried over from year-to-year or compensated. Chronic or prolonged illness or injury that exceeds the employee's paid sick leave and paid vacation leave allotments will be evaluated and dealt with on a case-by-case basis by the local Office Manager and a Director.

Sick leave may be used for the employee's own illness, or you may take up to one-half (½) of your annual accumulated sick leave time to attend to the illness of your spouse, registered domestic partner, parent(s), parent(s) of your registered domestic partner, child(ren), child(ren) of registered domestic partner and sibling(s).

Atelier Ten will not pay employees for unused sick leave upon termination of employment.

Lactation Accommodation

Atelier Ten will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid.

The Company will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office, if applicable. Please speak to your Office Manager if you have questions regarding this policy.

Company Holidays

Regular, full-time employees are eligible for eleven paid Company holidays. Regular, part-time employees are eligible for paid Company holidays on a pro-rata basis and must notify their Supervisor and local Office Manager in advance as to which public holidays they intend to take. Temporary employees and interns are not eligible for paid Company holidays.

Holidays cannot be accrued. Under the supervisor's sole discretion, in the event of project deadlines or other company-related matters that require an employee to work during a previously designated Holiday, regular employees may negotiate an alternative "holiday," though this is discouraged.

Annual holidays are posted in November and available on the Atelier Ten Helpdesk portal.

Vacation

Atelier Ten provides a paid vacation plan for regular, full- and part-time employees. We recognize the importance of uninterrupted periods of rest and relaxation and hope that our employees take advantage of this plan.

General Procedure and Guidelines

- Employees must send a vacation request via email to the supervisor and the Office Manager.
- Employees should send the request one week in advance per vacation day required. For example, five days' vacation requires five weeks' prior notice.
- **Requests for vacation leave longer than two consecutive weeks must be approved additionally by a Director.**
- In some instances, employees taking less than one full day's vacation may be eligible to make up that time within the work week. Again, this must be requested via email to the supervisor and Office Manager.
- Vacation requests will be granted if: 1) the time requested is deemed by the supervisor not to be detrimental to group work scheduling; and 2) the Office Manager confirms that the employee has sufficient vacation time left or accrued and the absence will not be detrimental to participation in key Company activities.

Vacation Eligibility

Regular employees become eligible to take accrued vacation after they have completed three months of employment, provided they have satisfactory performance and as the employees' work schedules permit. Vacation schedules must be coordinated and cleared as listed above. Temporary employees and interns are not eligible for paid vacation time.

Vacation Accrual and Rollover

Employee Classification	Vacation Days	Rollover	Accrual
Regular full-time employees with Atelier Ten for one year or more	20, given at the beginning of the calendar year	Can roll over up to 25 days to the following calendar year.	Maximum accrual is 25 days. Employee does not accrue additional time until he/she uses sufficient vacation time to fall below the maximum permissible accrual.
Regular full-time employees with Atelier Ten for less than one year	Pro-rata basis of 40 hours for every 13 weeks worked		
Regular part-time employees	Pro-rata basis of 40 hours for every 13 weeks worked		

Additional Vacation (for special life events). Upon completing two continuous years of service, employees are eligible to request a 5-day block of paid leave for a special life event. Most commonly, this is used for a wedding, commitment ceremony, or other significant occurrence. This is a one-time benefit to be arranged well in advance with the supervisor. It may only be taken as a block of time, not as individual days. Current employees who have already taken this benefit are not eligible for this special leave. Employees who have not taken this benefit at the time of submitting a resignation will not be eligible to claim it during the remainder of their employment nor receive payment as unused vacation time.

Payment/Deduction upon Separation. Employees who leave Atelier Ten within the calendar year, regardless of their length of employment, may be eligible for vacation payout as follows:

Employee Classification	Previous year(s) rollover days	Current year	Maximum payout
Regular full-time employees with Atelier Ten for one year or more	Will be paid for all unused rollover vacation days	Will be paid for unused vacation days at a pro-rata basis of 40 hours for every 13 weeks worked.	25 days
Regular full-time employees with Atelier Ten for less than one year	n/a		
Regular part-time employees	Will be paid for all unused rollover vacation days		

Similarly, departing employees who have used more than their allotted or accrued days will incur payroll deductions equivalent to their vacation overage.

Vacation Does Not Accrue During Unpaid Leaves of Absence. Paid vacation accrues while on vacation or using paid sick leave. It does not accrue – nor do employees receive holiday pay – during short- or long-term disability leave or during any unpaid leave of absence.

Leave Policies

Extended Medical Leaves of Absence

All Regular (non-temporary) employees may take up to 12 work weeks (consecutive or non-consecutive) of unpaid, job-protected leave in a 12-month period for specified immediate family-related and medical-related reasons. Leave should be used within 12 months from when it began, regardless of whether or not the leave is intermittent.

In addition, regular full-time employees who have been with the Company for at least one year and are currently in good standing may be eligible for up to four weeks of paid extended leave, under the Director's discretion.

Immediate family is defined as spouse, registered domestic partner, parent(s), parent(s) of your registered domestic partner, child(ren), child(ren) of registered domestic partner and sibling(s).

To be eligible for extended leave:

- You must have worked for Atelier Ten for a total of 12 months.
- You must have worked an average of 30 hours per week over the previous 12 months.
- You need not exhaust your vacation or sick time allowance before taking leave, though you may choose to do so. Rules governing use of vacation and sick time allowances as described earlier in this document apply.
- To request extended leave, you must:
 - apply formally for the leave with your Office Manager (forms are available upon request) and supervisor/Group Leader.
 - apply for the leave at least 30 days in advance, if possible.
- The following are accepted extended leave reasons:
 - The birth and care of a newborn child of the employee.
 - Placement with the employee of a child for adoption or foster care.
 - To care for a spouse, registered domestic partner, parent(s), parent(s) of your registered domestic partner, child(ren), child(ren) of registered domestic partner and sibling(s) with a serious health condition.
 - To take medical leave when the employee is unable to work because of a serious health condition; or
 - For qualifying exigencies arising out of the fact that the employee's spouse, registered domestic partner, parent(s), parent(s) of your registered domestic partner, child(ren), child(ren) of registered domestic partner and sibling(s) is on active duty or call to active duty status as a member of the Armed Forces including the National Guard or Reserves in support of a contingency operation. This leave can be extended up to a total of 26 work weeks of unpaid leave during a continuous 12-month period to care for a next of kin as defined above with a serious injury or illness.

All extended leave is to be coordinated with and approved by the supervisor, Office Manager and a Director. If extended leave is used for the birth and care of a newborn child or the placement of a child for adoption or foster care, use of intermittent leave for this purpose is subject to the employer's approval.

Employees may be eligible to maintain their health, dental and vision benefits for the entirety of their leave. Arrangements must be made in advance with the Office Manager and supervisor.

Furthermore, for up to 12 months, Atelier Ten employees are guaranteed restoration to the same or substantially similar job as when they began leave. However, employees on leave have no greater guarantee of job security than they would have if they were not out on leave.

Personal Leave of Absence

A personal leave of absence without pay may be granted to regular (non-temporary) employees who have completed at least 24 months of continuous service at the Company's sole discretion. A personal leave of absence may be considered when the employee has a need for a leave that is not covered by other leaves of absence provided by the Company. Personal leaves may not be taken to extend the length of any other leave of absence granted by the Company. Any personal leave you are granted will run concurrently with other leaves to which you are entitled under the law.

A written request for a personal leave of absence must be presented to your supervisor at least eight (8) weeks before the leave is to begin. Your request will be considered on a case-by-case basis depending on factors including, but not limited to, the compelling nature of the reason given, the length of time requested, our business requirements, your length of service and your performance record.

The leave of absence, when granted, will be for a period of up to ninety (90) days. Under unusual circumstances, an extension may be granted for a like period if a written request is submitted and approved in writing by an Office Manager and Director prior to the expiration of your leave.

Insurance. A personal leave of absence is a reduction of hours that results in a loss of eligibility for group health insurance benefits at the 1st of the month following the leave of absence. Employees who take a personal leave of absence and participate in the Company's group health insurance programs will receive notice of their rights under COBRA to pay for and continue their group health insurance benefits.

Holidays. If a holiday falls within the period an employee is on personal leave, the employee will not receive holiday pay.

Other Work. If you have been granted a personal leave of absence, you may not accept other work during such leave without prior written approval of a supervisor and Director.

Failure to Return to Work. Failure to return to work on the expiration of your leave may be deemed a voluntary resignation of your employment with the Company.

Reinstatement. If your leave is for fewer than ninety (90) days, Atelier Ten will attempt to return you to your former position or to place you in a comparable job. If your leave exceeds ninety (90) days or your job has been filled, eliminated, or no comparable job exists, you may, in the Company's discretion, be placed in an existing job for which you are qualified. Notwithstanding the above, Atelier Ten does not guarantee job reinstatement after personal leave.

Bereavement Leave

Regular full-time employees who have been with the Company for one (1) year may take up to one week of paid leave and up to two additional weeks of unpaid leave for a death in their immediate family. The Company may require verification of death.

Jury and Witness Duty Leave

Jury Duty. All employees, regardless of employment status, are encouraged to complete their jury service. Atelier Ten provides unpaid leave for this purpose. Regular, full-time employees will receive full pay for any workweek partially interrupted by jury duty.

If you are called for jury duty, you must notify the Office Manager within forty-eight hours of receipt of the jury summons. On any day or half-day you are not required to serve, you are expected to return to work. Employees are required to notify their supervisor and their local Office Manager of their jury duty obligations and to provide them with daily

updates, via phone or e-mail, on the possible duration of the leave. After completion of jury duty, employees are required to leave a copy of their juror's certification with their Office Manager to be kept in their personnel file.

Although Atelier Ten supports jury duty service, we ask that you take every opportunity to keep your projects moving forward and meet your deadlines. In the event the volume of work or the expressed nature of your position necessitates it, a request for postponement of jury service can and should be made.

Acting as a Witness. You may be required by law to appear in court as a witness. The Company provides unpaid time off for this purpose. However, regular, full-time employees will be paid their full salary for any work week in which they are required to appear as a witness. We ask that you give your supervisor as much advance notice of your court appearance as possible and provide a copy of the court subpoena mandating your appearance in court.

Educational Instructor's Leave

Atelier Ten values educational outreach by its staff and we are often asked to contribute our time for educational purposes. We categorize this in three ways: 1) individual seminars with business or professional development value; 2) volunteer teaching with altruistic value; and 3) extracurricular teaching for personal, supplemental income. In all cases, we expect that staff will coordinate their teaching time such that they can maintain a 40-hour work week during normal business hours.

For individual seminars or classes, Atelier Ten employees may request work time off and expenses to conduct special teaching sessions or events that have marketing value to Atelier Ten. This request must be approved by a supervisor and a Director with an estimate of the time and budget needed to prepare and conduct this special session. Staff may enter their time spent preparing and conducting this educational session on their timesheet as work time. They will submit their expenses for regular reimbursement. If the host institution offers or pays an honorarium or fee for this contribution, the employee will direct that payment to the Office Manager and will not receive it as personal income.

For volunteer teaching, employees are welcome to contribute their own time but shall not record it as work time on their time sheets.

Extra-curricular teaching for which the employee is externally compensated is not recordable as work time and shall not be entered on timesheets. The employee is expected to maintain their normal 40-hour work week and the extra-curricular teaching must not interfere with the employee's ability to devote full efforts to their duties at Atelier Ten. Prior to accepting extra-curricular teaching, the employee must get prior approval from their supervisor and a Director, and must coordinate their teaching schedule to minimize disruption to work during normal business hours. The employee may request vacation leave to cover their teaching time, but this must also be approved and scheduled in accordance with the vacation leave policy.

Military Leave

If you are called to active duty in the U.S. Military, Reserves, or California National Guard, you are eligible for unpaid military leave of absence in accordance with state and federal law. Present your supervisor with a copy of your service papers as soon as you receive them.

During your absence, your length of service accumulates, and your benefits will continue as required by applicable law. Upon application within the appropriate time period after your date of discharge from military service, you will receive the then-current rate of pay and the then-current benefits.

If you are required to attend yearly Reserves or National Guard duty, you may apply for an unpaid temporary military leave of absence not to exceed 17 days (including travel). However, if you prefer, you may use your earned vacation time for this purpose. You should give your supervisor as much advance notice as possible so we can ensure proper coverage while you are away.

Time Off For Voting

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off sufficient working time to vote. This time should be taken at the beginning or end of the regular work schedule, whichever allows the most free time for voting and the least time off from work. An employee will be allowed a maximum of two (2) hours of voting leave on election day without loss of pay. Where possible, the supervisor should be notified of the need for leave at least two (2) working days prior to the election day.