



# Benefits @ DDI

We have all the health, life, and time off benefits you expect and a few additional that you might not! This guide provides you with a general overview of the benefits available to you – starting on your first day of regular full-time employment.



## Health & Life Benefits

**Medical** – National coverage through Highmark Blue Cross Blue Shield with two plans to pick from.

**HeathJoy** - This unique program provides you and your dependents with tools and resources to get the most out of your benefits, including 24/7 access to free telemedicine - even if you are not enrolled in our medical plan. Other services include provider recommendations, appointment scheduling, and Rx savings reviews. Virtual Dermatology and Nutrition services are also available for a small co-pay.

**Dental** - Coverage through United Concordia includes routine exams and x-rays, as well as crowns, restorations, and orthodontia for children up to age 18.

**Vision** - Our Vision plan provides free annual exams and a \$130 allowance towards the purchase of glasses or contacts. Additional discounts are also available.

**Life & Accident** - DDI provides life insurance and accidental death and dismemberment insurance with benefits equal to two times your annual earnings at no cost. Generous amounts of additional voluntary life and accident insurance are also available for you and your family.

**Short and Long-Term Disability** - If you are unable to work due to a medical issue, short-term and long-term disability benefits are provided. Both coverages are paid for by DDI.

**Flexible Spending & Health Savings Accounts** - We offer healthcare and dependent care flexible spending accounts, and a Health Savings Account for those enrolled in our High Deductible Health Plan.

**Work Site Benefits** – Accidental Injury, Critical Illness, and Hospital Indemnity plans are available to give you cash for paying your bills when you need it most.



## Retirement Benefit

**401(k)** - Our retirement plan includes dollar-for-dollar employer matching (up to 6% or \$5,500 annually) and discretionary profit-sharing contributions, with both pre-tax and after-tax (ROTH) contribution options. A variety of investment choices are available, allowing you to select one or more professionally managed investment models, choose from a menu of funds, or build a customized portfolio – all with the help of a dedicated Financial Advisor. A student debt program is also available for those that cannot take advantage of the full company match because they are paying student loans.



## Time Off Benefits

**PTO** – We all need time to relax and get away from work. If you are a full-time hire, you will receive 152 hours of PTO each calendar year. During your first year of employment, PTO will be prorated based on the month you are hired. We will add an additional 40 hours to your annual PTO benefit in the fourth and seventh calendar year of employment.

**Mental Health Hours** - Designed to give you extra time off when needed so you can recharge, this benefit provides full-time associates with 24 hours of time to be used as needed during the calendar year. New Hires will receive two hours for each month worked during their initial calendar year of employment.

**Holidays** - Our offices are closed to observe 9 paid holidays listed below. Each associate also receives one Floating Holiday to be used on the day of their choosing.

- |                            |                        |
|----------------------------|------------------------|
| New Year's Day             | Labor Day              |
| Martin Luther King Jr. Day | Thanksgiving Day       |
| Memorial Day               | Day After Thanksgiving |
| Juneteenth                 | Christmas Day          |
| Independence Day           |                        |



## Family Friendly Benefits

**Flexible Work Environment** - We recognize that a better work-life balance can improve your motivation, performance, and productivity, and reduce stress. We are committed to providing flexible work options that support you and your family. For associates that can perform their duties remotely, we offer fully remote and hybrid work options.

**Maternity & Paternity Leave** – All new parents are eligible for 8 weeks of paid time off. Birth mothers are eligible for an additional 6 – 8 weeks of paid leave under our disability policy.

**Caregiver Leave** – This program offers up to 2 weeks of paid leave for those that need time off to care for their spouse, child or parent.

**Adoption & Surrogacy Benefits** - DDI reimburses associates for qualified adoption and/or surrogacy expenses of up to \$25,000 per child.

**Fertility Benefits** – Offered through our medical plan, members are eligible for up to \$20,000 in fertility services. Highmark also provides a managed care program to help guide you through your fertility journey.

**Pet Insurance** – We know that your furry friends are an important part of your family. That's why we offer coverage for pets from the age of 7 weeks. It includes comprehensive accident and illness coverage with an option to add additional wellness riders.



## Mental Health Benefits

**Virtual Behavioral Health** - This amazing benefit provides virtual therapy sessions for you and your dependents at a cost of \$25 per session - even if you are not enrolled in our medical coverage.

**Employee Assistance Program (EAP)** - Our EAP Program was designed to help you and your family during times of need. The program provides free confidential counseling, legal consultations, financial guidance, and concierge services to help you with all kinds of things such as finding childcare, planning a vacation, moving, or getting a referral for home repairs. These services are free and confidential.

The information provided here is subject to legal plan documents and policies. If there are errors or omissions, the legal documents take precedence.



**Headspace** - Meditation and mindfulness have been shown to help people stress less, focus more, and sleep soundly. With hundreds of guided exercises for meditation, sleep, focus, and movement, Headspace will be your personal guide to help start and end your days feeling like your best self. The best part? DDI benefit eligible employees get this for free.



## Wellness Benefits

We believe that when you feel your best you can do your best. That's why we created our Wellness Program to be flexible, allowing you to focus on what matters most to you: nutrition, physical activity, stress management, meditation, financial assistance, volunteering, etc. Our online platform, coupled with the wealth of resources we have available through our benefit partners gives you the opportunities to create your own unique path to wellness – and earn up to \$200 annually in incentives for doing so!



## Career Benefits

At DDI, we believe an engaged and developed workforce is our most valuable asset. We recognize that developing our people is critical to achieving business outcomes, realizing our purpose of building better leaders for a better future, attracting and retaining talented associates, and fostering greater career effectiveness and satisfaction. Growth and continuous learning are critical components to your development, and they come in a myriad of forms, including:

- Tuition reimbursement opportunities
- Leveraging DDI's assessment technology to gain insights into your strengths and development areas to guide your learning and development efforts
- A learning culture supported by DDI's Pinpoint learning platform
- Workshops and certification opportunities, including DDI's Facilitator Certification Process
- Global leadership development programs