

# Benefits for Salaried Employees

## Overview

### Total Pay

Our total pay philosophy is focused on supporting both individual and business needs.

We do this by providing our people competitive rewards that are linked to their individual performance and Company results.

When we do this effectively, we reinforce our people's motivation and satisfaction, improve business results, and share greater rewards.

### Xerox Total Compensation Package

- Competes in a variety of marketplaces
- Rewards individual and team contributions to Company performance
- Differentiates pay and pay growth based on performance as assessed by managers
- Attracts and enables retention of high-performance people
- Provides benefits that support the needs of a diverse workforce through flexibility, choice, value, and delivery.

Following is an overview of the benefits available to Xerox employees.\*

\* Special provisions may apply if you have been rehired by Xerox and have prior Xerox service.



## Benefits for Salaried Employees

### Health and Welfare Benefits

Our health and welfare benefits are designed to recognize individual needs and provide employees the flexibility to choose from a variety of options. That's why we call the program "Matter of Choice." Through an annual enrollment process, employees choose their coverage from the health care and insurance offerings described here.

Benefit	Eligibility	Details
Medical	<ul style="list-style-type: none"> <li>Your first day of work</li> <li>Coverage for you and your eligible dependents</li> </ul>	<ul style="list-style-type: none"> <li>Three options (the Coinsurance option, the Blended option, and the High Deductible option) provided through a choice of health plan carriers—Aetna, Empire BlueCross BlueShield, Preferred Care, or UnitedHealthcare, depending on your location; Aetna is the sole carrier for the High Deductible option</li> <li>Local Health Maintenance Organization (HMO) or Exclusive Provider Organization (EPO) (if available in local area)</li> <li>You and your spouse/domestic partner are eligible for a Health Assessment Program</li> <li>You can decline coverage with proof of other coverage</li> </ul>
Dental	<ul style="list-style-type: none"> <li>Your first day of work</li> <li>Coverage for you and your eligible dependents</li> </ul>	<ul style="list-style-type: none"> <li>Aetna Dental Maintenance Organization (DMO) (if available in local area)</li> <li>MetLife Dental</li> <li>MetLife Dental Plus</li> <li>Coverage is optional</li> </ul>
Vision	<ul style="list-style-type: none"> <li>Your first day of work</li> <li>Coverage for you and your eligible dependents</li> </ul>	<ul style="list-style-type: none"> <li>Vision coverage through EyeMed Vision Care</li> <li>Coverage for you and your dependents stays in effect for two plan years</li> <li>Coverage is optional</li> </ul>
Salary Redirection	<ul style="list-style-type: none"> <li>Your first day of work</li> </ul>	<ul style="list-style-type: none"> <li>You can choose to contribute to either or both salary redirection accounts:                             <ul style="list-style-type: none"> <li><b>Health Care Account:</b> Up to \$7,000 in before-tax dollars to use for certain medical, dental, and vision expenses not covered by your plans</li> <li><b>Dependent Care Account:</b> Up to \$5,000 in before-tax dollars to use for certain day care or in-home-care expenses for children under age 13</li> </ul> </li> <li>If your annualized pay is \$80,000 or less and you enroll in the Coinsurance or Blended option, you will qualify for a Xerox contribution of \$150 to \$350 to a Health Care Account; the Xerox contribution is in addition to any contribution that you make to a Health Care Account</li> </ul>
Health Savings Account	<ul style="list-style-type: none"> <li>Your first day of work</li> </ul>	<ul style="list-style-type: none"> <li>If you enroll in the High Deductible option, you may contribute to a Health Savings Account (HSA) or a Salary Redirection Health Care Account; you cannot participate in both</li> <li>If your annualized pay is \$80,000 or less, you are enrolled in the High Deductible option, and you establish an HSA through the Xceed Financial Credit Union, Xerox will match your contributions dollar for dollar up to \$350</li> </ul>
Life Insurance	<ul style="list-style-type: none"> <li>Your first day of work</li> </ul>	<ul style="list-style-type: none"> <li><b>Basic Employee Life Insurance:</b> Choose from No Coverage; 1 x base pay, up to a \$50,000 coverage cap; or 2 x base pay, up to a \$200,000 coverage cap; Xerox provides coverage at the 2 x base pay level</li> <li><b>Optional Employee Life Insurance:</b> Choose from No Coverage or up to 10 x base pay</li> </ul>
Accident Insurance	<ul style="list-style-type: none"> <li>Your first day of work</li> <li>Coverage for you and your eligible dependents</li> </ul>	<ul style="list-style-type: none"> <li>Employee coverage: \$50,000 increments, up to \$1 million</li> <li>Spouse/domestic partner coverage: \$50,000 increments, up to \$500,000</li> <li>Children coverage: \$50,000 or \$100,000</li> <li>Coverage is optional; all employee-paid</li> </ul> <p><i>This coverage is separate from Employee Life Insurance and Business Travel Accident Insurance</i></p>
Dependent Life Insurance	<ul style="list-style-type: none"> <li>Your first day of work</li> <li>Coverage for your eligible dependents</li> </ul>	<ul style="list-style-type: none"> <li>Coverage of \$35,000, \$50,000, \$75,000, or \$100,000 for spouse/domestic partner (proof of insurability required)</li> <li>Coverage of \$5,000 or \$10,000 for each child under age 19, or under age 23 if a full-time student (no proof of insurability required)</li> <li>Coverage is optional; all employee-paid</li> </ul>
Disability Income	<ul style="list-style-type: none"> <li>Your first day of work</li> </ul>	<ul style="list-style-type: none"> <li><b>New Hire Long-Term Disability (LTD) Plan:</b> LTD protection during first year of employment with Xerox available at your expense</li> </ul>
	<ul style="list-style-type: none"> <li>After three months of active service</li> </ul>	<ul style="list-style-type: none"> <li><b>Short-Term Disability:</b> Full base pay for a maximum of three months, and 80 % for the next two months (at Xerox's cost), if you are eligible and unable to work due to injury or illness</li> </ul>
	<ul style="list-style-type: none"> <li>After 12 months of active service</li> </ul>	<ul style="list-style-type: none"> <li><b>Xerox LTD:</b> Covers up to 24 months of disability (i.e., months six through 29 of disability); you can choose No Coverage* or 40 % or 60 % of base pay replacement; Xerox provides LTD coverage at the 60 % of base pay replacement level</li> <li><b>Extended LTD:</b> Covers disabilities beyond 24 months of LTD (i.e., after 29 months of disability); you can choose No Coverage* or 40 %, 50 %, 60 %, or 70 % of base pay replacement; Xerox provides Extended LTD coverage at the 50 % of base pay replacement level</li> </ul>

\*Must have proof of coverage or be retirement-eligible

## Retirement Savings Benefits

Our retirement savings program gives employees the tools they need for effective long-term financial security planning.

Benefit	Eligibility	Details
<b>401(k) Savings—</b> Xerox Corporation Savings Plan	<b>Your first day of work</b>	<ul style="list-style-type: none"> <li>You can save in the 401(k) Savings Plan through payroll deductions—your maximum contribution depends on how much you earn and is subject to limits set by federal regulations, which can change yearly</li> <li>Xerox provides a <b>dollar-for-dollar</b> Company match for up to the first 6% of pay you save on a before-tax basis; you are immediately vested in the Company matching contributions—there is no waiting period</li> <li>Other highlights of the plan include:                             <ul style="list-style-type: none"> <li>Option to roll over funds from a previous employer’s 401(k) plan</li> <li>Before- and after-tax savings options are available</li> <li>Choice of a broad range of investment funds</li> <li>Loans and/or withdrawal provisions are available</li> </ul> </li> <li>Continuous access to accounts is available through the Web</li> </ul>

## Time Off

Benefit	Eligibility	Details
<b>Vacation</b>	<b>After six months of service or January 1 following your hire date, whichever is earlier</b>	<ul style="list-style-type: none"> <li>You accrue one quarter of your annual entitlement on a quarterly basis after meeting the eligibility requirements; most employees start with an annual vacation entitlement of two weeks—this entitlement increases in the fifth anniversary year (three weeks), tenth year (four weeks), 20th year (five weeks), and 25th year (six weeks)</li> </ul>
<b>Purchased Vacation Time</b>	<b>January 1 following your hire date</b>	<ul style="list-style-type: none"> <li>During each fall annual enrollment period <i>only</i>, you can elect to buy an extra week of vacation time; important restrictions apply</li> </ul>
<b>Holidays</b>	<b>Your first day of work</b>	<ul style="list-style-type: none"> <li>Twelve annual holidays are available, some pre-designated by your organization and the remainder as personal choice days (personal choice holidays are prorated based on your hire date and your organization)</li> </ul>
<b>Leaves of Absence</b>	<b>Your first day of work</b>	<ul style="list-style-type: none"> <li>Various personal, family, medical, and military leave options are available</li> </ul>

## Other Benefits

Benefit	Eligibility	Details
<b>LifeCycle Assistance</b>	<b>Subject to eligibility requirements per program</b>	<ul style="list-style-type: none"> <li>This program provides access to \$10,000 (taxable income) over the length of your Xerox career to support a variety of work- and family-related events (such as child care, extended household health care, and mortgage assistance for first-time home buyers)</li> </ul>
<b>Long-Term Care Insurance</b>	<b>Your first day of work</b>	<ul style="list-style-type: none"> <li>You are eligible to enroll without proof of good health during the first 90 days of employment if you are actively at work, working at least 20 hours or more per week, and on the U.S. payroll; your spouse or other eligible family members will need to provide proof of good health</li> <li>You have a range of coverage levels from which to choose; all employee-paid</li> </ul>
<b>Adoption Assistance</b>	<b>Your first day of work</b>	<ul style="list-style-type: none"> <li>You are eligible for reimbursement of up to \$3,000 for eligible expenses incurred in the adoption process</li> </ul>
<b>Xerox Employee Assistance Program (XEAP)</b>	<b>Your first day of work</b>	<ul style="list-style-type: none"> <li>This program provides you and your eligible dependents with free, <i>confidential</i> access to behavioral health professionals 24 hours a day, seven days a week. Everyday stress, work-life balance, relationship or family issues, emotional or mental health problems, substance abuse, and grief are just some of the personal and work-related concerns that the XEAP’s counselors are there to help you with. Referrals to local resources are provided for face-to-face counseling when appropriate.</li> </ul>
<b>Adult and Elder Care Services</b>	<b>Your first day of work</b>	<ul style="list-style-type: none"> <li>This program ensures that you have no-cost, toll-free telephone access to work-life specialists 24 hours a day, seven days a week. The program provides telephonic consultation, assessment, and referral; individualized search and verified referrals for elder care resources; a customized Web site; and a customized packet of adult or elder care planning materials.</li> </ul>
<b>Child Care Services</b>	<b>Your first day of work</b>	<ul style="list-style-type: none"> <li>This program affords no-cost, toll-free telephone access to work-life specialists 24 hours a day, seven days a week. The program provides individualized searches and verified referrals for child care resources, consultation on selecting and monitoring child care providers, advice on all aspects of parenting and child rearing, a customized Web site, and a customized parenting/child care information packet.</li> </ul>

## Other Benefits

Benefit	Eligibility	Details
TeenTalk	Your first day of work	<ul style="list-style-type: none"> <li>Available 24 hours a day, seven days a week, via toll-free telephone access, this free program offers a dedicated phone line for teens and parents of teens and provides telephonic assessments/consultations, anonymous support option, referrals when needed, and counseling for a wide range of teen and parenting concerns</li> </ul>
Legal and Financial Services	Your first day of work	<ul style="list-style-type: none"> <li>This program provides free referrals to local attorneys, as well as a half-hour legal consultation with an attorney at no charge per legal matter. Any additional attorney services are discounted 25%. Telephonic counseling with a financial expert is provided at no charge per financial matter.</li> </ul>
Health Advocacy: Complex Care	Your first day of work	<ul style="list-style-type: none"> <li>This voluntary, confidential program provides information to help you and your family manage serious, complex health problems</li> </ul> <p><i>You and your family must be enrolled in Xerox medical coverage to participate.</i></p>
Condition Management Programs	Your first day of work	<ul style="list-style-type: none"> <li>These voluntary, confidential programs provide support to help you and your family manage asthma, cancer, chronic obstructive pulmonary disease, congestive heart failure, coronary artery disease, diabetes, and musculoskeletal and chronic pain.</li> </ul> <p><i>You and your family must be enrolled in Xerox medical coverage to participate.</i></p>
Tuition Assistance	Your first day of work	<ul style="list-style-type: none"> <li>This program reimburses you for studies that are beneficial to both you and the Company</li> </ul>
ConSern Student Loans	Your first day of work	<ul style="list-style-type: none"> <li>This program is designed to provide affordable financing for education</li> </ul>
XCEED Financial Credit Union	Your first day of work	<ul style="list-style-type: none"> <li>This organization provides financial services</li> </ul>

*The plans summarized and described in this document are subject to change. This overview does not create a contract between Xerox and any employee. In order to meet its needs under changing conditions, the Company, at its discretion, may at any time terminate or change any of these plans or the statements made in this document.*

*\*Temporary employees (except for certain cases in Hawaii) and independent contractors, including (without limitation) leased employees, supplemental contract workers, consultants, or anyone classified as such by the Company, or any other third-party personnel, or anyone classified by the Company as such, who perform services for the Company, are neither eligible for, nor covered by, the plans summarized herein (unless qualifying as an eligible dependent of an employee). Part-time employees are provided many of the same benefits on a prorated basis depending on hours worked per week.*

*The benefits outlined in this document are based on plans in effect as of January 1, 2009.*

*Prepared by Xerox Human Resources.*