

	ESOP	Health Insurance	Dental Insurance	Telemedicine	Paid Sick Leave (PSL)	Maternity Benefit
Eligibility	* Age 19 * 500 hrs/qtr or 1000 hrs/yr, whichever occurs first (based on pay dates within qtr/yr)	* 2 months service * F/T status * Work minimum of 30hrs/wk	* 2 months service * F/T status * Work minimum of 30hrs/wk	* 2 months service * F/T and P/T status	* All partners are eligible for Paid Sick Leave (PSL) in their first year of employment *Accrue 1 hour for every 30 hours worked, up to max of 56 hours	* ESOP participant at the time of delivery * Benefit begins on date of child's birth
Benefit	* 100% Company contributed \$, based on profits, to Trust Fund for participants \$'s become yours over 6 years, starting with 20% >2 yrs and +20%/yr thereafter. Must maintain 1000hrs/yr. 2 years = 20% 3 years = 40% 4 years = 60% 5 years = 80% 6 years = 100%	Annual election Stewart's self-insured plan Co. contributes towards wkly exp Empl \$ wkly cost for fam/ind done on a pre-tax basis Ann. Deductible Family \$1000/year Ind \$500/year 2026 Wkly Rates: Family \$175.50 Ind \$66.35	Annual election Delta Dental Ins participating dentists Empl \$ wkly cost for fam/ind done on a pre-tax basis Coverage provides 80-100% prev/gen 50% major services Annual Max \$1500/person 2026 Wkly Rates: Family \$16.50 Ind \$7.25	No cost if enrolled in Stewart's health plan \$2 post-tax weekly deduction without Stewart's health plan Unlimited free consults with a physician for primary care, urgent care and mental health via phone or video Available 24/7, anywhere in the US Download the "Sam by UCM" app or call 1-844-484-7362 for a consult	FT/PT Status Parners (25+ hrs/wk) Eligible for PSL in first year Accrual rate will increase during the second year of employment. PT (less than 25 hrs/wk)/Temp: • Eligible for PSL only, max of 56 hours/year Use PSL and benefit time in 1 hour increments Unused PSL is forfeited upon seperation of employment Available balance is shown on paycheck	This benefit pays you the difference between what NYS Disability pays and your average weekly wage Benefit begins on child's date of birth and continues up to 6 wks for natural childbirth and 8 wks for a cesarean section
Contact	Angela Mash x3415	Christina x3340	Christina x3340	Christina x3340	Personnel x3200	Karley DeDeyn x3420

This section of the manual contains important information concerning participant rights, under the Stewart's provided Plans and ERISA (Employee Retirement Income Security Act). Please read and retain this manual for future reference.

ESOP

This plan was primarily designed to share real ownership in Stewart's with our partners. Unlike a 401K, it's a 100% company paid benefit that provides financial security for you and your family at the time of your retirement. Stewart's started the Plan in 1974. In 2001, we converted to an Employee Stock Ownership Plan. The Plan value now is approximately \$900 million. As your account balance grows untaxed, your ownership in Stewart's increases. This is because the ESOP Trust, where the funds are invested, owns 40% of Stewart's. It is our desire that, in the future, all partners should participate in the ownership of Stewart's.

Annual company contribution and forfeiture amounts to approximately 15% of your annual wages

*Declared in December by Board of Directors.

*Contributed to participants who worked at least 1000 hrs in a year based on their gross earnings.

*Plan's welfare is contingent on Stewart's stability & growth.

*Stewart's financial position may affect funds available for withdrawal.

*Funds are invested in Stewart's stock and operating cash.

*Funds are invested in a trust by the Plan Trustees.

*Market conditions will dictate the trust earnings each year.

*Performance in the fund does not carry a guaranteed return rate.

*After enrollment, 1 yr credit for each Plan year you work 1000+ hrs.

*Vesting is the portion of your balance that belongs to you.

*Fully vested after 6 years of participation (1000 hours each year).

*If you retire, become disabled, or die your account becomes 100% vested.

*A disability must be certified by the SS Admin while you are still employed.

*Under certain circumstances, a partner who leaves Stewart's and is later rehired may get credit for that earlier service. Forfeited account balances will be reinstated if the number of years between employment dates is less than 5 years before the break began, and you repay the full amount distributed to you, if any, upon re-employment.

Payments can be received from the Plan for:

*In-service distributions are available to those participants who are still employed at age 73, or age 55 or greater with 20 years of service & work less than 1000 hrs/yr, pending approval.

*Retirement (age 62 or 55 w/7 yrs of service), become 100% Social Security disabled, or die.

*If you terminate employment and have a vested balance, payment is available May 1st of the following year.

*Account balances will be forfeited to remaining plan participants when employment ends prior to vesting (2 years).

*Balances under \$5,000 need to be withdrawn from the plan.

*Balances over \$5,000 and employment ends, any unvested \$s will forfeit after a 5 year break in service.

*A post-retirement diversification plan will start in year one of retirement that requires 2.5% of your balance plus any growth and dividends to be transferred out of Stewart's stock and into an alternate investment administered by NBT.

*Emergency withdrawals or Plan loans up to 1/3 of your vested balance may be requested from the Plan Trustee for: purchase of a principle residence; college expenses; extraordinary medical expenses not covered by insurance; funeral expenses; or expenses to prevent foreclosure, eviction or damage to your principle residence. Withdrawals are available only if all other sources of funds to meet the financial need have been exhausted. Maximum loan is \$50,000 + interest, with repayment within 5 years by payroll deduction. Withdrawals are not recommended because of loss of future retirement dollars.

*Depending on the reason and age at time of distribution, payment may be a lump sum or in installments.

*Payments are taxable as ordinary income at time of withdrawal.

*Withdrawals prior to 59 ½ may be subject to an additional 10% penalty tax.

*A 20% mandatory federal withholding tax applies if distribution is not rolled to an IRA.

*The Plan Trustees are Pat Suprenant, Kelli Derway, and Michael Cocca.

They are responsible for exercising good judgment and following IRS

guidelines when approving withdrawals.

HEALTH INSURANCE

Stewart's recognizes the importance of health care for our partners and their families, offering a self-insured plan gives us the control to provide benefits that best fits their needs. The partner's portion of the health insurance is based on the total healthcare dollars spent each year so it is important for all of us to control our healthcare spending so that we can keep our health deductions down and our ESOP dollars growing.

The health plan covers inpatient and outpatient hospital care, surgery, maternity, emergency care, mental health care, home health care, physical therapy, treatment of alcohol/substance abuse, prescriptions, eye exams, frames and lenses or contacts, as well as doctor's office visits. Plan specifics like co-pays, limitations, and exclusions are detailed in the benefit packet, which you will receive upon eligibility.

Annual Deductible: \$500/year for individual, \$1000/year for family, after deductible is met, you begin paying copayments.

Cost of program is shared: The partner's portion is approx 40% of the total cost of coverage and is taken as a pre-tax deduction.

Coverage for Dependents Including: legal spouse; children, adopted children or stepchildren who are under age 26, or are not able to support themselves due to mental illness or disability.

DELTA DENTAL INSURANCE

Preventive and general services are 80% to 100% covered (includes periodontics) and major services are 50% covered (includes orthodontics). The partner's cost of dental insurance is a pre-tax deduction. Plan specifics, limitations, and exclusions are provided in the benefits packet upon eligibility.

ELIGIBILITY FOR HEALTH AND DENTAL BENEFITS

*All full time partners (30+hrs/wk) become eligible for health and dental insurance on the Monday following sixty (60) days of continuous active service, and then again at the beginning of each subsequent Plan Year. *Open enrollment occurs each November.

*Per IRS guidelines, election remains in effect for the entire Plan Year and is irrevocable unless it is due to the result of a change in family status (e.g., marriage, divorce, death of spouse or child, birth or adoption of child, or addition/ termination of qualified coverage).

FLEXIBLE SPENDING ACCOUNT

Full time partners can elect a flexible spending account that can be used to pay for your deductible and other qualified medical/prescription/dental/vision expenses not covered by insurance. You will receive a Benefit Card to pay for these expenses. You can elect any dollar amount to be deducted on a weekly, pretax basis, to put into your account. (The maximum election is \$3400/year, and you can roll-over up to \$680 (max) to the next plan year if you do not use all your dollars.) Health insurance participation is not mandatory to enroll in this program.

TELEMEDICINE

When you elect the Stewart's Health Plan, you and your covered dependents are automatically enrolled in a Telemedicine benefit through UCM Digital Health. All full-time and part-time partners, who are not enrolled in the health plan, can elect this benefit for a \$2 post-tax weekly deduction, whether you elect individual or family coverage. There is no cost to consult with a physician and no limit on how many times you can use this service. Be sure to download the app by searching "Sam by UCM" in the App Store or Google Play. You may also request a consult by dialing 844-484-7362. This service is available 24/7 and can be used for primary care, urgent care and mental health counseling.

COBRA

Identical benefits for health & dental may continue upon termination of employment.

*You pay 100% of total cost, plus a 2% administrative fee.

*A notice will be sent to your home explaining your rights for COBRA upon termination, when your hours are reduced, or when you no longer qualify for FMLA, PFL, and/or short-term disability.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

We partner with Adirondack EAP to offer this program for partners and their family members at the Plant and Ridge. This is free for partners and provides short term, confidential counseling for concerns related to various topics including mental health, addictions, and financial/legal assistance. Additional information can be found in breakrooms or you can contact Personnel.

PAYCHECK INFORMATION

Pay Period runs Monday through Sunday.

Overtime is paid at 1.5 times regular rate of pay for hours worked over 40. Incentive: Earned weekly for exceeding department standards. You must be active to receive.

Partner Portal: To view your paycheck online, change personal info, set up direct deposit, etc., please call Personnel at ext. 3200 to receive login info. Ombudsperson is available to help you resolve any concerns that you might feel uncomfortable discussing with your Manager. There is a list of ombuds people posted at the Ridge and Plant, or see Personnel.

NYS PAID SICK LEAVE(PSL)/BENEFIT TIME

These programs allow all partners to earn paid time off for sick time, vacation time, safe leave, or personal time. During the first year, all partners will be eligible for NYS Paid Sick Leave, which allows you to accrue 1 hour of paid time off for every 30 hours worked. Partners who work at least 25 hrs/wk will begin accruing at a higher rate during their second year of employment. The maximum amount of Benefit Time that a partner can accrue is 276 hours.

Supervisor must approve all time off requests. Benefit Time is revocable under the following circumstances: Involuntarily termination due to dishonesty, theft, or policy violations or voluntarily termination without working out a proper notice. Please review the benefit time program for your work location. Requests for unpaid time off need to be approved by a supervisor.

YMCA MEMBERSHIP/PROGRAMS

Stewart's will pay 50% of any current ESOP plan participant's YMCA bills (excluding overnight camp and court fees). This benefit is for our partners, spouses and dependent children. Discount forms for reimbursement are available from Personnel Department, Partner Page on Website. The 50% paid by the company will be added to your next paycheck for tax purposes. Daycare payments count toward the \$5,000/\$2,500 government max. The total will be reported on your W-2. Membership requirements may apply.

LAKE PLACID CONDO

All active partners in ESOP, after 1 year of service, will be eligible to use the condo for 2 nights per calendar year. Reservations are taken 6 wks in advance for Sunday through Thursday. A lottery drawing is held on the 15th of each month for Friday through Saturday (for the following month) and school vacation weeks. For reservations, call Mary x6325. We are required to add \$150/night (the value of the stay) into your next paycheck for tax purposes, resulting in a \$45 tax/night.

MAKE YOUR OWN SCHOLARSHIP

Philly Dake established the Make Your Own Scholarship to help parents with the high cost of a college education. She used the Make Your Own phrase to emphasize that students are in control of their education. The Make Your Own Scholarship has awarded over \$8 million in scholarships to Stewart's family members since 1999. Last year \$530,000 was awarded to 99 students.

DEATH BENEFIT ONLY PLAN

We provide this plan to our full time partners and their families for peace of mind in the event something unfortunate should happen while employed at Stewart's. This is a company paid benefit. You become eligible for this plan by working at least 1560 hours in two consecutive years (30 hrs/wk). The benefit is paid in a lump sum and taxable to your beneficiary.

*The benefit amount is determined by the years of full time service immediately preceding the date of death. After two years of service: \$25,000, 5 years: \$35,000 and after 10 years: \$50,000.

PARTNER MATCHING GIFT

Stewart's Shops and the Dake Family have an annual goal to donate \$12 million to local charitable organizations. Stewart's Shops and the two related family foundations will each donate \$4 million to thousands of local charities. We will match individual active Partner donations to approved non-profit organizations unless a significant donation has already been made. We cannot match pre-collected funds. We encourage our Partners' commitment to philanthropy and tend to be more generous with donations to organizations in which they are involved. Call Donations @ ext. 2190 with questions.