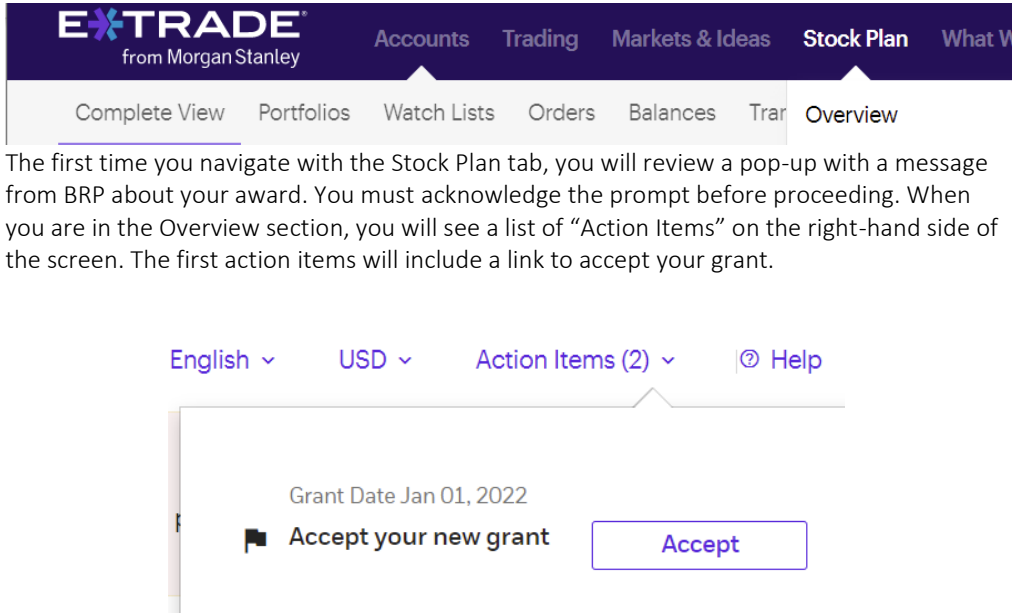


## **NEW PARTNERSHIP – FREQUENTLY ASKED HR QUESTIONS**

**Looking for information not found on the Landing Page or below? Email [HRIntegrations@BaldwinRiskPartners.com](mailto:HRIntegrations@BaldwinRiskPartners.com).**

Question	Answer
<b>General</b>	
Will my tenure with NHPBA carry over to BRP?	Yes, your tenure or service date with NHPBA will carry over to BRP.
When will my first day be at BRP?	Your last official day at NHPBA will be 7/31/22. Your first day at BRP will be 8/1/22.
If I have any questions, where should I go?	Please check out the <a href="#">Landing Page</a> to learn more about the details of the new partnership with BRP. If there is something you cannot find on the Landing Page, please feel free to email <a href="mailto:HRIntegrations@BaldwinRiskPartners.com">HRIntegrations@BaldwinRiskPartners.com</a> .
<b>Benefits</b>	
When can I enroll in benefits?	Benefit enrollment will start in August and will run for 30 days. If you decide to enroll in BRP benefits, they will be live effective 8/1/22.
What are the BRP benefit providers, and can I get the plan details?	Please reference the Benefits Guide and Benefits Presentation posted on the <a href="#">Landing Page</a> for plan details. BRP's medical carriers are UMR via United Healthcare and Kaiser (in select regions only).
If I move to the BRP benefits, will I need to change doctors?	You can log onto the <a href="#">UMR</a> (a United Healthcare Company) website to see if your current doctor(s) are in network. See page 17 of the Benefit Guide for more instructions on how to find a provider.
If I enroll in benefits after 8/1 but prior to the close of the enrollment period, when will my benefits be available?	As long as you enroll for BRP benefits during the defined enrollment period you will have active benefits on 8/1/22. We recommend that you enroll as early as possible to obtain access to care and avoid retro-premium deductions.
Will my medical deductible start over?	No, BRP will credit what you've already paid towards your deductible within the 2022 calendar year given it aligns with the BRP health care provider list of eligible expenses. To receive this credit, please provide your latest EOB indicating your accumulator credits year to date to <a href="mailto:benefitsquestions@baldwinriskpartners.com">benefitsquestions@baldwinriskpartners.com</a> . Please note this takes some time to process and reflect in your UMR portal.
Does BRP contribute to the HSA?	Yes, \$600 for colleagues / \$1,200 for colleague + dependent annually. Employer contributions will be pro-rated to account for your mid-year start date. You can earn an additional incentive and receive an additional BRP contribution of \$200 for colleagues + \$200 for covered dependents (\$400 max.) for completing Cure8 Health Rewards as outlined on the Benefits Guide.
How much do medical benefits cost at BRP?	Benefit premium amounts depend on the medical plan selected (Traditional, Vanguard, or Kaiser) and coverage level (employee only, employee + spouse, family, etc.). Please check out page 16 of the Benefits Guide for details on premium amount by plan and coverage level.
How often are benefit deductions processed through payroll?	Benefit premium deductions are processed in alignment with payroll on a biweekly schedule. We recommend enrolling as early as possible to avoid retro deductions on future paychecks.
Are there gym/fitness reimbursements?	No, but BRP offers Wellbeats which provides the ability to stream high-quality, on-demand fitness, nutrition and mindfulness classes. BRP also offers an incentive for participating in the Vitality Wellness program via Wellable, by completing and logging healthy behaviors.
<b>Payroll</b>	
When will I receive my first BRP paycheck?	You'll receive your first paycheck from BRP on 8/12 for time worked 8/1 – 8/6.
How often will I be paid?	BRP processes payroll on a biweekly pay schedule in arrears, pay days are every other Friday. You'll receive your first paycheck on 8/12 for time worked 8/1 (your first day with BRP) through 8/6 and your second paycheck on 8/26 for time worked 8/7 through 8/20. For a copy of the payroll schedule, please visit the <a href="#">Landing Page</a> .
Will my paycheck be from BRP or NHPBA?	Your paycheck will be from BRP Colleague Inc.

401(k) & Equity-Stock	
Does BRP offer a 401(k) and what is the match?	Yes, pre-tax and post-tax (Roth) plans are available. BRP matches 100% on the first 1% of your contributions, and 60% on the next 5%. The total maximum BRP match contribution is 4% if you contribute 6%.
What is the 401(k)-vesting schedule at BRP?	Employee contributions and employer matching contributions are immediately vested for colleagues who are hired with NHPBA before 4/1/22. Colleagues hired on or after 4/1/22 will have 100% employer vesting after 2 years of service.
When am I eligible to contribute to the BRP 401(k) plan?	You will be eligible to participate in the 401(k) plan on 8/1/22, provided you are at least 21 years old and have completed at least one month of employment with NHPBA. Colleagues are automatically enrolled in the plan at a pre-tax 4% deferral rate if no action is taken by the date provided in your Fidelity Auto-Enrollment notice (provided after your Workday Onboarding is completed).
Are we able to purchase BRP stock?	Yes, you will be able to purchase BRP stock. However, please do not trade in BRP stock until further notice. More information will be provided in your Insider Trading Essentials training course during your onboarding.
How do I know how much equity I will be granted?	The equity award details are outlined in the Stock Award section of your transition letter.
When will I receive more information about my equity grant?	<p>Within a few weeks of the close date, you should receive an email from E*TRADE sent from E*TRADE Securities (<a href="mailto:etrade@email.etradefinancial.com">etrade@email.etradefinancial.com</a>) with the subject line: "Activate your stock plan account today." Please click the <a href="#">Activate Now</a> button and begin the application signup by entering your personal information, the company ticker symbol, and authentication code as outlined in the email.</p> <p>You should receive a second email from The Profiteers with the subject line "New E*Trade Grant Acceptance Required" that looks similar to the image below. To accept your grant, log in to your E*TRADE account, hover over the "Stock Plan" tab at the top, and select "Overview."</p>  <p>The first time you navigate with the Stock Plan tab, you will review a pop-up with a message from BRP about your award. You must acknowledge the prompt before proceeding. When you are in the Overview section, you will see a list of "Action Items" on the right-hand side of the screen. The first action items will include a link to accept your grant.</p> <p>You will also receive grant acceptance reminders from <a href="mailto:DoNotReply@etrade.com">E-tradeAlerts-DoNotReply@etrade.com</a>, subject line: "Reminder: Grant Acceptance Required" after time has lapsed and your award has not yet been accepted.</p>
What if I do not accept the stock award?	To meet BRP's stock plan requirements, please accept your grant as soon as you receive the "New E*Trade Grant Acceptance Required" email. If you do not activate your account and accept your grant, you will receive reminder emails from E*TRADE and BRP's Equity team.

Who can I speak with at BRP regarding my equity grant?	If you have questions, please email <a href="mailto:equityplanquestions@baldwinriskpartners.com">equityplanquestions@baldwinriskpartners.com</a> .
<b>PTO, Sick and Holiday</b>	
How much Paid Time Off (PTO) will I receive?	<p>Exempt Colleagues: Open PTO program</p> <ul style="list-style-type: none"> <li>- BRP Open PTO is considered an unlimited paid time off policy (flexibility to take off as needed with proper notification and approval from leader)</li> <li>- The Open PTO program is about flexible work arrangement, not a form of wages (no caps or payout upon separation). Please refer to the full policy in the Handbook posted on the Landing Page for more detail.</li> </ul> <p>Non-Exempt Colleagues: Accrual based on years of service</p> <ul style="list-style-type: none"> <li>- PTO bank hours will be outlined in your transition letter (pro-rated for August 2022 Start Date)</li> <li>- Allotments are pre-loaded into Workday for advanced use of monthly accrual amounts</li> <li>- Each colleague receives 3 Days Community Service PTO in addition to PTO bank hours</li> </ul>
What are the Holidays at BRP?	<ul style="list-style-type: none"> <li>• New Year's Day</li> <li>• MLK Jr. Day</li> <li>• President's Day</li> <li>• Memorial Day</li> <li>• Juneteenth</li> <li>• 4th of July</li> <li>• Labor Day</li> <li>• Thanksgiving Day</li> <li>• Christmas Eve</li> <li>• Christmas Day</li> <li>• 2 Floating Holidays (<i>Non-Exempt Colleagues</i>)</li> </ul>
Will pre-approved PTO be honored?	If you have time off scheduled, please discuss with your leader, and request the time off in Workday.