



**KEYSIGHT TECHNOLOGIES**

# Benefits in Brief for U.S. Employees

 **KEYSIGHT**

# Welcome

Keysight is proud to offer comprehensive, balanced, and competitive pay and benefits. This brochure describes some of the programs we offer to our U.S. employees.

## Inside:

Flexible Time Off, Holidays, Flexible Work Hours, Flexible Work Arrangements, Leaves of Absence, Adoption Assistance, Benefit Advocacy/Care Coordination, Employee and Family Assistance Plan

Health Plans, Dental, Vision, Enhanced Health Support

Health Savings Account, Flexible Spending Plans

Life Insurance, Disability

Company match, investment options

Variable Pay, Employee Stock Purchase Plan, Keysight Extras

## Did you work for Keysight in the past?

If you're rehired by Keysight you may be eligible for slightly different benefits. Ask your recruiter about these differences.



# Work/Life

Keysight has several programs and policies designed to help employees in its diverse workforce manage their work and personal lives while meeting company objectives for business success.

## Flexible Time Off

Flexible Time Off (FTO) provides you with paid time away from your job for such things as vacation, outside activities, illness, personal business, and family matters.

- You begin to accrue FTO hours your first day of employment.
- FTO can be accrued up to an “FTO accrual cap” which is based on your years of service. The FTO accrual schedule for part-time employees is prorated based on their work schedule. The FTO accrual schedule for full-time employees is to the right.

**Effective Date:** Your first day of employment.

## Holidays

You receive 11 paid holidays each calendar year, including New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas, and a “floating” holiday designated by Keysight each year. Holiday time is prorated for part-time employees.

A 12th holiday, called a “Personal Holiday”, is also provided to regular full-time or regular part-time employees.

**Effective Date:** Your first day of employment. To be eligible for the personal holiday, you must be a regular full-time or regular part-time employee employed by Keysight on the first working day of the calendar year.

## Flexible Work Hours

Flexible work hours allow Keysight employees more freedom in arranging their work and personal schedules. The use of flexible work hours is subject to the needs of the company and its customers. The only requirements are that an employee must work a schedule designated by his/her organization and arrive and leave within specified periods.



### FTO Accrual Schedule

YEARS OF SERVICE	YEARLY ACCRUAL RATE IN DAYS	FTO ACCRUAL CAP IN DAYS
0 - 10	20.0	30
11	21.0	31.5
12	22.0	33
13	23.0	34.5
14	24.0	36
15	25.0	37.5
16	25.5	38.25
17	26.0	39
18	26.5	39.75
19	27.0	40.5
20	27.5	41.25
21	28.0	42
22	28.5	42.75
23	29.0	43.5
24	29.5	44.25
25 and over	30.0	45

## Flexible Work Arrangements

Keysight's U.S. Flexible Work Arrangements are intended to help support the company's business needs and employees' needs for managing work/life demands. The following may be alternatives to the traditional Monday-Friday, eight-hour a day, office-based work arrangement. Each of these options is subject to local laws and approval by your management team.

- Part-time Employment (minimum 20 hours per week)
- Telecommuting
- Variable Work Schedules

**Effective Date:** Upon approval by management.

## Adoption Assistance

Keysight's Adoption Assistance benefit pays \$2,500 per legal adoption by a Keysight employee.

**Effective Date:** Your first day of employment.

## Employee and Family Assistance Plan

Keysight's Employee and Family Assistance Plan (EFAP) offers employees and members of their household a single point of access for confidential counseling, limited legal and financial assistance, and referral assistance for child/elder care services. Specially-trained clinicians are available 24 hours a day to provide assistance with emotional difficulties, parenting concerns, family and relationship issues, stress-related problems, conflicts at work or home, and substance abuse issues. Clinicians provide assessment of treatment needs, solution-oriented intervention and, when necessary, referral to the appropriate level of treatment. This includes up to twelve face-to-face counseling visits per problem per year. The EFAP also provides Keysight employees and members of their household with resources to help manage work and personal responsibilities, such as child and elder care issues, expectant parent concerns or college selection.

**Effective Date:** Your first day of employment.

**Cost to You:** There is no cost to you for your EFAP coverage.

## Benefit Advocacy/Care Coordination Plan

Balancing career, family, and social life can be stressful, especially if you are caring for a loved one with complex, ongoing care needs. Keysight's Benefit Advocacy/Care Coordination Plan provides personalized support to help you tackle the logistical and administrative tasks of complex, ongoing care, including childcare and elder care. You are matched with a dedicated Care Coordinator who will get to know your family's unique situation, guide you through a care plan, advocate for your loved one, and take on those tricky care tasks.

**Effective Date:** Your first day of employment.

**Cost to You:** There is no cost to you for this program.

## Leaves of Absence

A leave of absence is a discretionary benefit, which may provide up to one year of time off for reasons such as the birth/adoption of a child, serious personal or family problems, educational pursuits related to Keysight Technologies' business needs or an employee's severe illness, maternity, or accident/injury on or off the job.

A military leave of absence may be requested for up to four years (if required by federal government, leave may be up to five years) for either a call to active duty in the United States military or enlistment in the United States military.

## Paid Family Leave

Keysight's Paid Family Leave program gives you the option to care for family or personal health issues by taking time off to care for your ill spouse, domestic partner, child, parent, parent-in-law, grandparent, grandchild, or sibling. Paid Family Leave will give you six weeks off at 100% of your pay, so you can focus on what's important outside of work.

Paid Family Leave also offers new parents twelve weeks off at 100% of pay to care for and bond with a new or newly-adopted child.

**Effective Date:** Upon approval by management.

# Staying Healthy

Keysight offers medical, dental and vision plan options to its U.S. employees.

## High Deductible Health Plans

Keysight offers High Deductible Health Plan (HDHP) choices from UnitedHealthcare (UHC) and Kaiser.

### HDHPs administered by UnitedHealthcare (UHC)

Keysight offers two High Deductible Health Plan (HDHP) choices through UHC: HDHP Option 1 and HDHP Option 2. Both plan options can be paired with a [Health Savings Account \(HSA\)](#).

- The Keysight HDHP is administered by UnitedHealthcare, which maintains a nationwide network of doctors, hospitals and specialists that offer their services at contracted rates. The Keysight HDHP gives you the freedom to choose between in-network and out-of-network providers. If you use in-network providers, you receive a higher level of coverage and typically pay a lower share of costs than you do using out-of-network providers.
- Once you've met your annual deductible, eligible expenses are covered at 90% for in-network services (including retail and mail order prescription drugs) and 70% for out-of-network services.
- Benefits are paid at 100% after you reach your annual out-of-pocket maximum (the maximum cost you will pay in a calendar year).
- Many Preventive Care services—including some prescription drugs—are covered at 100% and are not subject to the annual deductible.

### Kaiser High Deductible Health Plan (HDHP)

The Kaiser HDHP option allows you to continue using Kaiser providers with access to a [Health Savings Account](#).

Kaiser HDHPs are available in California, Colorado, Georgia, and Washington. You can enroll in a Kaiser HDHP as long as you live in the plan service area.

### Kaiser Health Maintenance Organizations (HMOs)

HMO benefits and services are provided through a network of doctors and hospitals that contract with each HMO. Kaiser HMOs are available in California, Colorado, Georgia, Hawaii, and Washington. You can enroll in a Keysight-sponsored HMO as long as you live in the HMO service area.



### UHC HDHP Overview

BENEFIT	OPTION 1	OPTION 2
Annual Deductible		
Employee Only	\$1,600	\$3,500
Employee Plus One	\$3,200	\$5,250
Employee Plus Family	\$4,500	\$7,000
Annual Out-of-Pocket Limit		
Employee Only	\$3,000	\$6,500
Employee Plus One	\$6,000	\$13,000
Employee Plus Family	\$6,000	\$13,000
Preventive/Routine Exams, Annual check-up, Mammogram, Routine well-child care and immunizations	Covered at 100%, no deductible	
Prescription Drugs - Retail Pharmacy (Mail order also available)	Covered at 90%, after deductible <sup>1</sup>	
Office Visit, Lab Services	Covered at 90%, after deductible	
Hospital & Surgery, Urgent Care	Covered at 90%, after deductible	
Emergency Room	Covered at 90% after deductible	
Chiropractic, Mental Health, Chemical Dependency/ Rehab, Prosthetics	Covered at 90%, after deductible	

This table shows in-network coverage only. Out-of-network coverage is typically more restricted and expensive.

<sup>1</sup> Preventive care prescriptions are covered at 100%, no deductible.

## UnitedHealthcare (UHC) Hawaii Plan

Employees in Hawaii have access to the UnitedHealthcare Hawaii Plan, a Preferred Provider Organization (PPO) plan that offers freedom of choice in accessing care.

### Keysight Dental Plan

The Keysight Dental Plan provides a broad range of dental services. The Keysight Dental Plan is administered by Delta Dental and offers in-network and out-of-network benefits. The level of benefits you receive depends on whether you choose an in-network or out-of-network provider.

<b>Annual Deductible</b>	\$25 per person, \$75 per family per calendar year	<b>Crowns, Jackets and other Cast Restorations</b>	Covered at 60% <sup>1</sup>
<b>Annual Maximum Benefit</b>	\$2,000 per person per calendar year	<b>Prosthetic Benefits (bridges, dentures)</b>	Covered at 50% <sup>1</sup>
<b>Diagnostic and Preventive Benefits</b>	Covered at 100%, no deductible	<b>Implants</b>	Covered at 50%. <sup>1</sup>
<b>Basic Benefits</b>	Covered at 80% <sup>1</sup>	<b>Orthodontics</b>	Covered at 50%. <sup>1</sup> Lifetime maximum of \$1,500 per person

This table shows in-network coverage only. Out-of-network coverage is typically more restricted and expensive.

<sup>1</sup> After annual deductible is satisfied. All procedures above are subject to the plan exclusions listed in the Keysight Technologies Benefits Summary.

**Effective Date:** Medical, dental and vision coverage is effective on your first day of employment, provided that you enroll for coverage by the enrollment deadline.

**Life Events:** If you experience a qualified change in status during the year, you can make certain changes to your dependent coverage:

- Birth, adoption, newly-acquired dependent child: you have 60 days after the birth, adoption, or addition of a newly acquired dependent child to enroll the child in Keysight Health Plan coverage.
- Marriage, divorce, legal separation, death of a dependent, significant change in spouse/domestic partner's healthcare coverage attributable to their employment: you have 30 days from the date of the event to make changes to your dependent coverage.

**Cost to You:** You and Keysight share in the cost of your medical, dental and vision coverage. Your monthly premiums are based on the cost of the program option you select and the number of dependents you choose to cover. Your premiums are automatically deducted from your paycheck on a pre-tax basis.

## Keysight Vision Plan

The Keysight Vision Plan provides you with a broad range of vision care services. Keysight's Vision Plan is administered by Vision Service Plan (VSP). You are free to see a vision care provider of your choice, but you will receive a higher level of benefits when you use a provider who is part of VSP's nationwide network.

<b>Eye Examination Limit once every calendar year.</b>	\$25 co-payment.	<b>Contacts (in lieu of glasses) Limit once every calendar year</b>	Elective: \$150 allowance for contacts once every calendar year. Medically necessary: Covered in full. <sup>1</sup>
<b>Eyeglass Lenses Limit once every calendar year.</b>	\$25 co-payment	<b>Laser Vision Correction (LASIK, PRK) <sup>2</sup></b>	Average of 15% off regular price or 5% off the promotional price from contracted facilities.
<b>Frames Limit every other calendar year.</b>	\$25 co-payment. Covered up to \$200 allowance. 20% discount on amount exceeding allowance.	<b>Diabetic Eyecare Program (DEP)</b>	Medical eye care services for members with Type 1 or Type 2 diabetes. \$20 co-payment.

This table shows in-network coverage only. Out-of-network coverage is typically more restricted and expensive.

<sup>1</sup> Medically necessary contacts are covered in full, if required for certain medical conditions that prevent you from wearing eyeglasses. Medically necessary contact lenses must be approved by VSP.

<sup>2</sup> Laser vision correction is available through contract laser vision centers only.

## Enhanced Health Support

We want you to be your best — at work and at home — so we offer a variety of support, programs, and additional benefits to improve your overall wellbeing.

### Programs Through UnitedHealthcare:

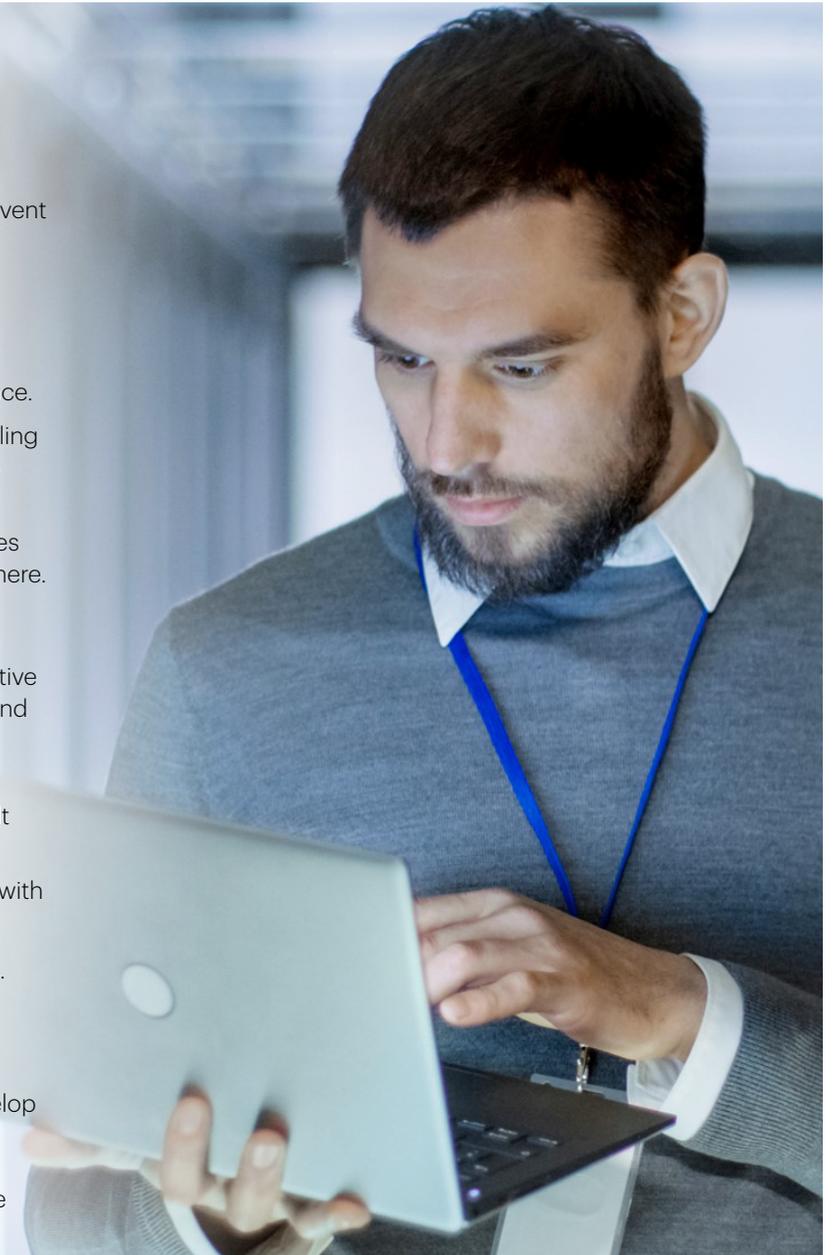
- Wellness Coaching: provides guidance and motivation to change behavior in order to prevent chronic disease.
- Clinical Support for Cancer Diagnosis and Treatment: if you are dealing with a cancer diagnosis or treatment and want clinical support, a Clinical Advocate will provide helpful information, answer your questions, and help guide you to a provider.
- Tobacco Cessation: tailors a plan to your needs to help withdraw from nicotine dependence.
- Personal Health Support: If you are living with a chronic condition, have cancer or are dealing with complex health care needs, you can be assigned a Personal Health Support Nurse to guide you through your treatment.
- UnitedHealthcare Mobile App: lets you easily access your health care information and gives you tools to help estimate costs, manage claims, and find providers — anytime and anywhere.

### Programs Through Kaiser

- Healthy Lifestyle Programs: get advice, encouragement, and tools to help you create positive changes in your life, including managing your weight, quitting tobacco, reducing stress, and more.
- Self-care Apps: address mental and emotional challenges and help improve your sleep, mood, relationships, and more with the help of Wellness Apps, available at no cost to adult members.
- Personal Wellness Coaching: get help reaching your health goals by working one-on-one with a wellness coach by phone at no cost.
- Health Classes: sign up for health classes and support groups at many of Kaiser's facilities. Some classes may require a fee.

### Preventive Care

Preventive care – such as routine exams and tests – helps you maintain your health and develop a healthier lifestyle. Under most Keysight medical options, most preventive care services are covered at 100% and are not subject to the annual deductible. This includes preventive care procedures that occur during any doctor visit, and prescription drugs specified as preventive care by the U.S. Department of Treasury.



# Pre-Tax Reimbursement

Keysight gives you several ways to pay for certain medical, dental, vision and dependent care costs on a tax-advantaged basis.

## Health Savings Account

If you enroll in Keysight's High Deductible Health Plan you may be eligible to open a Health Savings Account (HSA), an investment account used to pay for current or future qualified medical, dental and vision care expenses, such as deductibles, copayments, coinsurance and prescription drugs. Any unused money in your HSA is yours to keep for future qualified expenses, even if you leave Keysight or change medical plans.

## Health Care and Dependent Care Spending Plans

The Health Care and Dependent Care Spending Plans (sometimes called "Flexible Spending Accounts") are IRS-regulated plans that allow you to set aside part of your income on a pre-tax basis through payroll deductions to pay for eligible expenses. Because the income you set aside is not counted as wages in determining your income tax and FICA taxes, these Plans may offer you tax savings.

### Health Care Spending Plan

The Health Care Spending Plan allows you to set aside up to \$3,050 per year on a pre-tax basis and receive reimbursement to pay for "eligible healthcare expenses" as defined by the IRS. Use of this plan is limited if you enroll in an HDHP and HSA. Any Health Care Spending Plan contributions not used during the Plan year will be forfeited. You have until March 31 to submit claims for reimbursement for the preceding calendar year.

**Effective Date:** Your first day of employment. Enrollment must be submitted within 30 days of your eligibility date. Your payroll deductions and participation will start as of the beginning of the pay period following enrollment.

**Cost to You:** You can elect to set aside up to \$3,050 per calendar year on a pre-tax basis.

### Dependent Care Spending Plan

The Dependent Care Spending Plan allows you to set aside up to \$5,000 per year on a pre-tax basis (\$2,500 if married and filing separate tax returns) and receive reimbursement to pay for dependent day care expenses for your eligible dependents if that care allows you (and your spouse) to work. The account can be used to pay for eligible elder care expenses as well as childcare expenses. Dependents must be under age 13 or disabled to be eligible.

**Effective Date:** Your first day of employment. Enrollment must be submitted within 30 days of your eligibility date. Your payroll deductions and participation will start as of the beginning of the pay period following enrollment.

**Cost to You:** You can elect to set aside up to \$5,000 (\$2,500 if married and filing separately) per calendar year on a pre-tax basis.



# For Your Protection

## Life Insurance Program

The Keysight Technologies Life Insurance Program helps provide financial security and protection for you and your family.

- The Keysight Technologies Life Insurance Plan provides 1X your annual base salary of company-paid insurance in the event of death of the employee.
- The Accidental Death and Dismemberment Plan (AD&D) provides \$50,000 of company-paid accidental death and dismemberment insurance while you are an active employee.
- Additional Group Universal Life insurance based upon a multiple of your annual base pay may be purchased for you, your spouse/domestic partner and/or your children.

Company-paid Business Travel Accident Insurance is also provided.

**Effective Date:** Your Keysight Life Insurance, AD&D, and Business Travel Accident Insurance coverage begins on your first day of employment. Group Universal Life coverage is effective on the first day of the month after the insurance company approves your coverage.

**Cost to You:** There is no cost to you for company-paid life insurance, Accidental Death and Dismemberment Insurance, or Business Travel Accident Insurance. Additional Group Universal Life insurance for you and your family may be purchased at a low monthly cost.

## Keysight Disability Plan

The Keysight Disability Plan provides you with financial assistance when you become disabled and are unable to work due to injury or illness for more than seven continuous business days. During the first 52 weeks of your disability, you receive a monthly benefit that is approximately 75% of your monthly pay. If after 52 weeks you are eligible for long-term disability benefits, the benefit is 75% of the first \$3,000 of your monthly pay and 50% of your monthly pay above \$3,000.

**Effective Date:** Your first day of employment.

**Cost to You:** There is no cost to you.

### California Employees:

Keysight employees who work in California are covered by the Keysight Disability Plan (CA Supplement) which includes the California Paid Family Leave (PFL) Program. Under the PFL Program, employees working in California may be eligible for up to six weeks of PFL benefits if they take time off to bond with their newborn, newly adopted or newly placed foster child, or to care for a seriously ill parent, child, spouse or eligible domestic partner. Employees working in California contribute to this program via payroll deduction.

**Please note:** Employees outside California may have similar Paid Family Leave benefits available through their state.

# Keysight 401(k) Plan

The Keysight 401(k) Plan provides you an incentive to save regularly for retirement.

The Plan lets you contribute and invest part of your income on a pre-tax basis, and taxes aren't paid on your contributions until you withdraw money from your 401(k) Plan account. You may also contribute post-tax income directly through payroll deductions. You can contribute up to 50% of your pay through payroll deductions.

Keysight contributes \$1 for every \$1 you contribute up to 4% of your eligible pay, and \$.50 for every \$1 you contribute on the next 4% of your eligible pay. Contributions above 8% are not matched. The Keysight 401(k) Plan offers three contribution options:

- Pre-tax 401(k) contributions are considered deferred income: federal income taxes and most state income taxes are deferred on that amount until distribution. At distribution, qualified withdrawals are subject to state and federal taxes.
- Roth 401(k) contributions are made on an after-tax basis, but qualified withdrawals are not subject to taxes or penalties.
- After tax 401(k) contributions

All contribution options are made through payroll deductions. Pre-tax 401k and Roth 401(k) are matched by Keysight as described above (After-tax contributions are not eligible for company matching under the Plan).

You are always 100% vested in the full value of your Keysight 401(k) Plan. This includes your deferral contributions, Catch-Up Contributions, company matching contributions, any rollover contributions and any investment earnings.

**Effective Date:** You can actively enroll in the Keysight 401(k) Plan on your first day of employment. If you don't take any action, you will be automatically enrolled in the 401(k) Plan 60 days after your start date. For automatic enrollment, your default contribution rate will be 4% of your pre-tax eligible pay, and your initial contributions will be invested in a Target Retirement Fund that is optimal for your age. You'll receive a reminder before auto-enrollment occurs.



## Retirement Investment Advice

Keysight's free, online Savings Modeling Tool guides you through the options and benefits of Keysight's Savings programs, then helps you create a retirement savings strategy based on your current income, tax preferences and projected retirement and health care needs. The Modeling Tool helps you design a contribution mix for Keysight's 401(k) Plan and Health Savings Account (if applicable) that complements your personal situation and future goals.

# Other Benefits

## Variable Pay

As part of Keysight's overall pay-for-performance rewards strategy, Keysight's Variable Pay program provides eligible employees with an opportunity to receive bonuses based on company and individual results. Bonuses are determined and paid twice a year to all eligible employees following the end of each performance period: November 1 through April 30 (with a payout in June) and May 1 through October 31 (with a payout in December).

**Effective Date:** Most regular employees are eligible beginning on their first day of employment.

## Employee Stock Purchase Plan (ESPP)

Keysight's Employee Stock Purchase Plan is a valuable benefit that lets you purchase Keysight common stock at a discount off the stock's fair market value. If you're eligible for the plan, you can contribute between 1% and 10% of your income via payroll deductions each month. You can also change your contribution level at any time during the purchase period.

Keysight's Employee Stock Purchase Plan allows you to purchase Keysight stock at a 15% discount off the closing stock price at the end of the six-month purchase period. Like any stock plan, there are risks involved and there is no guarantee that Keysight's share price will rise.

**Effective Date:** For your enrollment to be effective for one of the six-month purchase periods, you must be enrolled in ESPP prior to the beginning of that purchase period. Six-month purchase periods begin on May 1st and November 1st. Contributions are accumulated for each six-month purchase period and are then applied toward the purchase of Keysight common stock.

**Cost to You:** You can elect to have from 1 to 10% deducted from your eligible compensation towards the purchase of Keysight common stock.

## Keysight Extras

Keysight Extras are a portfolio of great programs, amenities and services designed to help employees balance lifestyle demands and make Keysight a fun, dynamic work environment. Some programs are only available at certain sites.

- Employee networks for underrepresented minorities, diversity allies, employees in the LGBTQ community, woman's leadership development, and more
- Gift matching to a wide variety of charitable organizations and universities; grant opportunities to employee-championed non-profit organizations and colleges
- Volunteer and community service time allowances
- Recreation leagues, teams and clubs such as basketball, skiing and chess
- On site fitness centers, sports facilities and game tables
- Library resources, videos and audio books
- Keysight Company Store

## Domestic Partners

Domestic partners-of the same or opposite sex-are eligible for the following Keysight benefits:

- Keysight-sponsored health plans (medical/dental/vision)
- Beneficiary under the Keysight 401(k) Plan or any Keysight-sponsored life insurance
- Employee and Family Assistance Plan
- Group Universal Life Insurance
- U.S. relocation benefits

A domestic partner's eligible dependent children may also be enrolled in most Keysight-sponsored health plans.



This overview provides highlights of Keysight Technologies' programs. The official plan documents are always used to determine when and what benefits will be provided. Keysight's policies and benefits may change from time to time. Accordingly, this brochure does not represent a contract and it should not be interpreted as contractual in nature. This brochure applies to regular U.S. employees only. Consult with the hiring manager for more information.

With respect to the Company-sponsored group health plans, such as the Keysight Employee and Family Assistance Plan, Keysight Medical Plan, HMO options, Keysight Dental Plan, Keysight Vision Plan, and the Health Care Spending Plan, you become eligible to participate on your first day of employment, provided that you report for work on that day.

Any employment with Keysight Technologies, Inc. is not for a fixed period and is terminable at the will of either Keysight or the employee. No contrary representation or promises have been made and no such promise or representation shall be binding unless in writing and signed by an officer of Keysight.

Keysight Technologies Inc. is an equal opportunity employer dedicated to affirmative action and workforce diversity. Qualified applicants will receive consideration for employment without regard to disability, protected veteran status, or any other protected categories under all applicable laws.

