

Your benefits explained

Luxembourg



Grand Ducal Palace, Luxembourg

Contents

Health, accident and life benefits	2
Retirement and savings plans	5
Time away from work	6
Learning and development	7
Work/life balance and wellness benefits	8
Community support and giving	10
And there's more!	12

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:

- A** Automatically enrolled
- M** Manually enrolled (associate to activate)
- S** 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 HR section of CGWeb.

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

In addition to the statutory medical and dental cover which is available to all associates, Capital has negotiated an optional private medical and dental plan designed to help meet the medical needs of you and your family.

Cover becomes effective on the first day of your enrolment in the plan - for associates as well as dependents. Capital's contributions schedule is available on CGWeb and will be revised as necessary. The cost of eye care is included in the medical scheme.

Life insurance A

The statutory benefits cover a spouse's pension, composed of a flat rate benefit +75% of accrued state pension rights. It also provides for an orphan's pension, equal to one-third of the flat rate benefit +25% of the accrued state pension rights.

In addition, Capital offers cover equal to twice the associate's annual salary and the average of the last three years' variable as a one-time lump-sum payment. This payment is limited to €500,000.

Medical check-up S

All regular associates are eligible for the medical check-up's reimbursement (up to €700 per screening) from the beginning of their employment with Capital.

Frequency of reimbursements is based on age:

Under 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 €2100 in any rolling three-year period. This reimbursement will be paid through payroll.



Accident insurance A

Associates are insured in accordance with the Luxembourg laws on compulsory accident coverage and occupational illness. The insurance premiums are paid entirely by Capital.

Business travel accident insurance plan A

When travelling on Capital business, associates are provided with additional accident death and dismemberment coverage through the business travel accident insurance plan. Associates are insured for up to \$500'000 under the travel accident insurance plan. 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 disability A

In case of illness or accident and upon presentation of a medical certificate, Capital will pay 100% of your base salary until the end of the month during which your 77th day of illness falls.

Beyond that date, loss of earnings insurance will cover 80% of the insured salary for a total of 52 weeks.

Long-term sickness insurance A

All associates are automatically enrolled in a long-term sickness insurance plan when they begin working at Capital. In addition to statutory cover, the disability pension is equal to 30% of S1 (social security salary) and 70% of S2 (excess covered salary).

The maximum salary and variable for the purpose of this cover is €250,000.

Medical Benefits Abroad (MBA) A

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



You should be aware that information on your pension account holdings and transactions will be shared with Capital's Personal Investing Committee (PICO) to satisfy SEC reporting regulations. **A**

Retirement and savings plans

Luxembourg (LXO) retirement plan
Capital helps provide financial security in preparation for your retirement.

Social security A

All associates are automatically enrolled in the social security system, and benefits extend in most cases to family members (spouse, children and other dependent family members in the household). It covers family benefits, unemployment insurance, work accident insurance, healthcare, old age and invalidity pensions, and long-term care insurance.

A mandatory deduction is withheld from the associate's salary each month. Capital also contributes to this plan on a monthly basis.

Supplementary pension plan A

Capital pays a 15% contribution on any pensionable earnings (base salary and bonuses) up to an annual earnings limit of €250,000. The contribution is subject to a 20% tax charge entirely paid by the employer. The pension benefit paid is tax exempt. Contributions vest after six months of service.

The annual employer pension contributions shall not exceed the Luxembourg fiscal deductibility ceiling corresponding to 20% of 14.4 times the associate's January salary in any given year.

Individual contributions M

In addition to contributions by Capital, associates are allowed to contribute up to the tax-deductible ceiling of €1,200 per year, as determined by the local tax authorities.

Investment fund purchases in Capital International funds (LuxFunds) M

Associates and their eligible family members may invest in the preferential share classes of Capital International 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 might be the best fit for you.



Time away from work

Annual holiday A

Full-time associates are entitled to 31 days of leave per annum.

For more details please refer to the Associate handbook available on CGWeb.

Anniversary programme A

All associates who remain employed by Capital are eligible to participate in the anniversary programme upon reaching designated milestones. We reward long-service associates with special recognition, beginning at their fifth-year anniversary and at every fifth-year anniversary that follows. Service awards may include a personal gift and donations to a charity of the associate's choice, as well as a one-off award of five additional days' holiday (bonus week), pro-rated for part-time associates. The bonus week(s) can be kept over several years but the balance cannot exceed a total of 10 days at any time. If an associate is reaching a 5 years milestone with a full bonus weeks balance (10 days) no additional bonus week will be credited.

Adoption assistance programme M

Eligible associates will receive a taxable payment of €10,000 made via payroll to assist with the adoption of a child. The payment is reduced by the amount paid as part of any statutory adoption provisions.

Family leave A

Maternity leave starts eight weeks before the birth (antenatal leave) and ends twelve weeks after the birth (postnatal leave). 100% of the associate's salary is guaranteed.

New fathers are entitled to paid leave of 12 weeks at the time of the birth. In addition, they are offered the opportunity to enjoy flexible work schedules for the first six weeks following the birth of their child.

Associates are also entitled to parental and adoption leave.

Parental Transition Schedule (PTS) M

All new parents (including birth mothers, fathers, adoptive parents, surrogate parents (where allowed) and foster parents can benefit from a gradual return to work by working a reduced number of days per week prior to going back to their original schedule.



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.

Work/life balance and wellness benefits

Travelling to work M

At Capital we promote flexible and sustainable mobility solutions which are compatible with hybrid working. Since 1st March 2020, public transport in Luxembourg is free and Capital strongly encourage associates to commute using the public transport system. Associates living outside of Luxembourg are eligible for an allowance of up to €600 per year for the portion of their home/office trip using public transportation in the neighboring countries.

Associates using their car to come to work can opt for different options (all subject to availability):

- dedicated parking space in the office building at monthly cost of €150
- dedicated parking at Tony Rollmann / Fritz at monthly cost of €50
- or flex parking space reserved via EMS at daily cost of €20

The cost will be deducted from your monthly salary.

Sports club allowance A

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

Associate Assistance Programme (AAP) A

The AAP 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.

Lunch vouchers M

All associates may be entitled to contribute to lunch vouchers. The minimum associate contribution by voucher is €2.80. The maximum employer contribution is €8. This benefit is exempt from taxes and social security contributions. If an associate wishes to contribute the minimum amount of €2.80, Capital will match that amount 2 for 1. Capital's contribution cannot exceed €8 per day. A maximum of 18 tickets will be provided each month.

Part-time associates, or those on sick leave, will be pro-rated. Other pro-rations may apply as per statutory dispositions.





Community support and giving

Matching gifts programme **M**

Capital is consistently seeking to increase the number of countries where matching gifts can be offered. Irrespective of associate locations, matching gift program is functional for donation 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.

Learn more about our Matching Gifts Programme by visiting: [CGWeb](#) > Charitable Giving



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



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.



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 €1500. The payment will be made through payroll on the first available pay date after the hiring date.

Learn more about our Associate Referral Programme by visiting [CGWeb](#) ▷ [Human Resources](#) ▷ [Associate Referral Program](#)

To help you keep healthy and fight those mid-morning or late-afternoon chocolate cravings, Capital provides you with a selection of seasonal fruits. Every-morning, baskets of fruits are placed in our tea points kitchens or pantries and are regularly replenished during the day. Help yourself to a natural, healthy and vitamins loaded snack.

For further information on your benefits, contact HR Europe or your International Benefits Team, both can be reached by emailing HR_Europe@capgroup.com.

Flexible working

At Capital we recognise that not everyone's life fits into the same schedule. We will try to help associates balance family needs and work flexibly when business needs permit.

Discounts and special offers

For a selection of special discount offers, see [CGWeb](#) ▷ [Offices](#) ▷ [LXO](#) ▷ [Discounts](#)





**CAPITAL
GROUP™**

Amsterdam, Netherlands

Atlanta, GA

Beijing, China

Chicago, IL

Frankfurt, Germany

Geneva, Switzerland

Hong Kong

Indianapolis, IN

Irvine, CA

Los Angeles, CA -
Downtown

Los Angeles, CA -
Westside

London, U.K.

Luxembourg

Madrid, Spain

Milan, Italy

Mumbai, India

New York, NY

Norfolk/Virginia Beach,
VA

Reno, NV

San Antonio, TX

San Francisco, CA

São Paulo, Brazil

Singapore

Sydney, Australia

Tokyo, Japan

Toronto, Canada

Washington, D.C.

Zürich, Switzerland

April 2024

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 endeavor to inform you of any changes as far in advance as possible. Any such changes shall not be deemed a change in employment contract. This document has no contractual value and is meant to provide general information only.