



## Benefits at a Glance

Ishpi Information Technologies, Inc., (*ISHPI*) is an award winning seven-time Inc. 500|5000 Fastest Growing Company and three-time Washington Technology *FAST 50* Fastest Growing Government Contractor. Because our success depends on the talent, professionalism and commitment of our employees, *ISHPI* offers a comprehensive benefits package that's designed to meet the diverse needs of our employees and their families at every stage of their lives. As part of our employee-focused philosophy, *ISHPI* offers the following benefits to all full-time employees:

- Health Benefits
- Group Life Insurance
- Short- and Long-Term Disability Insurance
- Medical and Dependent Day Care Flexible Spending Accounts
- Accident Care, Critical Illness Coverage and Cancer Insurance
- 401(k) Safe Harbor and Profit-Sharing Plan
- Up to 15 days Paid Time Off
- Ten Paid Holidays
- Educational Assistance Program
- Education and Certification Attainment Bonuses
- Recruitment Bonuses

**Health Benefits**-*ISHPI* offers comprehensive medical, dental, and vision plans for employees and their dependents through a wide range of providers, with a typical employee contribution below the national average. If elected, coverage is effective upon date of hire.

**Group Life Insurance**-*ISHPI* provides a company-paid basic life and accidental death and dismemberment (AD&D) policy with coverage valued at 1x salary for basic life and an equal amount of AD&D coverage.

**Short-Term and Long-Term Disability Insurance**-*ISHPI* provides short-term and long-term disability insurance at no cost to the employee. This insurance replaces part of your income if you become disabled due to sickness or injury.

**Medical, Dependent Day Care, and Commuter Flexible Spending Accounts**-These Flexible Spending Accounts offer employees the opportunity to utilize pre-tax dollars to pay for eligible out-of-pocket and unreimbursed medical, dependent day care, and commuting expenses.

**Accident Care, Critical Illness Coverage, and Cancer Insurance**-These stand-alone insurance policies offer broad coverage for accidents, illnesses, and specific diseases. In the event of a claim, this benefit pays cash directly to the employee over and above any other insurance plans. It also pays cash for certain health screening and wellness procedures. Coverage for the employee and their dependents is available at the employees' expense.

**401(k) Safe Harbor Plan**-*ISHPI's* 401(k) Safe Harbor Plan allows employees to shelter up to the maximum IRS defined allowable limit per year via salary deferrals. The Company will make a matching contribution of the employee's elective deferrals up to the first 4% of their compensation. Employees are eligible for participation following a three-month service requirement. The Plan also features a profit-sharing component in which *ISHPI* may make an annual discretionary contribution to the accounts of eligible employees. Participants are 100% vested in any profit-sharing contributions after three or more years of service.

**Paid Time Off**-Paid Time Off (PTO) is provided for the purpose of rest, relaxation and a planned interruption from the workplace or to attend to personal affairs without the loss of compensation. The PTO Program is an inclusive time off program intended for use in connection with vacations, short-term illnesses, personal business, family care, and other needs which may require time off from work. New employees accrue 4.62 hours of paid time off per bi-weekly pay period, up to three weeks per calendar year. Once an employee has completed 3 years of employment, 6.15 hours of paid time off per pay period (20 days per calendar year) will be granted.

**Ten Paid Holidays**-The Company recognizes ten (10) paid federal holidays to include New Year's Day, Martin Luther King, Jr., Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

**Educational Assistance Program**-Employees are encouraged to pursue continuing education and training. The Company will reimburse eligible employees up to \$3,000 per calendar year for pre-approved, degree-based, educational programs and professional certifications. To receive reimbursement, a minimum grade of "B" must be obtained in all letter-graded courses and a mark of "Pass" must be obtained in all pass or fail courses.

**Education & Certification Attainment Bonuses**-Attainment bonuses will be awarded when an eligible employee earns an academic degree (AS, BS, MS, and MBA) or a work-related certification (Microsoft, Cisco, PMI, CISSP, etc.).

**Recruitment Bonuses**-Employees may earn a \$3,000 recruitment bonus for each candidate they refer, not previously under consideration for employment, who is successfully hired by *ISHPI*.

**Additional information regarding any of these benefits may be obtained from HR at [careers@ishpi.net](mailto:careers@ishpi.net)**