

# Employee *Benefits* AVAILABLE FOR FULL-TIME, SALARIED EMPLOYEES

At Full Focus, we believe that we're at our best at work when we're at our best as people. Because of that, our benefits aren't merely benefits. They're how our core company values—such as intentional margin, unyielding integrity, and continuous growth—come to life. Every item on this list is intended to empower you and your family to develop and transform.

## TIERED BONUS INCENTIVE PLANS

To achieve success, we must work together—we share in our successes too. All eligible full-time employees will receive generous year-end bonuses when we reach our annual financial goals at one of three levels: base, target, or superior achievement.

## PREMIUM HEALTHCARE COVERAGE

Healthy employees are happy employees. We cover 100% of your monthly healthcare premiums, including medical, dental, vision, and teledoc services—saving our employees an average of \$6,000 annually. In addition, we cover 50% of dependent premiums.

## GENEROUS PTO

With high expectations comes extraordinary freedom. We know high-performing teams excel when they're healthy and rested, and that's why we offer full-time employees up to 20 days (4 weeks) of time for themselves in addition to our ten company holidays.

## COMPANY-WIDE SUMMER & WINTER WEEK OF REST

You know that sickening feeling after taking a week off and returning to piles of email and Slack messages? We do too. So each summer and the week between Christmas and New Year, the whole company takes the week off. That's a solid week of no work texts, emergency calls, or mountains of messages to answer when you come back—because everyone else has been offline too.

## THE 6-HOUR WORKDAY

Full Focus has adopted a 6-hour workday as a proactive measure to better care for our team and prioritize people. Our team thrives with this freedom, and we have added it as a long-term benefit for our full-time salaried staff. We continue to help our team reach the 6-hour workday through increased automation, training, and staffing.

#### **FLEX WORKDAYS**

We're all about autonomy, so our employees can choose when they work. Are you a night owl? Start your day late. Want to end your day at 10:00a? Start early. There are weekly required meetings and supervisors are free to direct hours to align with departmental objectives, but for the most part, you work when it works best for you.

#### **A PERFECT HYBRID: IN-PERSON & REMOTE WORK**

We've created an intentional culture that promotes productivity, collaboration, and fun at work no matter where our team is physically located. We enjoy a primarily remote work environment so we have the autonomy to do our best and most focused work remotely, as well as the opportunity to collaborate and connect with the team weekly in our beautiful co-working space.

#### **PAID PARENTAL LEAVE**

We celebrate strong families and parents who are present. That's why we go above and beyond the FMLA requirements to provide six (6) weeks of paid maternity leave and three (3) weeks of paid paternity leave for all full-time employees, effective 60 days after their start date. Employees are eligible for twelve (12) weeks of paid maternity leave and six (6) weeks of paid paternity leave after their first anniversary.

This enables both biological or adoptive parents to bond with their new additions without trying to come back to work too soon.

#### **UNPARALLELED BEREVEMENT POLICY**

Full Focus recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Company will provide bereavement leave as follows:

All employees are eligible for paid bereavement leave for the death of an immediate family member. You may use accrued, unused paid time off if additional time is needed. Additional unpaid time off may be granted at the discretion of the Company on a case-by-case basis.

For purposes of this policy, immediate family member includes the following and applies both to the family of the employee and the employee's spouse:

- Spouse or Child: 4 weeks
- Parent: 10 business days
- Sibling: 5 business days
- Extended Family: 2 business days (or up to 3, if travel is required)
- Friend/Pet: 1 business day

#### **DOUBLE WIN BONUS**

We want our team to experience the benefit of winning at work and succeeding at life, so our full time employees have access to an additional \$150 benefit monthly to help realize the Double Win in their life. This Bonus covers professional development and self-care activities, including but not limited to, gym memberships, personal trainer expenses, chiropractic care, massages, book club memberships, therapy or counseling services, marriage retreats, acupuncture, professional training courses, certification or license costs—you name it!

## LIFE INSURANCE

Full Focus provides a \$10,000 Basic Life and AD&D benefit to eligible employees.

## FLEXIBLE SPENDING ACCOUNTS

### Healthcare Flexible Spending Account

The Healthcare Flexible Spending Account (FSA) allows you to stretch your benefit dollars by using up to \$3,050 in pre-tax money through salary reduction to pay for out-of-pocket expenses. Under the CARES Act, over-the-counter medicine and menstrual products are now eligible expenses.

### Dependent Care Flexible Spending Accounts

To help reduce the tax burden of the parents on our team, we offer a Dependent Care FSA to pay for eligible dependent care expenses with pre-tax dollars. Eligible expenses include before and after-school programs, nursery or preschool tuition, summer day camp, in-home care by a licensed provider, and more.

## COMPLIMENTARY ACCESS TO ALL PRODUCTS

We want our team members to experience the same transformation from our courses and other products that our customers do. As a team member, you'll enjoy complimentary access to products like the Full Focus Planner, our digital course library, and more. Spouses also get access to these products and the Full Focus Planner—just ask if you'd like something.

## 401K

We know our greatest asset is our team. That's why we provide our eligible full-time employees the opportunity to enroll in our 401(k) plan to save for the future.