

INTEGRIS Severance Plan
Summary of Material Modifications

This Summary of Material Modifications (“SMM”) amends and clarifies the Severance Plan (“Plan”) and Summary Plan Description. These changes will be effective March 15, 2020. On or before this date, an updated Plan will be available on the benefits website at www.integriskbenefits.com and under the Policies link on the INTEGRIS Source page. The updated Plan will include more details about the important changes and clarifications highlighted in this SMM.

Will INTEGRIS continue to provide Severance Benefits? Yes. A full-time employee who incurs a qualifying termination as defined in the Plan will continue to receive severance based on the employee’s status, base pay, and length of service. The minimum and maximum amounts of severance have changed as described below.

- Non-exempt employees will be eligible for a minimum of 2 weeks of severance pay up to a maximum of 25 weeks. This is an increased minimum benefit for non-exempt employees, who were previously only eligible for a minimum of 1 week of severance pay.
- The maximum number of weeks available to employees through the Administrative Director level will be limited to 25 weeks.
- Executives will be eligible for a minimum of 8 weeks of severance pay up to a maximum of 36 weeks, depending on the number of years of service.
- Prorated severance benefits remain available to eligible, regular part-time employees; however, occasional part-time are no longer eligible for severance benefits. Previously, OPT employees working an average of 20 or more hours per week in the year prior to the qualifying termination were eligible for prorated severance benefits. Most OPT employees do not work enough hours to qualify for this prorated benefit.

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Other Changes and Clarifications.

- The provision limiting severance pay for employees with an express written employment agreement is clarified to limit severance pay when notice is given to terminate the agreement.
- The Plan was amended to update the list of Plan Administrators. The Plan Administrators are the members of the Human Resources Executive Committee, which includes the Chief Human Resources Officer, the Chief Operating Officer, and the General Counsel. If you wish to contact the Plan Administrators in writing, you may do so at: 3520 NW 58th Street, Suite A-100.

To request a paper copy of the Severance Plan, contact HR Customer Service at 405-949-4045 or tollfree at 888-546-8347 or HRCustomerService@integrisk.com.

In accordance with ERISA disclosure requirements, this SMM advises you of certain Plan changes and clarifications. Please keep this important notice with your Health and Welfare Benefits booklet for easy reference.