



BENEFITS AND REWARDS

At Descartes, we have strong values and a clear vision for the future. This includes caring for our employees from the perspective of financial security and personal growth. Our benefits program is designed to provide employees and their dependents with the support to maintain financial protection and good health. This document includes important information about the benefits program.

Financial & Retirement

At Descartes, employees are paid by direct-deposit to the financial institution of their choice on a semi-monthly basis.

Compensation

Industry competitive base salaries with eligibility for annual performance-based bonuses.

Eligibility for merit increases following performance reviews based on enhancements in level of skill, effort, productivity and quality of work.

Group Retirement & Saving Plans

RRSP

Employee basic contribution: 1-5 % of your earnings per year

DPSP – Employer Contribution

Less than 3 years of employment service: 50% match of your contributions to a maximum of 2.5% of earnings per year

3 years of employment services & more: 60% match of your contributions to a maximum of 3% of earnings per year

Health & Well-Being

Your health and well-being are our top priority at Descartes – that's why we provide access to great health care coverage to employees all over the world. We ensure that these programs are reflective of the local market and can meet your needs wherever you are.

Prescription

No deductible

- **In-Canada Prescription Drug Expenses:**
 - Covered Dispensing Fee Portion 100%, up to \$7
 - All Other Drug Expenses 90%
 - All Other Expenses 100%

Other Health Benefits

- **Hospital:** Semi-private room
- **Home Nursing Care:** \$10,000 for a maximum of 3 years per condition
- **Chronic Care:** \$25 per day
- **Smoking Cessation Products:** \$300 lifetime
- **Hearing Aids:** \$500 every 5 years
- **Custom-fitted Orthopedic Shoes and Custom-made Foot Orthotics:** \$300 every 12 months

Vision Care

- **All Vision Care Services:** \$200 every 24 months & PVS discounts

Dental Plan

- **Basic Treatment:** \$2,000 each calendar year
- **Major Treatment:** \$2,000 each calendar year
- **Orthodontic Treatment:** \$1,000 lifetime
- **Accidental Dental Injury Coverage:** Unlimited

Health Care Spending Account

For you and your dependents a pre-tax dollars (not a taxable) benefit

- \$250 each calendar year

Life Insurance

- **Employee Basic Life Insurance:** 200% of annual earnings to a maximum of \$500,000
- **Dependent Basic Life:** Spouse \$10,000, Child \$5,000

Paramedical Expense

For you and your dependents, we offer:

- **Chiropractors:** \$500 each calendar year
- **Physiotherapists:** \$500 each calendar year
- **Podiatrists:** \$500 each calendar year
- **Naturopaths:** \$500 each calendar year
- **Psychologists/Social Workers:** \$1,000 each calendar year
- **Speech Therapists:** \$500 each calendar year
- **Massage Therapists:** \$500 each calendar year
- **Osteopaths:** \$500 each calendar year

Global Medical Assistance Program

We offer coverage for emergency medical care when you and your dependents are out of the country.

Employee & Family Assistance Program (EAP) and LifeBalance through LifeWorks

Work Life Balance

No matter where you work at Descartes, we offer paid time off and holidays so you can get away and do what you enjoy most which is complemented by flexible schedules, work from home or our remote offices and a business casual work environment.

Vacation Time

We start with 15 business days. The number of vacation days is based on your level and years of service.

Sick Leave

We offer 7 days of paid time off when you are unable to work due to sickness or injury.

Other Special Paid Leaves

In addition to sick leave and paid time off, other offerings may be available for special situations:

- **Moving:** One day per year
- **Marriage:** One day
- **Personal Time:** One day
- **Floating Day:** One day
- Jury Duty
- Bereavement Leave
- **Descartes Maternity Leave:** Top-up to a maximum of 100% base salary for 12 consecutive weeks of paid time off for eligible employees receiving EI or QPIP maternity benefits who are pregnant or have recently delivered a child.
- **Descartes Parental Leave:** 2 weeks of paid time off, calculated at 100% of base salary for the nonchildbearing legally authorized parent.
- **Parental Transition Back to Work Schedule:** A return-to-work transition will allow employees to work 4 days per week for up to 4 weeks immediately following parental leave. The employee's pay will be adjusted based on the temporary reduced hours.

Career Development With Opportunities for Advancement

It takes all kinds of people and skills to run a company as diverse as ours. In order for us to remain competitive, continuous improvement by either learning new skills or improving the skills you already have is one of the major ways our company can be successful. Your specific career path is your own and we provide a variety of opportunities to develop your skills as you advance.

- We offer job training & tuition
- Employee referral bonus

Diversity & Inclusion

Our employees come from many different backgrounds. We believe that contributes to our success. We can draw on the perspectives and skills of men and women of different age groups, different cultural backgrounds and different life experiences. In our workplace, everyone has the right to be treated fairly and equally.