



SUMMARY OF COMPANY BENEFITS



APPVION

BUSINESS & OPERATION SERVICES

Non-Bargaining Unit

Welcome to Appvion!

Appvion provides a total rewards program that is innovative, flexible, and competitive to meet employees' needs. Our employees have the tools, knowledge, and skills to make the right decisions for their families, their careers, and their mental, physical, and financial wellbeing. We are committed to our employees who bring value to our stakeholders, and we recognize employee worth with our competitive reward strategies.

Health Benefits



Our fears can't hold us back. In order to venture into the unknown, we need to move forward with curiosity and the ambition to use our unique purview to tackle every challenge.

HEALTH INSURANCE

Eligibility for insurance begins on the first of the month following the date of hire. Employees can adjust benefits for the following plan year in an annual open-enrollment period.

Appvion provides a selection of:

- **Medical** – Medical insurance coverages are available to the employee and their eligible dependents through multiple company-sponsored plans from Anthem Blue Cross Blue Shield.
- **Dental** – Dental coverage is available through two comprehensive dental plan options: Delta Dental Comprehensive plan or Dental Associates CarePlus plan.
- **Vision** – Vision insurance is available through National Vision Administrators (NVA) and provides coverage for eye exams, lenses, contacts, and frames.

HEALTH SPENDING ACCOUNTS (HSA)

Employees are eligible to contribute to a Health Savings Account (HSA) Plan. The HSA Plan is a pre-tax program for payment of eligible health expenses. Unused funds roll over each year and participation is voluntary.

DISABILITY INSURANCE

Short-term and long-term disability insurance is provided at no cost to the employee. We offer:

- **Short-term** – The benefit provides 100% of your base salary for 12 weeks followed by 60% of your base salary for an additional 40 weeks.
- **Long-term** – The benefit equals 60% of your base monthly salary if you are unable to return to work due to a disability.

LIFE & AD&D INSURANCE

- **Company-provided Life & AD&D insurance** – Appvion provides a life and AD&D insurance policy of either \$50,000 in coverage at no cost to the employee or coverage at 1.5x their earnings with a small tax on anything over \$50,000.
- **Additional life insurance** – Appvion provides employees an opportunity to purchase additional Life and AD&D insurance for themselves, their spouse and/or their child.
- **Supplemental AD&D insurance** – Appvion also allows employees to purchase supplemental accidental death and dismemberment insurance for themselves or their family.

Work/Life Alignment

HOLIDAY BENEFITS

Appvion recognizes 96 hours of paid holidays annually. The holiday calendar is reviewed annually to determine which holidays will be designated as 'floaters' and used like personal holidays. Holidays are pro-rated based on start date.





TIME OFF BENEFITS

We believe paid time off is necessary to refresh physically and mentally. Appvion provides various time off benefits to meet your needs.

- **Sick/Emergency Time** – Appvion provides 40 hours to take care of yourself when sick or if an emergency arises.
- **Parental Leave** – We recognize the importance of supporting family and bonding. Appvion provides 40 hours of paid time off to new parents.
- **Volunteer Pay** – We care about our communities and provide employees with 8 hours of volunteer pay per calendar year to lend a hand for causes important to them.
- **Vacation Pay** – Appvion understands the need for employees to be able to take time off for rest, relaxation, and personal pursuits. Our full-time employees accrue vacation every pay period based on the hours listed below and their years of service with the company. Employees can accrue up to an additional 40 hours on top of their allotment. Vacation balance remains regardless of year. Part-time employees are pro-rated based on their hours worked.

Years of Experience	Hours	Years of Experience	Hours
Less than 3	80	7 to 20 years	160
3 to 6 years	120	20+ years	200

FLEXIBLE WORK

Appvion understands the need for flexibility. Adaptable and hybrid workplaces are essential to a healthy employee experience. Many of our employees are able to work remotely, and have flexible work hours allowing employees to enjoy half-day Fridays year-round.

Compensation Benefits

COMPETITIVE COMPENSATION

We provide competitive wages based on market data analysis with annual increases based on performance.

BONUS PROGRAM

Appvion provides discretionary and non-discretionary bonus programs, based on individual and company performance.



Every voice matters. We are stronger for our different perspectives and view every interaction as an opportunity to build empathy for others. We celebrate the backgrounds of our communities.





Win
Together

Our actions have impact. We come through on our promises and stay accountable for our successes as well as failures, seeking to live up to our greatest potential.

RETIREMENT BENEFITS

Appvion's industry-leading 401(k) Plan provides retirement benefits to its employees on their date of hire. To encourage saving for retirement, the plan contains various components:

- **Pre-Tax Employee Contribution** – Employees may contribute 2% up to 50% of their earnings into the plan not to exceed the IRS annual maximum.
- **Employer Match** – Appvion will match your contribution at 100% of the first 5% of deferral.
- Company contributions are 100% vested on day 1. Employee deferral is 100% vested. The plan accepts rollovers from qualified tax deferred accounts.

DIRECT DEPOSIT

Each paycheck is for the previous two weeks and is direct deposited every other Thursday.

EMPLOYEE REFFERAL PROGRAM

We're proud of our legacy and bright future, and we hope you are, too. To encourage referrals, we provide up to a \$1,500 award for each full-time hire you bring on!

Wellness & Development

WELLNESS

Appvion supports the health and well-being of its employees and they are encouraged to choose a healthy lifestyle. To accomplish this, we provide:

- An on-site fitness center at no cost for employees and their significant others
- 50% reimbursement for tobacco cessation up to \$300 a year
- Company-wide healthy lifestyle and wellness challenges

EMPLOYEE ASSISTANCE PROGRAM (EAP)

EAP is a free and confidential resource available to employees and their families to assist them in maintaining or regaining good health and well-being.

CHARLES S. BOYD SCHOLARSHIP

Dependents of full-time employees are eligible to apply for the annual Charles S. Boyd scholarship in the amount of \$2,000 per program year at accredited educational institutions.

PROFESSIONAL DEVELOPMENT

Appvion assists in career development by providing lunch and learns, training programs, and reimbursement of 100% of tuition, fees, and books expenses to a maximum of \$5,250 per year.

