

## Wellness Allowance Program

Trilliant is providing you the *Power of Choice* for your health & wellness in 2023!

We are encouraging our team members by contributing with a quarterly Wellness Allowance towards wellness-related expenses.

Last reviewed and published June 01, 2023

### Purpose & Eligibility

The Wellness Policy supports Trilliant employees with a subsidy towards the cost of expenses that supports overall Well-being; physical, emotional, and mental well-being. The goal of this policy is to have our teams take part in enriching opportunities that support the traditional concept of personal well-being.

Employees are eligible to participate in the program if they are a full-time Trilliant employee, defined as working a minimum of 35 hours a week, and who has been with the company for a minimum of 45 days. Temporary Employees, Interns, and Contractors are not eligible. For an expense to be reimbursed, the cost must be incurred both while employed by Trilliant, and after having worked a minimum of 45 days. The reimbursement claim must also be made while employed by Trilliant. Expenses incurred by, or for, anyone other than the employee, such as a spouse, domestic partner, or child, are not eligible.

If there are questions on the eligibility of an expense, not answered below, employees are encouraged to contact [HR@trilliant.com](mailto:HR@trilliant.com) prior to making the expense to ensure it will be reimbursed.

The terms of this policy are subject to change at any time. Please be sure to review the policy available on this Teams Resources page prior to submitting expenses. The last review and publish date can be found at the top of this page.

### Benefit Amount

Allowance amounts are equitably adjusted regionally by country. To view your country's allowance in local currency, see table. The reimbursement amount is considered taxable income unless not required by local tax rules. Submission of a reimbursement claim will be considered acknowledgment, and acceptance, that the reimbursed amount is subject to those taxes.

The wellness allowance benefit does not roll over from quarter to quarter. Any remaining balances are forfeited if not used and expensed by the end of each quarter. Forgotten reimbursement claims will not be accepted, there will be no grace period.

Country	Yearly Allowance in Local Currency	Quarterly Allowance in Local Currency
Canada	500 CAD	125 CAD
Chile	300,000 CLP	75,000 CLP
Colombia	1,000,000 COP	250,000 COP

Greece	400 EUR	100 EUR
India	15,000 INR	3,750 INR
Indonesia	3000000IDR	750000IDR
Malaysia	1,600 MYR	400 MYR
Singapore	500 SGD	125 SGD
Thailand	10,000 THB	2,500 THB
United Kingdom	500 GBP	125 GBP
United States	500 USD	125 USD

### Examples of Expenses Eligible for Reimbursement

We ask employees to use their judgment in determining what to submit through the wellness reimbursement program. This list is not exhaustive, so if an item or service is not specifically mentioned, determine if it is similar to something on the list. Consider if the item/service will directly impact wellness. All reimbursement claims require an itemized receipt and when applicable, the invoice must list the employee by name.

- **Memberships:** Annual/Monthly/Seasonal- Gym membership, initiation fees, registration fees, health center fees, bike share, tennis, swim clubs, rock climbing, ski lift tickets, skate park, tournament fees
- **Fitness trackers:** Apple Watch, Fitbit, Jawbone, Garmin, or similar wearable; health apps
- **Equipment:** Shoes (for physical sport), in-home gym equipment, snowboards, skis, bicycle, tennis racket, golf clubs, yoga mat skates, hula hoop; equipment for any physical sport.
- **Lessons or personal training:** Pilates, golf, swimming, tennis, dance, personal training fees, music, art
- **Classes:** Yoga, aerobics, Zumba, Pilates, spin, martial arts, meditation, kickboxing, dance, nutritional or dietitian classes from wellness experts, weight management, karate, tae kwon do, music, archery, boxing, cricket, CrossFit, horseback riding, ice skating, skating passes, mental wellness classes (art of living, etc.), and other similar fitness classes
- **Exercise technology:** Videos, subscriptions, games, and apps: Wii Fit, Peloton, mental health apps, or similar
- **Personal services:** Massage, nutrition counseling, meal planning services (but not food purchases)
- **Purifiers and humidifiers:** Water or air purifiers, and humidifiers.

- **Activities:** Mentally enriching activities such as books, art supplies, musical instruments, national park passes, puzzles, craft supplies, learning tools (e.g., apps, software, online subscriptions), and language learning apps.

### **Examples of Expenses Ineligible for Reimbursement**

**This list is not exhaustive, so if an item or service is not specifically mentioned, determine if it is similar to something on the list. Consider if an expense is already covered or supported by another Trilliant program or benefit, e.g. Medical Insurance, FSA, OpenEnglish etc. as those expenses will not be covered by the Wellness Reimbursement.**

- Currency exchange fees
- Health spa treatments and products other than massage
- Cell phone, tablet, iPad, ThinkPad or other handheld devices
- Vitamins, supplements, and illicit drugs or alcohol
- Meals or snacks
- Medical services, supplies, or equipment including nontraditional medicine.
- Physiotherapy and chiropractors
- Exercise attire or sports attire (except fitness shoes) including bathing suits, uniforms etc.
- Sunglasses
- Headphones, AirPods, Bluetooth headsets
- Video games not related to exercise or health (e.g., PlayStation, PS3, Xbox, Kinect, or other video game console systems)
- Housewares, including but not limited to furniture, kitchen appliances, and décor
- Vacation packages/excursions/activities
- Regular maintenance and safety equipment of a home or transportation vehicle
- Payments made directly to an individual; payments must be through an entity that can produce a receipt; payments through apps such as Venmo or G Pay are not eligible.
- Facebook Marketplace, or other unofficial second-hand purchases
- Payment Plans and Layaway of any expense type
- Computer equipment
- Purchases made on your corporate card
- Tutoring
- Entertainment
- Weapons

### **Claiming your Reimbursement**

To submit a Wellness Reimbursement claim, the form is accessible on Dayforce under Forms. While no formal approval is required, HR will be reviewing each submission and has final say over Reimbursements. Reimbursement claims that are deemed to not adhere to the guidelines of the eligible items established, may be rejected by HR. Rejected claims will be communicated within 2 weeks of submission.

Wellness Reimbursements Claim Submissions must include detailed receipts with a description of the Item/Service, date of purchase, and the amount charged. For Classes & Memberships, documentation must include the employee's name. Payment plans and layaway are not eligible for reimbursement, only expenses incurred and received in the eligible quarter are covered.

***Reimbursement claim deadline***

Claims must be submitted by the first Friday following the end of the quarter in which the expense(s) was incurred. Only one submission per quarter is permitted, please include all receipts for the quarter. If you miss the deadline, claims will no longer be accepted for reimbursement. Expenses must be incurred during the quarter in which it is being claimed.