



CAPITAL
GROUP®

Your benefits explained

Milan



Milan Cathedral and Piazza del Duomo, Milan

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At Capital Group, we believe remuneration means much more than a salary. That's why we offer premier benefits plans as part of a comprehensive total compensation package.

As an associate of Capital, you will be automatically enrolled in certain benefits; for others, however, you will need to activate them yourself. Finally, a certain category of benefits require that you submit a claim in order to benefit from a reimbursement.

Throughout this guide you'll see this key to the different benefits:

-  Automatically enrolled
-  Manually enrolled (associate to activate)
-  Submit a claim for reimbursement via payroll

For the most up-to-date information about the benefits on offer at Capital, please refer to the Human Resources section on CGWeb or contact the HR Shared Services Team at HR_Europe@capgroup.com or on 45333.

Subject to the rules of each scheme, while you are employed by Capital you will be entitled to the following benefits on the commencement of your employment.



Health, accident and life benefits

Private healthcare M

A private medical/dental plan has been set up and will provide you with additional cover in excess of your membership to Quas or EST. The Private Medical Insurance (PMI) will cover you, your spouse/partner and any dependents. The full list of coverage and exclusions can be found on CGWeb. Capital will pay the full cost of the premiums subject to a maximum of €3,500 per annum.

QUAS and EST A

QUAS and EST provides a compulsory, supplementary medical coverage for associates who are classified as quadri and impiegati respectively. QUAS and EST covers medical expenses related to specific medical treatments which include surgery, outpatient visits (i.e. specialist, psychiatric), dental, vision and maternity. The healthcare plans reimburse medical expenses for specific treatments directly, up to specific limits. For QUAS, Capital pays a one-off flat-rate contribution of €350 per annum in respect of each quadri. Associates pay a contribution of €56 per annum. The amounts are processed through the monthly payroll in January each year. For EST, Capital pays a fixed monthly rate of €10 with the associate contributing €2.

Medical check-up S

Although a simplified screening is covered under the PMI scheme, associates are eligible for a more in-depth screening to be carried out.

Capital will reimburse up to €500 from the beginning of your employment and the frequency of reimbursements are based on the table below:

Aged under 35	Every three years
Aged 36 to 45	Every two years
Aged 46 or over	Annually

From age 46, associates may bank up to three years of the value of the benefit, and have up to €1,500 in any rolling three-year period. This reimbursement will be paid through payroll.

Life insurance A

Associates will be covered for four times their base salary in the event of their death while being employed by Capital. The amount is subject to an insured earnings cap of €250,000.

Business travel accident insurance A

When travelling on Capital business, associates are provided with additional

accidental death and dismemberment coverage through the business travel accidental insurance plan where associates are insured for up to US\$500,000. While travelling on Capital business, the cover is valid 24 hours a day, anywhere in the world.

Please note that this coverage is limited to business travel for Capital and provides no coverage while on private travel, except for one week if in continuity with a business travel.

Short-term and long-term disability A

Capital will adhere to the National Collective agreement dispositions for both short and long term sickness absence.

The Capital paid sickness benefit is summarised below:

Day 1 - Day 3	100% of pay (up to INPS maximum)
Day 4 - Day 20	75% of pay including INPS sickness benefit
Day 21 - Day 180	100% of pay including INPS sickness benefit

The first three days of sickness will be paid in full for the first two sickness occurrences during the year, 66.66% for the third and 50% for the fourth occurrence. Any additional occurrences during the year will not be paid for the first three days. The year for sickness purposes runs from 1 January to 31 December.

Disability by illness A

All eligible associates are covered for a lump sum payment in the event that they become disabled as a result of an illness. The cover will be based on 4 times your annual gross salary subject to an insured cap of €300,000.

Accidental death and disability A

Associates/beneficiaries will receive a lump sum payment in the event that they die or become permanently disabled as a result of an accident. The cover will be based on 4 times your annual gross salary up to a total payment of €1,000,000.

Medical Benefits Abroad (MBA) A

Cigna MBA provides emergency medical treatment and evacuation for you and your co-travelling dependents when travelling on company business abroad. You are automatically enrolled at no cost for you.



Retirement and savings plans A

All associates are automatically enrolled in the social security system which provides for a basic state pension. There are no contributions made by the associate but Capital contributes via the social insurance each month.

Amundi pension plan A

In addition to statutory pension contributions, Capital pays 2.5% of total gross pay into your personal pension plan with Amundi. It is not compulsory for associates to make a personal contribution, but the facility is available should you wish to do so.

Pensionable earnings (base and bonus - excluding starting bonuses) are capped at €250,000 per annum.

TFR M

Associates are also permitted to have their monthly TFR contributions paid into their pension plan.

Capital Group Luxembourg funds M

Associates and their eligible family members may invest in preferential share classes of the Capital Group funds. These carry no sales charge or distribution fees, and the minimum investment amount is waived or reduced.

For more information, please refer to the Pension and Savings section of HR CGWeb to determine whether they meet your investment objectives and which funds might be the best fit for you.



Time away from work

Annual holiday **A**

Non-exempt and Exempt associates benefit from 26 days vacation including permessi. This will increase to 28 days at the start of your fifth year of employment with Capital. Senior Manager or equivalent associates will have a minimum of 28 days including ROL and permessi.

Anniversary programme **A**

All associates who remain employed by Capital are eligible to participate in the anniversary programme. Upon each fifth-year anniversary an associate will receive a personal gift and donations to a charity of the associate's choice, as well as a one-off award of five additional bonus days' holiday, pro-rated for part-time associates. The bonus week(s) can be kept over several years but cannot exceed a total of 10 days at any time. If an associate is reaching a 5 year milestone with 10 days, an additional bonus week will be not credited.

Adoption assistance programme **M**

Eligible associates will receive a taxable payment of €10,000 to assist with the adoption of a child. The payment is reduced by any statutory adoption provisions.

Family leave **A**

- Maternity leave - Associates must take five months maternity leave and will receive full pay during this period. Associates can take an additional six months (paid at 30% of regular monthly pay). This leave can be taken by either the mother or father of the child. Mothers are also entitled to take an additional month of unpaid maternity leave before their child's first birthday.
- Paternity leave - New fathers can enjoy 12 weeks fully paid paternity leave.

Other leave **A**

Associates are also entitled to the following time off:

- Personal Wedding: eight days for impiegati and 15 days for quadri
- Health issues or death of a family member: up to three days of paid leave
- Three days per month for associates caring for relatives with severe disabilities
- Military service, Jury and public duties



Learning and development

eLearning **M**

The Capital eLearning programmes include approximately 500 self-guided, online training modules that cover a range of topics, from personal and professional effectiveness to business knowledge. The eLearning programmes can help complement a comprehensive development plan.

Paid comprehensive training programmes **M**

Ensuring that you are fully equipped to do your job is an important priority at Capital. We offer a comprehensive range of resources to help you achieve this, from courses through to online learning.

Internal transfers **M**

Providing the continuing opportunity for you to learn and grow within your role or other roles is key at Capital. Whenever feasible and appropriate, associates will be offered the possibility to rotate into other roles. Similarly, when recruiting for open positions, Capital associates will be considered first before external recruitment begins.

Scholarship programme **M**

Capital provides financial assistance for college and/or university education to eligible children of associates (and children of your spouse or spousal equivalent). To qualify, recipients will need to demonstrate financial need.

Educational assistance programme (EAP) **M**

Upon request, our EAP will contribute to tuition expenses for all eligible associates. Pre-approval is required.

More information on all Learning and development opportunities can be found on CGWeb.

Work/life balance and wellness benefits

Sports club allowance A

Capital encourages associates to stay in good physical condition and will contribute, via payroll, a monthly allowance of €25.

Luncheon vouchers A

Associates are eligible for luncheon vouchers, at a rate of €7.00 for each day worked. Bank holidays and vacation days are deducted from the number of days paid each month. This benefit is exempt from taxes and social security contributions.

Associate Assistance Programme (AAP) A

The Life Resource programme is a strictly confidential and complimentary 24-hour life management and personal support service, which can help in dealing with both everyday situations and more serious issues.

All associates and their dependents are automatically eligible to use the AAP from the date their employment starts.



Community support and giving

Matching gifts programme **M**

CG is constantly seeking to increase the number of countries where matching gifts can be offered. Irrespective of an associate's location, the matching gift program is functional for donations to approved charities in the USA, UK, Switzerland, Singapore and Hong Kong.

Community action days programme **M**

Capital supports community action days, which give associates an opportunity to participate in day-long volunteer projects at local non-profit organisations during the work week.

Dollars for doers **M**

You can earn a donation to a non-profit organisation of your choice, based on the hours you spend volunteering. Donations correspond to increments of 10, 20, 30, 40 or 50 hours, up to a maximum of 50 hours per fiscal year.

Contributions committee grants programme **M**

The contributions committee encourages and supports initiatives from Capital associates for charities and other non-profit organisations. The committee can particularly support an organisation that you give your time or your money to, or otherwise have close knowledge of. The committee can also help your charity get exposure through its newsletter or, occasionally, through specific events such as sales or collections.



Marie-France and Susan helping out in a local care centre for people with disabilities



Stéphane helping out in a local care centre for people with disabilities



Naoko joined a team working with the Tokyo Volunteer Action Centre to help clean up after the Japan earthquake and tsunami

For more information on charitable giving at Capital, please consult: [CGWeb](#) > Charitable Giving

And there's more!

Referral award

Qualifying associates who introduce someone who is successfully recruited by Capital, will be eligible for a referral payment of €1,500. The payment will be made through payroll on the first available pay date after the hiring date.

Learn more about our CG benefits offerings by visiting: [CGWeb](#) > Human Resources or contact the HR Shared Services team by emailing HR_Europe@capgroup.com or calling 45333.



The Galleria Vittorio Emanuele II, Milan

June 2023

Capital Group firmly believes in offering its associates a competitive benefits programme. However, we draw your attention to the fact that circumstances may from time to time require Capital Group to review its policies and amend the associates' benefits programme described herein. Human Resources will endeavour to inform you of any changes as far in advance as possible. Any such changes shall not be deemed a change in employment contract.