



Benefits and Services Overview

TechSmith Corporation



TechSmith provides a comprehensive benefit package to all active full-time employees that includes group medical, dental, vision, life insurance coverage, 401(k) with company matching, short- and long-term disability coverage, and flexible spending coverage that begins on your first day of employment. Interim, contract, and part-time employees are not eligible for group benefits.



Medical, Dental & Vision

Group Health Insurance

TechSmith offers all active full-time employees and their dependents quality health insurance. Interim and part-time employees are not eligible for insurance benefits.

Summary plan descriptions and details of benefits provided by the Company are provided to the employee within the first two days of their hire. The plan offers hospitalization, prescription, office visit, and major medical coverage.

This coverage starts on your first day.

TechSmith offers the choice between two plans:

- 1. High Deductible plan with a Health Savings Account (HSA)**
- 2. Low deductible with coinsurance**

TechSmith plan year is from January 1 to December 31.

Flexible Spending Program

The Company administers according to Federal regulations a flexible spending program that includes Medical Care* and Dependent Care Reimbursement.

**The medical care reimbursement is only available to those electing the Low deductible with coinsurance plan or opting out of our medical insurance.*

Health Savings Plan

If you elect the High Deductible health plan, you are enrolled in a health savings account and can choose to contribute to it.

Enrollment and administration.

Please note that if you are covered by another health plan or a medical reimbursement account, you are not eligible to contribute to an HSA.

Group Dental

TechSmith provides group dental coverage for all full-time employees and their dependents. This coverage commences on your first day of full-time employment.

Group Vision

TechSmith offers the option of group vision coverage for all full-time employees and their dependents. The coverage commences on your first day of full-time employment.

Group Disability

Group long-term and short-term disability coverage and is provided to all full-time employees. This coverage would provide wage assistance in the event an employee becomes disabled and could not work.



Financial Benefits

Life Insurance

TechSmith provides all full-time employees a company paid life and AD&D insurance policy.

Voluntary Life AD&D

TechSmith offers all full-time employees the option of purchasing additional life and AD&D insurance through Unum for the employee, spouse, and any dependents.

Investment Plan

Employees are eligible to participate in the 401(k) as of the first day of the month following their date of employment. Employees have various investment choices. TechSmith does an employee match program.

Profit Sharing

Quarterly and annual bonuses can be awarded to full-time employees based on profitability and increase in sales from the previous year for the same period. This is a discretionary bonus.

Tuition Assistance

TechSmith offers all full-time employees a tuition assistance plan that may be used towards tuition and books for qualified classes taken by the employee to improve their job skills. You may receive up to \$5,250 a year.

Pay Periods

TechSmith is paid on a bi-weekly schedule. There are 26 pay periods in a year.



Time Off & Paid Leave

Paid Time Off (PTO)

Full-time Employees will receive Paid Time Off (PTO). There is no waiting period for taking PTO. PTO time may be used as soon as it is accrued, subject to approval by the employee's supervisor.

Part-time and interim employees do not accrue PTO.

Paid Parental Leave

TechSmith will provide up to three weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Additional paid leave may be available through the Group Disability coverage.

Sick Leave

Full-time employees who have completed their evaluation period will receive paid sick leave.

Volunteer Time Off

Full-time employees receive Volunteer Time Off at the beginning of each year to use for volunteer opportunities.

Holiday Schedule

Full-time employees are authorized to take 10 paid holidays for 2020: Christmas Eve, Christmas, New Year's Eve, New Year's, Memorial Day, Fourth of July, Labor Day, two days for Thanksgiving, and your birthday.



Health & Well-Being

Employee Assistance Program (EAP)

TechSmith offers all employees access to the services offered by the EAP at no cost to the employee.

An employee's spouse, live-in significant other, and any dependents (up until age 26) are also able to utilize the EAP. The program includes services such as legal advice, counseling, referrals, etc.

Company-Sponsored Events

TechSmith schedules company-sponsored events for employees and their families.

- Happy Hours
- Birthday Party (annual company celebration)
- Holiday Celebrations
- Monthly Outings (i.e., kayaking, Lugnuts, etc.)

Beverages/Food

The Company provides sodas, coffee, tea, espresso, and healthy snacks for the office at no charge.

Dress

TechSmith has a casual dress environment. However, employees are expected to use good judgment and taste—and to show courtesy to their co-workers and associates—by dressing in a fashion that is presentable and appropriate.

Fitness Room

TechSmith has a fitness room that is equipped with free weights, treadmills, stationary bike, elliptical machine, rowing machine, and inclined benches. We also have showers with towel service, shampoo, conditioner, and body wash.

All benefits may be modified, added, or terminated at any time by the insurance company or benefit provider, per the terms of the applicable Plan Documents, or by TechSmith at its discretion.