



TEAM MEMBER GUIDE

301 GROUP INSURANCE PLAN

The Company offers a comprehensive group insurance plan to Team Members who meet the eligibility criteria. The cost of benefit premiums is shared by the Company and the Team Members. A detailed summary outlining the plan will be provided to Team Members as they become eligible. The detailed summary can be found on the PORTAL in the Manager tab, under the Forms section: *HR & Payroll / Benefits / Benefit Coverage Summary*. For further information regarding plan coverage, please visit mysunlife.ca.

Team Members are responsible for ensuring that their records are updated. Changes in marital status, dependent information and beneficiary information must be reported to the Payroll Department in a timely fashion.

Participation in the Company's group insurance plan is mandatory (a condition of employment) for all full time Team Members who have completed 455 hours of work, working a minimum of thirty-five (35) hours per week and a minimum of 1,680 hours per calendar year.

The submission of fraudulent benefit claims shall lead to disciplinary action, up to and including termination of employment for cause. Such conduct may also have legal consequences.