

## **Benefits Summary**

iNovex is a family-friendly company that is committed to providing a first-class benefits package to its employees and eligible dependents. The following is a general description of the benefits offered to eligible employees.

### **Health Care Insurance**

Health insurance is available at the time of employment to both iNovex employees and their dependents that are eligible to receive benefits. iNovex will pay 100% of a comprehensive package, which includes dental and vision coverage, or employees may elect to opt out of the health care coverage. Proof of enrollment in another health plan will be required.

### **Short Term and Long Term Disability Insurance**

Full-time regular employees will receive short and long term disability coverage at the time of employment, at no cost to the employee.

### **Life Insurance**

Full-time regular employees will receive term life insurance 1X your annual salary or up to \$150K, at no cost to the employee.

### **401(K) Retirement Plan**

iNovex will match 100% of employee deferrals up to 5% of compensation. iNovex employees are immediately 100% vested.

### **Paid Time Off (PTO)**

Full-time employees will receive four (4) weeks of paid leave each year that will accrue on a monthly basis. Leave can be used for personal time off and/or sick leave.

### **Holidays**

iNovex follows the Federal Government Holiday schedule, which recognizes ten (10) paid holidays per year.

### **Internet Access**

iNovex recognizes that staying connected is critical to communication with iNovex colleagues and staying involved and educated on the latest academic and technical trends. iNovex will reimburse full-time regular employees \$40 a month for Internet access.

### **Education**

iNovex recognizes the value of highly trained and fulfilled personnel and encourages everyone to continuously pursue education and training. iNovex will reimburse full-time regular employees up to \$5,000 a year for job-related education, training, and books.

### **Lands End Corporate Apparel**

iNovex feels everyone should take pride in working for a well-respected company. To convey this pride, iNovex generously gives each employee \$100 each year to be used towards apparel and business items that proudly endorse iNovex by displaying our corporate logo.

### **Referral Bonus**

iNovex recognizes the value of attracting highly qualified candidates. As a means to reward employees for their efforts recruiting qualified personnel, iNovex will compensate employees who recommend candidates that meet all of the following criteria:

1. Meet or exceed open position qualifications
2. Are extended an offer letter from iNovex
3. Accepted by an iNovex customer or prime to staff an open position
4. Remain employed with iNovex for a minimum of three months

Employees who refer a candidate that meets the above mentioned criteria and is hired as a full-time employee will receive a **\$5,000 AFTER tax bonus**. The employee will receive the bonus after the candidate has worked three months.