



Relevant Technology.
Raving Results.®

BENEFITS

BENEFITS HIGHLIGHTS

Life Insurance – All employees receive a \$25,000 face value life insurance policy and a \$25,000 face value accidental death and dismemberment insurance policy after sixty (60) days of continuous, full time service. The company pays the premiums for this coverage. Additional life insurance and accidental death and dismemberment insurance coverage can be purchased for the employee, the employee’s spouse, and/or the employee’s children. The employee is required to pay the additional low group rates through payroll deduction.

Long-Term Disability – Coverage begins after six (6) months of continuous service and ninety (90) days of disability, 60% of income will be paid until age 65. The company provides this benefit.

Medical Insurance – Administered by Meritain Health, utilizing Aetna PPO www.meritain.com network. Coverage for the Medical Plan is effective after sixty (60) days of continuous, full time employment.

B	<p>Plan B: \$1,250/\$2,500 In-Network Deductible:</p> <p>Employee Only - \$84.48/check Employee and Child(ren) - \$211.39/check Employee and Spouse - \$223.35/check Family - \$237.07/check</p>
C	<p>Plan C: HDHP \$1,500/\$3,000 In-Network Deductible:</p> <p>Employee pays all costs up to deductible amount</p> <p>Employee Only - \$75.87/check Employee and Child(ren) - \$188.69/check Employee and Spouse - \$203.69/check Family - \$222.43/check</p>

Reminder: Wellness Credit for 2023 - \$260

Dental Coverage – Delta Dental PPO network. Coverage for the Dental Plan is effective after sixty (60) days of continuous, full time employment. www.deltadentalmo.com

Cost of Dental Coverage:
 Employee Only - \$10.50/check
 Employee + 1 - \$20.50/check
 Family - \$32.17/check

Vision Coverage – VSP Choice Plan. Coverage for the Vision Plan is effective after sixty (60) days of continuous, full time employment. www.vsp.com

Cost of Vision Coverage:
 Employee Only - \$3.31/check
 Employee + 1 - \$6.62/check
 Family - \$8.99/check

Paytient – On-demand line of credit for employees, up to \$1,000 to help with medical, dental, vision and/or veterinarian cost. www.paytient.com

401(k)/Profit Sharing Plan – Employees are eligible to participate after ninety (90) days of continuous, full time employment and attain age twenty-one.

Employee Assistance Program – Confidential counseling is available via telephone or by appointment. This is a free service provided by the company to our employees and anyone living in their homes.



401(k)/PROFIT SHARING PLAN

Datamax recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan (including a Roth 401(k) option) whereby you can contribute from 2% to 25% of your salary into a long-term savings account. If you make no election when eligible, we use an “automatic election” process whereby your deferral percentage will be set at the minimum of 2%.

The Company contributes a match equal to 50% of the first 2% and 25% of the next 4% contributed by the participant. Additionally, the Company may make an annual contribution to your account. This contribution is based on overall Company profitability.

Your vesting (ownership) in company contributions accounts (the Company Match and Profit Sharing Accounts) is based on full years of credited service starting with date of hire according to the schedule below. You always have 100% ownership of your own contributions.

VESTING SCHEDULE: (BASED ON EMPLOYEE'S DATE OF HIRE)

2	Years with Company:	2 Years
	Vesting Percentage:	20%
3	Years with Company:	3 Years
	Vesting Percentage:	40%
4	Years with Company:	4 Years
	Vesting Percentage:	60%
5	Years with Company:	5 Years
	Vesting Percentage:	80%
6	Years with Company:	6 Years
	Vesting Percentage:	100%

This plan is intended and designed to be a long-term savings or a supplemental retirement plan. Employee contributions, company contributions, and earnings are all pre-tax or tax-deferred.



VACATION/PTO (OUTSIDE SALES)

Full-time outside sales employees will accrue paid vacation according to the following schedule:

1-2	<p>Service Period: Calendar Years 1-2 Annual PTO Accrual: 40 hours on the first of the month following 90 days of employment. They will accrue an additional 40 hours of PTO on the first of the month following 180 days of employment (10 days).</p>
3-7	<p>Service Period: Calendar Years 3-7 Annual PTO Accrual: 120 hours on the first of the month following the 3rd through the 7th anniversary of employment (15 days).</p>
8+	<p>Service Period: Calendar Years 8 and over Annual PTO Accrual: 160 hours on the first of the month following the 8th anniversary and every year of employment thereafter (20 days).</p>

Employees may not take paid PTO until they **actually have** earned or accrued the PTO time. New employees will accrue 40 hours of PTO on the first of the month following 90 days of employment. They will accrue an additional 40 hours of PTO on the first of the month following 180 days of employment.

We ask that the employee preschedule absences with his or her supervisor to the extent possible. We recognize that it is not always possible to preschedule time off, especially instances of illness, and we remain tolerant of such unscheduled absences. However, Management reserves the right to review abuses of the PTO program, and can take appropriate action, including but not limited to refusal to pay for time absent. PTO cannot be used for any absence of less than one (1) hour.

For example: *An employee that has been with the company for 5 years, will receive 120 hours of PTO the first day of the month following their anniversary. During that anniversary year, the employee uses 40 hours of PTO out of 120 allowed. Datamax will pay 60 of the remaining 80 hours to the employee through a payroll check. If the employee earns \$1,500 biweekly (commissions and bonus' not included), his contribution amount would be \$1,125. The remaining 20 hours will be forfeited.*

Employees who resign with at least two (2) weeks written notice and work the last two full weeks will have their unused PTO time paid on their last payroll check. Employees that have been discharged by Datamax will forfeit all unused PTO.



VACATION/PTO (ADMINISTRATION, INSIDE SALES & SERVICE)

Datamax recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The company provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid vacation on a pro rata schedule.

Full-time administrative, inside sales and service employees hired as January 1, 2015 and thereafter will accrue paid vacation according to the following schedule. All employees who were hired with the company prior to January 1, 2015 will be grandfathered into the prior paid time off (PTO) policy.

1-2

Service Period: Calendar Years 1-2

Annual PTO Accrual: 40 hours on the first of the month following 90 days of employment. They will accrue an additional 40 hours of PTO on the first of the month following 180 days of employment (10 days).

3-7

Service Period: Calendar Years 3-7

Annual PTO Accrual: 120 hours on the first of the month following the 3rd through the 7th anniversary of employment (15 days).

8+

Service Period: Calendar Years 8 and over

Annual PTO Accrual: 160 hours on the first of the month following the 8th anniversary and every year of employment thereafter (20 days).

Employees may not take paid PTO until they **actually have** earned or accrued the PTO time. New employees will accrue 40 hours of PTO on the first of the month following 90 days of employment. They will accrue an additional 40 hours of PTO on the first of the month following 180 days of employment.

We ask that the employee preschedule absences with his or her supervisor to the extent possible. We recognize that it is not always possible to preschedule time off, especially instances of illness, and we remain tolerant of such unscheduled absences. However, Management reserves the right to review abuses of the PTO program, and can take appropriate action, including but not limited to refusal to pay for time absent. PTO cannot be used for any absence of less than one (1) hour.

If an employee has PTO remaining at the end of their anniversary year, up to 50% of the allowed, accrued PTO time (and equivalent pay) will become a Company Non-Elective Contribution to Datamax, Inc. 401(k)/Profit Sharing Plan and added to the employee's Plan account balance. The employee will be 100% vested, i.e., have 100% ownership, in that amount.

For example: *An employee that has been with the company for 8 years, will receive 120 hours of PTO the first day of the month following their anniversary. During that anniversary year, the employee uses 40 hours of PTO out of 120 allowed. Datamax will contribute 60 of the remaining 80 hours into the Datamax, Inc. 401(k)/Profit Sharing Plan. If the employee earns \$10.00 an hour, his contribution amount would be \$600. The remaining 20 hours will be forfeited.*

Employees who resign with at least two (2) weeks written notice and work the last two full weeks will have their unused PTO time rolled into their 401(k)/Profit Sharing Plan. Employees that have been discharged by Datamax will forfeit all unused PTO.



VOLUNTEER PROGRAM

Datamax encourages employees to make an impact in their communities. The Company has established a volunteer program to allow employees to give back. Each year, employees will be given 8 hours of paid time off to perform volunteer services at an organization of their choice. After 90 days of employment, the volunteer time off will be given to employees on the first of the month and every year thereafter following their anniversary.

Volunteer time off is separate from any volunteer opportunities Datamax organizes for the company. The decision to approve a request is based upon the business and needs of the department. Additionally, volunteer time may be used only in half or full day increments during regular scheduled work hours.

Procedures for using volunteer time off:

To use your volunteer time off, employees must get approval from their manager and enter their volunteer time in ADP.



EMPLOYEE REFERRAL PROGRAM

We think hiring the best talent relies on the support of everyone across our organization. Over the years, we've found that our own staff makes some of the best recruiters for finding new employees. We believe that YOU know what it takes to be successful in your role with Datamax, and YOU can be the best source for identifying and referring others to join our team.

Please consider becoming a Datamax ambassador by reaching out to your professional and social networks to find talented contacts that will help us meet the business technology challenges of tomorrow.

\$500

Referral Amount: \$500

Payout Method: \$250 on referred employee hire and the balance of \$250 paid on the referred employee's six (6) month anniversary with Datamax.

For every employment candidate you refer that's hired at Datamax, you will earn a bonus opportunity of \$500. Fifty percent (50%) of this bonus (\$250) will be paid when the candidate successfully completes the Datamax hiring process. The balance of \$250 will be paid when the referred employee reaches their six (6) month anniversary with our company.

Additionally, the more people you refer, the more bonuses you can earn — there is no limit to the number of referrals you can submit!



OUR CULTURE – HOW TO CONNECT.

The Datamax Little Blue Book

At Datamax, culture trumps everything. This brief, yet poignant 26-page book provides valuable insight on the Datamax Way, and how you can join in our journey and connect yourself with our cultural identity. You'll read about The Datamax Philosophy – “what we believe;” The Datamax Position – “what we do;” and the Datamax Principles – “how we roll.”

You'll learn just how “Relevant Technology. Raving Results” translates our business position perfectly into one single line. You'll discover exactly what we mean when we say “Creating Raving Fans®.” It's our belief that the words in this book are much more than lofty concepts – they're components to an authentically lived culture. It's our hope that, in reading it, you'll convert from regular Datamax employee to raving Datamax fan.

Visit our web pages for more:

www.datamaxarkansas.com/littlebluebook
www.datamextexas.com/littlebluebook

The Datamax Rave Review

Our monthly eNewsletter, *The Rave Review*, is our vehicle for getting the word out to employees. It's a place to communicate company issues and initiatives, to celebrate our fellow teammates and to connect offices and employees across multiple locations.

Whether it's Raving Fans (customer spotlight), Raving Teammates (employee spotlight), Raving Results (solutions spotlight), or Raving Friends (charitable spotlight), *The Rave Review* is all about communicating our cultural identity and cheering each other on through our shared Datamax journey.

Visit The Rave Review Reading Room for past versions:

www.datamaxarkansas.com/the-rave-review-reading-room

DatamaxCares

“Connecting” has always been a fundamental component of everything we do. We connect technology to solve real business challenges – empowering the highest levels of productivity and performance. We connect with our clients – ensuring their freedom to focus on their forte (i.e., their business). But what about the communities in which we work and live?

DatamaxCares is an ongoing company initiative that exists to connect with the communities we serve by volunteering, by contributing, and by providing leadership in any way we can. We give back to each of our local communities through fundraising efforts, donation drives and hands-on projects year round. Contact your supervisor to learn how you can get involved.

Visit our web pages for more:

www.datamaxarkansas.com/community
www.datamextexas.com/community



WHEN YOU HAVE QUESTIONS.

For Arkansas and Texarkana Employees:

Primary Human Resources Contact:

Ellen Hollins
ehollins@datamaxinc.com
Direct Phone #: (501) 603-3013

Datamax Inc.
7400 Kanis Road
Little Rock, AR 72204
www.datamaxarkansas.com

For Texas and Saint Louis Employees:

Corporate Human Resources Contacts:

Kychandra Carr
Human Resources
hr@datamaxinc.com
Direct Phone #: (314) 633-1742

Terri Hackmeyer
Human Resources
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WHEN YOU NEED TRAINING.

Need to brush up on your Excel skills?
Want to collaborate more effectively in Office 365?
Help is on the way.

As it's stated in The Datamax Little Blue Book, we're fully committed to investing in the continued development of your skills and knowledge. Fostering a culture of ongoing education makes us ALL better. That's why we created TechCare® University, powered by KnowledgeWave, an online learning platform that's available to you any time as a Datamax employee.

This ongoing series of live online classes and monthly recorded webinars offer training on software applications (*including Office 365, Microsoft Office Suite, Adobe Acrobat*), professional development tutorials, a host of cybersecurity awareness and education videos, and more!

How do I get started?

On your first day of employment, the Datamax HR team will send you an online invitation to set up your personal account. Once completed, you will enjoy comprehensive and unlimited access to some of the very best online training available today.

<https://datamax.knowledgewave.com/>

TECHCARE® UNIVERSITY ONLINE LEARNING

Powered by KnowledgeWave.

