

2023

Finland Total
Rewards Overview

Compensation

Classification

Keysight uses a classification model based on the complexity of different positions. Jobs are grouped into Individual Contributor 'A' (ICA), Individual Contributor 'B' (ICB) and People Managers (PM), each with a Generic Factor chart outlining a level definition and the skills and knowledge required. Jobs that involve work of a similar nature have been grouped in broad Functions and Job Families. The Job Families themselves have been written in a Job Family Matrix. Each Job Family Matrix has one generic primary function and then outlines a general descriptor plus typical education and experience required to operate at each level. Promotion is based upon organizational need and possession of required skills, knowledge and experience etc.

Salary Review

Base pay increases are determined once per year for all employees, during the Annual Reward Planning cycle in November. If increases are awarded, this normally takes effect 1 December. Technology industry legal increases will be effective based on current agreements.



Keysight Results Bonus (KRB)

This variable pay program is calculated every six months based on Keysight's Revenue Growth and Operating Margin. Managers participating in the Pay-for-Results Program and sales employees on the incentive compensation program are not eligible for this bonus.

Performance Evaluation

Performance evaluation is done on an annual basis during the annual planning cycle, which takes place worldwide in November and effective 1 December. There is a formal link to pay.

Objective Setting (VCP)

Objectives are set by each employee in a **Value Creation Plan** in SuccessFactors on an annual basis and reviewed and discussed with direct manager on quarterly basis.

Equity

Employee Stock Purchase Plan (ESPP)

The ESPP is a voluntary employee stock purchase plan and entitles each regular employee to buy Keysight shares with a 15% discount. Employees can contribute up to, but not exceeding, 10% of base earnings, exclusive of all bonuses, pay for overtime work, and other extra compensation, max \$25k a year. Purchases are made every 6 months.

Restricted Stock Units (RSU's)

Restricted stock units are awarded to key individual contributors and managers for reward and retention. RSUs are a taxable benefit. The annual RSU program operates in December.

Benefits

Pension plan (Keysight Technologies Pension Plan)

All permanent and temporary employees are covered by the statutory TyEL-pension (by Varma) and statutory insurances like the worker's compensation insurance for accidents in business (IF SP0001013222), group life insurance (IF) and the statutory unemployment insurance from Työllisyysrahasto.

Life Assurance

Permanent employees are covered by a voluntary group life insurance Optimi from Mandatum. Employees are covered for life assurance equal to one time annual salary (or on target earnings for employees on a commission based scheme) on company expense and can extend their coverage at own expense (salary deductions) to four times annual salary.



24 h Accident Insurance

This voluntary insurance (IF SP0001257010) benefit covers employees for medical care in case of accidents outside the business hours.

Business Travel Insurance

This Keysight global program covers employees for urgent medical care, disability and life assurance whilst travelling on company business. Please keep your insurance card with you.

https://www.internationalsos.com/Private/NET_StandardMembershipCards/comprehensive.aspx?CustomerNumber=11BYCA090173&CompanyID=Keysight+Technologies&ProgramName=Comprehensive%2fCIGN

Paid Sickness Absence

At the discretion of the Company, employees receive full pay during longer sick leaves depending on number of service years. Employees with up to 1 service year will get full pay for the first month of a long sick leave. Employees with 1 to 5 service years will get up to 2 paid sick leave months and employees with more than 5 service years can get full pay up to 3 months of sick leave. The Company will receive governmental refunds from Kela during the paid sick leave. www.kela.fi

Keysight Medical Plan

Keysight has an agreement with a local health care company Mehiläinen in Finland and has named company nurses and doctors in both cities, Oulu and Espoo. All permanent employees are asked to go to a health interview/ check-up during the probation period (first 4 months) and are entitled to voluntary health check-ups every 3 years during the employment. Specialist visits and physiotherapy are possible if recommended by the company doctor.

Keysight Dental Plan

Dental care benefit is offered to Keysight employees after first service year. Dental care costs are paid by Keysight up to EUR 130,- per employee per fiscal year. Employee needs to pay the cost himself first and after KELA –reimbursements can claim back the remaining cost up to EUR 130,- from the company against receipts by submitting the claim to HR.

Holiday entitlement

All full time permanent employees are eligible to 24 vacation days (including 4 Saturdays) during the first full service and vacation year and from the second service year onwards employees are eligible to 30 vacation days (including 5 Saturdays). These numbers include the maximum 5 Company fixed days for Christmas shut down. Annually maximum 6 vacation days (one week) can be saved and the rest needs to be taken out during the vacation year (April to March). Vacation days and time off needs to be reported through **ADP/ eTime** in SuccessFactors and currently available vacation balances are visible in eTime and on employee payslips.

Up to 10 vacation days can be taken in advance and the timing of these vacation days needs to be agreed with direct manager. Naturally these days would be deducted from the final pay should the employment end before these days were ‘earned’ back. When reporting these kinds of agreement -based vacation days, please insert a comment to eTime time keeping system.

Company car/ Cash Allowance

Employees who are 'Business Need' drivers (in customer facing sales or support roles/ or regularly transport heavy or bulky equipment as part of their daily role) may take this benefit in form of a company car only. No cash allowances are paid.

Business Mileage Reimbursement

If an employee doesn't have a company car and uses his/ her own car for company business, he/ she will receive the appropriate reimbursement rate in place at that time and defined by the local tax authorities. This reimbursement can be claimed through the travel expense reporting system Concur.

Company Bicycle Program

Employees can lease a bicycle through the Keysight program with GoByBike by having fixed monthly lease deductions of EUR 100,- from salary while Keysight pays for the administration costs.

Per Diems

Employees traveling on business will get per diems that they can claim through Concur when making their travel expense reports in the system. Local tax authorities define the amounts and make annual adjustments always in January every year.

<https://www.vero.fi/syventavat-vero-ohjeet/paatokset/47405/verohallinnon-paatos-verovapaista-matkakustannusten-korvauksista-vuonna-2023/>

Other Benefits

Meal and Culture Benefit

All permanent and temporary employees are entitled to one **meal benefit** per working day when not traveling abroad and if no other Company paid lunch is provided. We provide employees with **Edenred -benefit cards** with which employees can pay their lunches and then 75% of the value will be deducted monthly from the employee's salary while Keysight covers 25% of the lunch costs. In Oulu we also provide a lunch agreement option in the restaurant downstairs. This option is a little more beneficial for the employees as this lunch benefit is limited to one restaurant only and we follow the local tax rules with these kind of deductions.

All permanent and limited duration employees are also entitled to **sports and culture benefit** worth of max EUR 350,- per employee

per fiscal year based on their service months and this value is loaded to these Edenred benefits cards (same as lunch card) once a year during Q2 the latest. Annual tax-free limits for this benefit are defined by local tax authorities.

Mobile Phones and Laptops

Employees who need to travel on business or work home based can get a mobile phone with their manager's approval. A Company paid mobile phone is a taxable benefit in Finland. Mobiles and laptops need to be ordered through Points.

Remote connection at home

Employees who work remotely at home (even part-time) will get an EUR 40,-/ month taxable compensation for the costs for arranging the home connection themselves.

Company Credit Cards

Employees with regular business expenses are entitled to receive a company credit card. Employees are required to adhere to Company policies and their organizations' budget/ spending plans. All business expenses must be submitted through Concur in a timely manner with receipts.

Further Education Assistance

An employee may request leave or financial assistance to pursue educational studies. The relevance of the subject, length of studies, the business need and the amount of personal commitment by the employee will be taken into account when the managers are considering such requests.

Membership in Professional Associations

The Company will support membership of one relevant professional body per employee when the membership is approved by the manager.

Work Environment

Cafeteria and Vending Facilities

Free coffee and beverages or fruit are available in our offices.

Flexible working hours

Employees may have the possibility to work flexible working hours in support of work/life balance. Normal working hours are 37,5 hours/ week.

Variable Work Patterns

Keysight Technologies offers variable working patterns e.g. part time or full time patterns. Exceptions from normal working hours can be reported in eTime to help and track flexing. Longer leaves (one full day or more) taken from flex time balance need to be agreed on with direct manager in advance.

Parental Leaves

Leave of absence is available to employees in respect of maternity, paternity and adoption. Mothers will be paid full salary during first 3 months of maternity leave. Fathers will be paid 3 weeks in connection of the birth of the baby and 2 weeks later if father wants to be at home with the baby when mother is already working. During these paid periods Company will get the governmental refunds from KELA (www.kela.fi)



Paid Special Family Events

For special family events, employees are entitled to days off with full pay as follows;

- 3 paid days for own wedding
- 2 paid days for funeral of a close relative
- 1 paid day for family moves, funerals, weddings and birth in family. Remember to discuss your Family Event leave well in advance with your manager.