



***Cogent provides the following benefits which comprise a generous portion of the salary package for eligible employees. All benefits are subject to plan requirements and eligibility periods, and may change at any time at Cogent's discretion.***

**\*Employee Stock Ownership Fund (ESOF):** Employees are what makes Cogent great. We believe everyone deserves to be successful and deserves a stake in the outcome, thus Cogent provides an ESOF. The ESOF emphasizes the idea that everyone's opinion and hard work contribute to the success and prosperity of our company. The program aligns with several of our core values – one of which is sharing the financial success of the company. Cogent employees are shareholders and enjoy the responsibilities of company ownership. Cogent is best in class – best products, people, service, and the best compensation relationship with our people. The ESOF is an IRS defined benefit plan and all employees, who complete Cogent 101 Financial Literacy training, and work at least 1000 hours each year are eligible to participate beginning January 1 of the following year. Please see the vesting schedule in the plan documents.

**\*Profit Sharing Plan:** The Cogent Bonus Plan allows for employees to be paid a bonus each time a new level of operating profit has been conquered. Eligibility begins after 90 days of employment. Bonuses are based upon operating profit level reached and full-time or part-time employment status.

**\*401(k) Retirement Plan:** Optional 401(k) payroll deduction savings plan where the employer matches a percentage of the compensation you defer into the plan each pay period. Both traditional and Roth funds are available.

**PTO (Paid Time Off):** Cogent utilizes PTO (paid time off) for computing vacation, sick leave and personal time off. Accrued hours are available for use after 90 days of employment. Accrual rates are based on years of service and accrued bi-weekly each pay period. New employees begin accrual at a rate of 4.62 hours per pay period (an annual equivalent of 15 days per year).

**PTO Donation Program:** To assist fellow employees in times of need, the PTO Donation Program allows employees to donate PTO to employees who have used their own PTO due to family illness, death or personal crisis. Employees may donate up to 40 hours of their PTO.

**Holidays:** You will receive paid time off for the following eight (8.5) holidays: New Year's Day, Half Day for Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day and one floating holiday to be determined annually by management.

**Short & Long-Term Disability Insurance:** Short and long-term disability insurance is provided to you, with Cogent covering 100% of the premium cost.

**Medical Insurance:** Medical insurance is provided to you and your dependents on a pre-tax basis through United Healthcare. There are four plan options available. For more information about each plan, please refer to the benefit summary.

**Health Savings Account (HSA):** Should you elect coverage under one of Cogent's high deductible medical plans, Cogent will place contributions into your account which you can use to assist in you and/or your dependent's health care expenses. The annual contributions are \$750 for those who elect individual coverage and \$1,500 for those with family coverage. This plan also allows you to contribute tax-free money; it grows tax-free and can be withdrawn tax-free for qualified medical expenses.

**Critical Illness:** Company-paid Critical Illness pays a lump sum benefit directly to you upon diagnosis of a covered condition. These conditions include: heart attack, end stage renal (kidney) failure, paralysis, coma, stroke, coronary bypass surgery, major organ transplant, cancer, etc. Cogent pays for the first \$10,000 benefit for you, your spouse, and your dependents should you elect one of the high deductible plans. You have the option to purchase up to \$20,000 in coverage.

**Accident (Supplement to Medical Plans):** An optional accidental plan can be purchased on you, your spouse, and dependents. This plan pays you directly for an accidental injury, such as fractures, burns, and dislocation.

**Hospital Indemnity (Supplement to Medical Plans):** An optional hospital indemnity plan can be purchased on you, your spouse, and dependents. This plan pays you an initial confinement benefit and a daily hospital benefit upon admission.

**Premium Reduction for Biometric Screenings:** Cogent wants to reward employees for taking a step towards wellness. For Cogent medical plan participants, you can receive a premium reduction for your medical plan simply by getting a biometric screening and obtaining a report from United Healthcare regarding your health status. For employees, this reduction is \$5 per pay period (up to \$130). And, if your spouse is on the plan and enters his/her results, an additional \$5 per pay period (up to \$130 for a combined total of up to \$260). There are also rewards available for participating in the UHC Simply Engaged program.

**Healthcare Flexible Spending Account (FSA):** For those not covered by the Health Savings Account (HSA), the Healthcare FSA allows you to use pre-tax dollars to pay for medical care expenses (including deductibles, co-pays, prescriptions, eye glasses and orthodontics). You may elect to contribute up to \$2,600 annually.

**Dental Insurance:** Dental insurance is provided to you and your dependents on a pre-tax basis through United Healthcare. There are two plan options available. Enhanced coverage includes orthodontia.

**Vision Insurance:** Vision insurance is provided to you and your dependents on a pre-tax basis through United Healthcare. In-network, covered-in-full benefits (after applicable copay) include a comprehensive exam, eye glasses with standard single vision, lined bifocal, or lined trifocal lenses, standard scratch-resistant coating and the frame, or contact lenses in lieu of eye glasses.

**Dependent Care Flexible Spending Account (FSA):** The Dependent Care FSA allows you to use pre-tax dollars to pay for your dependent's child care. You may elect to contribute up to \$5,000 annually.

**Group Life and Accidental Death & Dismemberment Insurance:** Company-paid life and accidental death & dismemberment insurance is provided to you in the amount of \$50,000.

**Voluntary Life Insurance:** Optional voluntary life insurance can be purchased on you, your spouse and/or child(ren). Guarantee issued amounts are up to \$150,000 for employees, \$50,000 for spouse, and \$10,000 for child(ren).

**Tobacco-Free Incentive:** Cogent will reward you to stop smoking tobacco! Once you sign the agreement and complete three months without smoking, Cogent will reimburse you for cessation aids up to \$500. Once you remain tobacco-free for a full year, Cogent will pay you a \$500 bonus.

**Pet Insurance:** Optional pet insurance can be purchased for eligible pets (dogs and cats) through the ASPCA Pet Health Insurance Program. You choose the level of coverage, optional wellness packages, and the premium level. Multiple pet discount available.

**Legal Insurance:** Optional legal insurance is available. There are no deductibles, claim forms, or usage limits. There are more than 13,500 attorneys covering all 50 states. The plan provides full coverage for common legal matters such as: home and real estate, estate planning, living will preparation, family and personal civil lawsuits, vehicles and driving.

**Identity Theft Protection:** Optional identity theft protection can be purchased for you or your family. The plan offers proactive identity and credit monitoring.

**Bereavement Leave:** In the event of an immediate family member's death, Cogent will provide you with five days paid leave. For other qualifying family members, three days of paid leave will be provided.

**\*Employee Discounts:** As an employee of Cogent, you also receive discounts through several companies. More detailed information is listed in Employee Self Service.

**About this Summary:** *This document describes briefly the benefit plans available to you should you become an employee of Cogent, Inc. The details of these plans are contained in the official Plan Documents, including some insurance contracts. This document is meant only to cover the major points of each plan. It does not contain all of the details that are included in your Summary Plan Description (SPD) (as described by the Employee Retirement Income Security Act). If there is ever a question about one of these plans, or if there is a conflict between the information in this guide and the formal language of the Plan documents, the formal wording in the Plan Documents will govern. Please note that the benefits described in this guide may be changed at any time and do not represent a contractual obligation on the part of Cogent, Inc.*