

# **TerrAscend USA Welfare Benefit Plan**

## **Plan Document and Summary Plan Description**

**Effective Date: January 1, 2022  
Amended and Restated: January 1, 2025**

**TerrAscend USA, Inc.**

**This plan document, together with the Component Benefit Plans, when executed, will constitute a legal instrument with important tax and legal implications. Before the Employer adopts it, the Employer should verify its accuracy, and the Employer’s legal advisor(s) should review and approve it.**

January 1, 2025

**TerrAscend USA Welfare Benefit Plan, Plan Document and Summary Plan Description**

This document incorporates by reference one or more specific contracts or documents that describe in more detail certain provisions governing the Employer Welfare Benefits Plan Document and Summary Plan Description.

**PREAMBLE AND EXECUTION**

**WHEREAS**, TerrAscend USA, Inc. (“the Company”) maintains the TerrAscend USA Welfare Benefit Plan, Plan Document and Summary Plan Description; and

**WHEREAS**, the Company desires to establish the Plan;

**NOW, THEREFORE** by virtue and in exercise of the power reserved to the Company, the TerrAscend USA Welfare Benefit Plan (“the Plan”) is hereby established as one Employee Benefit Plan Document and Summary Plan Description, which amendment and restatement shall be effective January 1, 2025.

**IN WITNESS WHEREOF**, the undersigned has caused the Plan to be executed by its duly authorized officer this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

06/04/2025

**TERRASCEND USA, INC.**

By: *Lynn Gefen*  
Lynn Gefen (Jun 4, 2025 08:26 EDT)

Name: Lynn Gefen

Title: Chief People and Legal Officer

Date: 06/04/2025

## **IMPORTANT UPDATES REGARDING COVID-19 RELIEF – TOLLING OF CERTAIN PLAN DEADLINES**

In accordance with 85 FR 26351, "Extension of Certain Timeframes for Employee Benefit Plans, Participants, and Beneficiaries Affected by the COVID-19 Outbreak," notwithstanding any existing Plan language to the contrary, the Plan will disregard the period from March 1, 2020 until sixty (60) days after (1) the end of the National Emergency relating to COVID-19 and declared pursuant to 42 U.S.C. § 5121 *et seq.* or (2) such other date announced by the Departments of Treasury and/or Labor, for purposes of determining the following periods and dates:

1. The 30-day period (or 60-day period, if applicable) to request special enrollment under ERISA section 701(f) and Internal Revenue Code section 9801(f), if applicable;
2. The 60-day election period for COBRA continuation coverage under ERISA section 605 and Internal Revenue Code section 4980B(f)(5);
3. The date for making COBRA premium payments pursuant to ERISA section 602(2)(C) and (3) and Internal Revenue Code section 4980B(f)(2)(B)(iii) and (C);
4. The date for individuals to notify the Plan of a qualifying event or determination of disability under ERISA section 606(a)(3) and Internal Revenue Code section 4980B(f)(6)(C);
5. The date within which individuals may file a benefit claim under the Plan's claims procedure pursuant to 29 CFR 2560.503-1;
6. The date within which Claimants may file an appeal of an adverse benefit determination under the Plan's claims procedure pursuant to 29 CFR 2560.503-1(h);
7. The date within which Claimants may file a request for an external review after receipt of an adverse benefit determination or final internal adverse benefit determination pursuant to 29 CFR 2590.715-2719(d)(2)(i) and 26 CFR 54.9815-2719(d)(2)(i), if applicable; and
8. The date within which a Claimant may file information to perfect a request for external review upon a finding that the request was not complete pursuant to 29 CFR 2590.715-2719(d)(2)(ii) and 26 CFR 54.9815-2719(d)(2)(ii), if applicable.

This period may also be disregarded in determining the applicable date for the Plan's duty to provide a COBRA election notice under ERISA section 606(c) and Internal Revenue Code section 4980B(f)(6)(D), however, note that the Plan intends to continue to follow all established COBRA parameters.

In no instance will the duration of an extension granted under this section exceed one calendar year.

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## **ESTABLISHMENT OF PLAN; GENERAL PLAN INFORMATION**

### **Effective Date**

The Effective Date (as defined herein) of the TerrAscend USA Welfare Benefit Plan (“the Plan”) is January 1, 2025.

### **Purpose**

TerrAscend USA, Inc. (the “Company”) maintains the Plan for the exclusive benefits of its eligible employees and their eligible Dependents. The purpose of the Plan is to consolidate in one plan document certain provisions of the welfare benefit plans (the “Component Benefit Plans”) sponsored by the Company and to provide uniform administration of such welfare benefits. The Component Benefit Plans are listed in Appendix A to this Plan.

The insurance contracts, summary plan descriptions, policies and procedures, and any other documents making up the Component Benefit Plans are hereby incorporated by reference into this document. Eligible employees may obtain an additional copy upon written request at no charge. These documents in the aggregate serve as a written plan document for the purposes of compliance with Section 402 and the Summary Plan Description as required by Section 102 of the Employee Retirement Income Security Act of 1974, as amended (“ERISA”). Including Component Benefit Plans that are not subject to ERISA as part of this Plan is not intended to subject the Component Benefit Plans to ERISA.

### **Duration**

The Plan is established with the intention of being maintained for an indefinite period of time; however, the Company, as defined within the Definitions Section, in its sole discretion and in accordance with the provisions herein may amend or terminate the Plan or any provision of the Plan including, but not limited to, the existence and duration of coverage for Employees and/or Dependents of Employees, eligibility and requirements for coverage, the availability, nature and extent of benefits, and the conditions for and method of payment of benefits.

### **General Information about the Plan**

#### **Name of Plan:**

TerrAscend USA Welfare Benefit Plan

#### **Plan Sponsor:**

TerrAscend USA, Inc.  
357 S. Gulph Rd, Suite 330  
King of Prussia, PA 19406  
Phone: 855-837-7295

#### **Plan Administrator:**

##### ***(Named Fiduciary)***

TerrAscend USA, Inc.  
357 S. Gulph Rd, Suite 330  
King of Prussia, PA 19406  
Phone: 855-837-7295  
Website: [TerrAscend.com](http://TerrAscend.com)

#### **Plan Sponsor ID No. (EIN):**

83-2739891

#### **Plan Year:**

January 1 through December 31

**Effective Date:**

January 1, 2022

Amended and Restated January 1, 2025

**Plan Number:**

505

**Type of Plan:**

Employee benefits plan providing group

Medical and Prescription Drug

Dental

Vision

Life

AD&D

Short Term Disability

Long Term Disability

Employee Assistance Plan

Voluntary Life with AD&D

Flexible Spending Account

**Non-English Language Notice:**

This Plan Document contains a summary in English of a Covered Person's plan rights and benefits under the Plan. If a Covered Person has difficulty understanding any part of this Plan Document, he or she may contact the Plan Administrator at the contact information above.

**Funding Medium and Type of Plan Administration:**

Benefits are provided through group insurance policies or group health plans issued to the Company.

The Medical and Prescription Drug benefits are self-insured. The Medical and Prescription Drug benefits are administered by Meritain Health, Inc. Both the Company and the participating Employees contribute to the Medical and Prescription Drug benefits.

The Dental benefits are fully insured and administered by Delta Dental. The participating Employees contribute to the premiums.

The Vision benefits are fully insured and administered by Eastern Vision Services Plan, Inc. The participating Employees contribute to the premiums.

The Life Insurance benefits are fully insured and administered by Kansas City Life. The Company contributes to the premiums for employees under union negotiation. For other classes, the participating Employees contribute to the premiums.

The Accidental Death and Dismemberment benefits are fully insured and administered by Kansas City Life. The Company contributes to the premiums for employees under union negotiation. For other classes, the participating Employees contribute to the premiums.

The Short Term Disability benefits are fully insured and administered by Kansas City Life. The Company contributes to the premiums for employees under union negotiation. For other classes, the participating Employees contribute to the premiums.

The Long Term Disability benefits are fully insured and administered by UnitedHealthcare. Kansas City Life. The Company contributes to the premiums for employees under union negotiation. For other classes, the participating Employees contribute to the premiums.

The Voluntary Life Insurance benefits are fully insured and administered by Kansas City Life. The participating Employees contribute to the premiums.

The Employee Assistance benefits are administered by Empathia for employees in California and by Personal Assistance Services for employees in all other states. The Company contributes to the premiums.

The Flexible Spending benefits are fully insured and administered by Accrue. The participating Employees contribute to the premiums.

The Company administers the Plan and the availability of group insurance and health plans to fund the benefits. The Company shares some responsibility with the insurance companies and third party administrators for administering group insurance policies and health plans as described in the Administration Section. Premiums and contributions paid for by the Company come out of its general assets. Premiums and contributions paid by eligible participating employees are paid in part by pre-tax or post-tax payroll deductions. The Plan Administrator provides the employees a schedule of the applicable premiums and contributions during the initial and subsequent open enrollment periods and on written request for each Component Benefit Plan as applicable.

**Insurance Companies and/or Administrators:**

Please refer to Appendix A for a list of all carriers and/or administrators.

**Participating Employer(s):**

Please refer to Appendix C for a list of all Participating Employers.

**Agent (for service of process):**

Viridis Insurance & Benefits Inc.  
632 E. Broad Street  
Souderton, PA 18964  
Phone: 215-723-4378  
Website: [www.viridisinsurance.net](http://www.viridisinsurance.net)

The Plan shall take effect for each Participating Employer on the Effective Date, unless a different date is set forth above opposite such Participating Employer's name.

Important Disclaimer: All benefits under the Plan are provided through group insurance policies and/or self-insured benefit plans. If the terms of this document conflict with the terms of such insurance policies and/or self-insured benefit plans, the terms of the group insurance policies and/or self-insured benefit plans will control, unless otherwise required by law.

## DEFINITIONS

The following words and phrases, when capitalized, shall have the following meanings. Words and phrases not defined in this Section shall have the meaning set forth in an applicable Component Benefit Plan, and if not defined in an applicable Component Benefit Plan, then such words and phrases shall have the meaning customarily given them by the applicable insurance company, third party administrator, or other service provider, as the case may be.

### **AD&D**

AD&D means accidental death and dismemberment insurance.

### **Affordable Care Act (ACA)**

The "Affordable Care Act (ACA)" means the health care reform law enacted in March 2010. The law was enacted in two parts: the Patient Protection and Affordable Care Act was signed into law on March 23, 2010 and was amended by the Health Care and Education Reconciliation Act on March 30, 2010. The name "Affordable Care Act" is commonly used to refer to the final, amended version of the law. In this document, the Plan uses the name Affordable Care Act (ACA) to refer to the health care reform law.

### **Claimants**

A Covered Person (or his or her duly authorized representative) may file a claim for benefits to which such Claimant believes he or she is entitled.

### **COBRA**

COBRA means the Consolidated Omnibus Budget Reconciliation Act of 1985 (Public Law 99-272, Title X), as amended, and the regulations issued thereunder. COBRA applies only to the following benefits provided under this Plan:

Medical and Prescription Drug  
Telemedicine  
Dental  
Vision

### **Code**

Code means the Internal Revenue Code of 1986, as amended, and its regulations.

### **Company**

Company means TerrAscend USA, Inc., and any successor, by merger or otherwise.

### **Component Benefit Plan**

Component Benefit Plan means an insurance policy, administrative services agreement, plan, trust, certificate of coverage, evidence of coverage, summary plan description or other document incorporated by reference in the General Plan Information Section, Governing Instrument Section, or in other sections of the Plan, together with any exhibits, supplements, addendums or amendments thereto. The Component Benefit Plans are listed in Appendix A.

### **Covered Person**

Covered Person means an individual who has properly enrolled in, and who participates in a Component Benefit Plan in accordance with the terms and conditions established for that benefit plan, and who has not for any reason become ineligible to participate further in that benefit plan. Participation requirements are described in the individual Component Benefit Plans.

**Dependent**

Dependent means a spouse or dependent child of an Employee who is a Covered Person who is eligible to participate in the Plan pursuant to the terms of one or more Component Benefit Plans, and who is a “dependent” within the meaning of Section 152, as modified for purposes of Code Sections 105(b) and 106. A Dependent may be eligible for coverage with respect to certain benefits, but not all benefits, as hereinafter described in the Plan.

**Effective Date**

Effective Date means the date this Plan becomes operative; the Effective Date is January 1, 2022. The effective date of each Component Benefit Plan is set forth in the applicable Component Benefit Plan.

**Employee**

Employee means a common law employee of an Employer. The term Employee does not mean any of the following persons:

1. A self-employed individual, as defined in Code Section 401(c)(1)(A),
2. A member of the board of directors of the Company who is not otherwise an Employee,
3. A person the Plan Administrator determines is an Employer’s independent contractor, or
4. A person the Plan Administrator determines an Employer engages as a consultant or advisor on a retainer or fee basis.

A person the Plan Administrator determines is not an “Employee” as defined above shall not be eligible to participate in the Plan regardless of whether such determination is upheld by a court or tax or regulatory authority having jurisdiction over such matters.

**Employer**

Employer means the Company and any subsidiary and any successor which, with the approval of the Plan Administrator, and subject to such conditions as the Plan Administrator may impose, adopts the Plan.

**ERISA**

ERISA means the Employee Retirement Income Security Act of 1974, as amended, and its regulations.

**HIPAA**

HIPAA means the Health Insurance Portability and Accountability Act of 1996, as amended, and regulations issued pursuant thereto.

**Patient Protection and Affordable Care Act (PPACA)**

The “Patient Protection and Affordable Care Act (PPACA)” means the health care reform law enacted in March 2010, Public Law 111-148; PPACA, together with the Health Care and Education Reconciliation Act, is commonly referred to as Affordable Care Act (ACA). (See “Affordable Care Act”).

**Plan**

Plan means the TerrAscend USA Welfare Benefit Plan as herein set forth and as amended from time to time.

**Plan Administrator**

Plan Administrator means the person(s) authorized and responsible for managing and directing the operation and administration of the Plan.

**Plan Year**

Plan Year means the 12-month period beginning January 1 and ending December 31. The Plan Year for each Component Benefit Plan is set forth in the applicable Component Benefit Plan document.

## **ELIGIBILITY, PARTICIPATION, AND COVERAGE**

### **Eligibility**

Employees shall be eligible for Plan participation on the later of the Effective Date or the date they meet the eligibility requirements set forth in the applicable Component Benefit Plan; however, the following Employees shall not be eligible for Plan participation unless required by law:

1. Any Employee who is regularly scheduled to work less than 30 hours per week.
2. Any temporary Employee with the classification temporary meaning any Employee hired to fill a job vacancy for a limited time, as designated by the Plan Administrator.
3. Any seasonal Employee with the classification seasonal meaning any Employee hired to fill a job vacancy relating to or occurring during a particular season, as designated by the Plan Administrator.
4. Employees in an employee unit covered by a collective bargaining agreement between Employee representatives and the Employer if this Plan's benefits were the subject of good faith bargaining between the Employee representatives and the Employer, unless such agreement provides for coverage for such employees in the Plan.

Specific eligibility requirements for certain benefits shall be set forth in the Benefits Section or in the applicable Component Benefit Plans. Note that certain Component Benefits Plans may require that you make an annual election to enroll for coverage. Information relative to enrollment procedures was distributed upon your eligibility to participate. An individual may request a copy of the Component Benefit Plan at no charge.

### **Participation**

The provisions and requirements describing how and when Employees become Covered Persons in the Plan and any conditions and limitations to participation in the Plan shall be as set forth in the applicable Component Benefit Plan(s).

### **Coverage**

The provisions and requirements describing when and how Employees and Dependents become Covered Persons, the conditions and limitations to coverage, and the circumstances under which coverage terminates shall be as set forth in the applicable Component Benefit Plan(s).

### **Termination**

Your participation and the participation of your eligible family members in the Plan will terminate on the day described by each Component Benefit Plan. Your employment ends when you cease active work with the Company. Coverage may also terminate if you fail to pay your share of an applicable premium, if your hours drop below any required hourly threshold, if you submit false claims or for any other reason set forth in the insurance booklets, benefit summaries or other governing documents for the Component Benefit Plans.

### **Coverage under Family and Medical Leave Act and Section 609 of ERISA**

#### ***Family and Medical Leave Act of 1993***

If not otherwise provided for herein, the Plan shall provide coverage for a Covered Person who is an Employee solely to the extent necessary to comply with the Family and Medical Leave Act of 1993 ("FMLA"), and the Plan shall be interpreted and administered as necessary to comply with FMLA and the rulings and regulations issued thereunder.

#### ***Section 609 of ERISA***

If not otherwise provided for herein, the Plan shall provide coverage to a child solely to the extent required by a qualified medical child support order under Section 609(a) of ERISA or to an adoptive child or child placed for adoption solely to the extent required by Section 609(c) of ERISA. Further, the Plan shall be interpreted and administered as necessary to comply with Section 609 of ERISA and the rulings and regulations issued thereunder.

### ***Coverage Contingent Upon Contribution***

Any coverage provided as a result of this Section shall be conditioned upon payment of applicable contributions by the Employee.

### **Uniformed Services Employment and Reemployment Rights Act**

Solely to the extent required by the Uniformed Services Employment and Reemployment Rights Act (hereinafter the "Uniformed Services Act"), a Covered Person who is an Employee who enters military service shall have the right to continue coverage under the Plan for the period prescribed under the Uniformed Services Act. Continuation of coverage shall be conditioned upon payment of any required premiums.

This Section shall be interpreted and applied to give an Employee only those rights as are prescribed under the Uniformed Services Act and rulings and regulations issued thereunder.

### **Health Insurance Portability and Accountability Act of 1996**

#### ***HIPAA Title I***

Solely to the extent required by the Health Insurance Portability and Accountability Act of 1996 (hereinafter "HIPAA"), an Employee shall be a Covered Person under the Plan no later than such time as required under HIPAA, and the Plan shall be subject to the special enrollment and nondiscrimination in health status provisions of HIPAA. This Section shall be interpreted and applied to give an Employee only those rights as prescribed under HIPAA and the rulings and regulations issued thereunder.

#### ***HIPAA Title II***

The Plan shall comply with the privacy and security regulations of HIPAA, in accordance with the provisions set forth in HIPAA Privacy and HIPAA Security Sections. This Section shall be interpreted and applied to give an Employee only those rights as prescribed under the Health Insurance Portability and Accountability Act of 1996, and the rulings and regulations issued thereunder.

### **Coordination with State Medicaid Programs**

The fact that a Covered Person is eligible for coverage by, or is covered by, a State Medicaid program shall not affect the Covered Person's eligibility to participate in the Plan or to receive benefits. The payment of benefits under the Plan with respect to any Covered Person shall be made in accordance with any assignment of rights made by or on behalf of the Covered Person of a beneficiary of the Covered Person as required by any State Medicaid program, as provided in Section 609(b) of ERISA. To the extent a payment has been made to or with respect to a Covered Person pursuant to a State Medicaid program and the amount so paid is for a medical expense that the Plan has a legal liability to pay, the Plan will pay such expense in accordance with any State law that provides that the State has acquired the right with respect to the Covered Person to receive payment for such expense.

This Section shall be interpreted and applied to give an Employee only those rights as prescribed under State Medicaid Programs, and the rulings and regulations issued thereunder.

### **Mental Health Parity Act and Mental Health Parity and Addiction Equity Act**

Pursuant to the Mental Health Parity Act of 1996 (MHPA) and the Mental Health Parity and Addiction Equity Act of 2008 (MHPAEA), collectively, the mental health parity provisions, this Plan applies its terms uniformly and enforces parity between covered health care benefits and covered mental health and substance disorder benefits relating to financial cost sharing restrictions and treatment duration limitations to the extent required. For further details, please contact the Plan Administrator.

### **Women's Health and Cancer Rights Act**

Solely to the extent required under the law of the Women's Health and Cancer Rights Act (hereinafter "WHCRA"), the Plan shall provide certain benefits related to benefits received in connection with a mastectomy.

In the case of a Covered Person who is receiving benefits under the Plan in connection with a mastectomy and who elects breast reconstruction, the coverage shall be provided in a manner determined in consultation with the attending physician and the patient for reconstruction of the breast on which the mastectomy was performed; surgery and reconstruction of the other breast to produce a symmetrical appearance; and prostheses and treatment of physical complications at all stages of the mastectomy, including lymphedemas.

Such reconstructive benefits are subject to annual plan deductibles and coinsurance provisions such as other medical and surgical benefits covered under the Plan.

This Section shall be interpreted and applied to give an Employee only those rights as prescribed under WHCRA, and the rulings and regulations issued thereunder.

### **Newborns' and Mothers' Health Protection Act**

Solely to the extent required by the Newborns' and Mothers' Health Protection Act (hereinafter "NMHPA"), the Plan shall provide that coverage for childbirth may not be limited to a hospital stay of less than 48 hours for normal delivery, or less than 96 hours for cesarean section, or require the provider to obtain approval for shorter hospital stays. The requirement shall not apply if the attending provider, in consultation with the mother, decides to discharge the mother or newborn earlier than the time prescribed by the NMHPA.

This Section shall be interpreted and applied to give Covered Persons only those rights as prescribed under the NMHPA, and the rulings and regulations issued thereunder.

### **Genetic Information Nondiscrimination Act of 2008**

The Plan shall also comply with the Genetic Information Nondiscrimination Act of 2008 (hereinafter "GINA").

This Section shall be interpreted and applied to give Covered Persons only those rights as prescribed under GINA, and the rulings and regulations issued thereunder.

### **Children's Health Insurance Program Reauthorization Act of 2009**

The Plan shall also comply with the Children's Health Insurance Program Reauthorization Act of 2009 (hereinafter "CHIP").

This Section shall be interpreted and applied to give Covered Persons only those rights as prescribed under CHIP, and the rulings and regulations issued thereunder.

### **Michelle's Law**

The Plan shall also comply with Michelle's Law (P.L. 110-381).

This Section shall be interpreted and applied to give Covered Persons only those rights as prescribed under Michelle's Law, and the rulings and regulations issued thereunder.

## **BENEFITS**

### **Medical and Prescription Drug Benefits**

Covered Persons shall have the right to the medical benefits and prescription drug benefits described in the applicable Component Benefit Plan. Such benefits shall be subject to the terms, conditions, and limitations set forth in such applicable Component Benefit Plan. A description of such benefits, including the amount payable, required deductibles, co-payments, maximums, conditions precedent to payment, limitations and exclusions shall be as set forth in the applicable Component Benefit Plan.

### **Dental Benefits**

Covered Persons shall have the right to the dental benefits described in the applicable Component Benefit Plan. Such benefits shall be subject to the terms, conditions, and limitations set forth in such applicable Component Benefit Plan. A description of such benefits, including the amount payable, required deductibles, co-payments, maximums, conditions precedent to payment, limitations and exclusions shall be as set forth in the applicable Component Benefit Plan.

### **Vision Benefits**

Covered Persons shall have the right to the vision benefits described in the applicable Component Benefit Plan. Such benefits shall be subject to the terms, conditions, and limitations set forth in such applicable Component Benefit Plan. A description of such benefits, including the amount payable, required deductibles, co-payments, maximums, conditions precedent to payment, limitations and exclusions shall be as set forth in the applicable Component Benefit Plan.

### **Life Insurance Benefits**

Covered Persons who are Employees shall have the right to the life insurance benefits described in the applicable Component Benefit Plan. Such benefits shall be subject to the terms, conditions, and limitations set forth in such Component Benefit Plan. A description of such benefits, including the amount payable, maximums, conditions precedent to payment, limitations and exclusions, the procedure for naming beneficiaries and consequences for failure to name a beneficiary, shall be as set forth in the applicable Component Benefit Plan.

### **Accidental Death and Dismemberment Benefits**

Covered Persons who are Employees shall have the right to the accidental death and dismemberment insurance benefits described in the applicable Component Benefit Plan. Such benefits shall be subject to the terms, conditions, and limitations set forth in such Component Benefit Plan. A description of such benefits, including the amount payable, maximums, conditions precedent to payment, limitations and exclusions, the procedure for naming beneficiaries and consequences for failure to name a beneficiary, shall be as set forth in the applicable Component Benefit Plan.

### **Short Term Disability Benefits**

Covered Persons who are Employees shall have the right to the short term disability insurance benefits described in the applicable Component Benefit Plan. Such benefits shall be subject to the terms, conditions and limitations set forth in such Component Benefit Plan. A description of such benefits, including the amount payable, maximums, conditions precedent to payment, limitations and exclusions shall be as set forth in the applicable Component Benefit Plan.

### **Long Term Disability Benefits**

Covered Persons who are Employees shall have the right to the long term disability insurance benefits described in the applicable Component Benefit Plan. Such benefits shall be subject to the terms, conditions and limitations set forth in such Component Benefit Plan. A description of such benefits, including the amount payable, maximums, conditions precedent to payment, limitations and exclusions shall be as set forth in the applicable Component Benefit Plan.

### **Employee Assistance Plan Benefits**

Covered Persons shall have the right to the employee assistance plan benefits described in the applicable Component Benefit Plan. Such benefits shall be subject to the terms, conditions, and limitations set forth in such applicable Component Benefit Plan. A description of such benefits, including the amount payable, required deductibles, co-payments, maximums, conditions precedent to payment, limitations and exclusions shall be as set forth in the applicable Component Benefit Plan.

### **Voluntary Life with AD&D Benefits**

Covered Persons shall have the right to the voluntary life with AD&D insurance with benefits described in the applicable Component Benefit Plan. Such benefits shall be subject to the terms, conditions, and limitations set forth in such applicable Component Benefit Plan. A description of such benefits, including the amount payable, required deductibles, co-payments, maximums, conditions precedent to payment, limitations and exclusions shall be as set forth in the applicable Component Benefit Plan.

### **Flexible Spending Account**

Covered Persons shall have the right to the flexible spending account plan described in the applicable Component Benefit Plan. Such benefits shall be subject to the terms, conditions, and limitations set forth in such applicable Component Benefit Plan. A description of such benefits, including the amount payable, required deductibles, co-payments, maximums, conditions precedent to payment, limitations and exclusions shall be as set forth in the applicable Component Benefit Plan.

## COORDINATION OF BENEFITS

### **Coordination of Benefits Provisions**

Coordination of benefits provisions are set forth in Component Benefit Plans where applicable. For more information regarding coordination of benefits, see the applicable Component Benefit Plan.

## CONTINUATION COVERAGE

### **Continuation Coverage**

Continuation coverage provisions are set forth in the Component Benefit Plans where applicable. The following Component Benefit Plans contain continuation coverage information:

Medical and Prescription Drug  
Dental  
Vision

Certain Employees and Dependents shall have the right to purchase continuation coverage under the Component Benefit Plans in accordance with the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985, Public Law 99-272, Title X (COBRA), provided such individuals were Covered Persons under the applicable Component Benefit Plan on the date immediately preceding the date of a Qualifying Event or become Covered Persons during the continuation period because such Dependent is born to or placed for adoption with the Employee.

COBRA rights are explained in detail in applicable Component Benefit Plans (insurance booklet, certificate of coverage/policy, or plan document). If you have any questions about your COBRA rights please contact the Plan Administrator for a copy of your COBRA rights.

## CONTRIBUTIONS, FUNDING AND PLAN ASSETS

### **Contributions**

#### ***Employer Contributions***

The Employer shall pay, as contributions to the Plan, all or a portion, as determined by the Company, of the cost of the benefits provided under the Plan. The Employer reserves the right to cease payments under the Plan at any time and shall be under no obligation to make any contributions to the Plan after the Plan is terminated.

#### ***Employee Contributions***

1. **Amount:** From time to time, the Company shall determine, on a fixed dollar or percentage basis, the amount, if any, of contributions required from Covered Persons who are Employees to entitle them and their Dependents, if applicable, to be covered by and receive benefits under the Plan. The amount of such contribution shall be as set forth in any election or enrollment materials, whether paper or electronic as part of a web-based enrollment process, issued or posted in conjunction with the Plan or the Company's Cafeteria Plan (if applicable), as such materials may be changed from time to time. Any such election or enrollment materials are hereby incorporated by reference into the Plan as if set forth in full herein. Employee contributions under the Company's Cafeteria Plan (if applicable) are subject to maximum contribution limits as established by the Company and in compliance with Internal Revenue Service contribution limitations.
2. **Payment:** As a condition of receiving benefits under the Plan, eligible Employees shall agree, on forms or materials furnished by the Company or through a telephone or web-based enrollment process, to make contributions under the Plan in the amount determined as described above and shall make such contributions when and as required. If so provided under the terms of the Company's Cafeteria Plan contributions by Employees shall be made by salary reduction in accordance with the terms of such plan and a corresponding contribution by the Employer.

#### ***Priority of Contributions***

Benefits shall be deemed to come first from amounts contributed by eligible Employees and then from amounts contributed by the Employer.

### **Funding**

#### ***Funding Policy***

The Company shall establish and carry out, and may revise from time to time, the funding policy for the Plan.

#### ***Funding Mechanism***

Contributions from the Employer and/or eligible Employees may be held under or paid to one or more of the following vehicles: insurance policies or arrangements, Health Maintenance Organizations or dedicated trust funds established by the Employer. In addition, benefits may be paid directly from the general assets of the Employer.

### **Plan Assets**

Subject, in all cases, to the right of the Employer to terminate its obligation hereunder, the Employer shall pay benefit(s) provided for herein, to the extent not:

1. Provided for by Employee contributions.
2. Payable from an insurance policy held under the Plan.
3. Paid by a dedicated trust fund established by the Employer.

Where an insurance policy provides for payment of premiums directly from the Company, unless the insurance policy states otherwise, payable dividends, retroactive rate adjustments, or experience refunds are not Plan Assets. These dividends, retroactive rate adjustments, or experience refunds are Company property, which the Company may retain to the extent they do not exceed the Company's aggregate contributions to Plan cost made from its own funds.

## **ADMINISTRATION**

### **Plan Administrator**

The Company shall appoint a person, entity or committee to serve as Plan Administrator. In the absence of such appointment, the Company shall be the Plan Administrator. The Plan Administrator shall be the "named fiduciary" for purposes of ERISA.

### **Plan Administrator's Duties**

Except as to those functions reserved within the Plan to the Board of Directors, the Company, or an Employer, the Plan Administrator shall have the duty to manage the operation and administration of the Plan. The Plan Administrator shall cause to be maintained such records as may be reasonably necessary or desirable for the proper management and administration of the Plan. The Plan Administrator shall also cause to be maintained for inspection by any individual who participates or is eligible to participate in the Plan, a copy of the document governing the Plan; the latest annual report, summary annual report, and summary plan description; and any amendments or changes to these documents. Upon written request, the Plan Administrator shall provide to such participating or eligible individuals a copy of these documents and may impose a reasonable charge, as permitted by law, for such copies.

### **Plan Administrator's Powers**

Except as expressly limited or reserved in the Plan to the Board of Directors, the Company or an Employer, the Plan Administrator shall have the right to exercise, in a uniform and nondiscriminatory manner, full discretion with respect to the administration, operation, and interpretation of the Plan. Without limiting the generality of the foregoing rights, the Plan Administrator shall have full power and discretionary authority to:

1. Require any person to furnish such information as Plan Administrator may request from time to time and as often as the Plan Administrator determines reasonably necessary for the purpose of proper administration of the Plan and as a condition to the individual's receiving benefits under the Plan.
2. Make and enforce such rules and prescribe the use of such forms as the Plan Administrator determines reasonably necessary for the proper administration of the Plan.
3. Interpret the Plan and decide all matters arising under the Plan, including the right to remedy possible ambiguities, inconsistencies, or omissions.
4. Determine all questions concerning the eligibility of any individual to participate in, be covered by, and receive benefits under the Plan pursuant to the provisions of the Plan.
5. Determine whether objective criteria set forth in the Plan have been satisfied respecting any term, condition, limitation, exclusion, and restriction or waiver thereof.
6. Delegate to other person(s) any duty that otherwise would be a fiduciary responsibility of the Plan Administrator under the terms of the Plan.
7. Engage the services of such person(s) and entity or entities as it deems reasonably necessary or appropriate in connection with the administration of the Plan.
8. Make such administrative or technical amendments to the Plan as may be reasonably necessary or appropriate to carry out the intent of the Company, including changing the funding arrangement or any other amendments as may be required or appropriate to satisfy the requirements of the Code and ERISA and the rules and regulations from time to time in effect under any such laws, or to conform the Plan with other governmental regulations or policies.
9. Pay all reasonable and appropriate expenses in connection with the management and administration of the Plan including, but not limited to, premiums or other considerations payable under the Plan and fees and expenses of any actuary, accountant, legal counsel, or other specialist engaged by the Plan Administrator.

### **Finality of Decisions**

The Plan Administrator shall have full power, authority and discretion to enforce, construe, interpret and administer the Plan. All decisions and determinations of the Plan Administrator with respect to any matter hereunder shall be conclusive and binding on Covered Persons and all other interested parties.

### **Compensation and Bonding of Plan Administrator**

Unless otherwise agreed to by the Company, the Plan Administrator shall serve without compensation for services as such, but all reasonable expenses incurred in the performance of the Plan Administrator's duties shall be paid by the Employer. Unless otherwise determined by the Company or unless required by federal or state law, the Plan Administrator shall not be required to furnish bond or other security in any jurisdiction.

### **Liability Insurance**

The Company may obtain liability coverage at the Company's expense to insure any Employee serving as Plan Administrator against legal liability that may arise from being the Plan Administrator or performing the Plan Administrator's duties.

### **Reserved Powers**

The Company reserves the powers, among others:

1. To adopt the Plan.
2. To amend and terminate the Plan according to the Amendment, Termination, or Merger of Plan provisions contained herein.
3. To appoint and remove any claim administrator, Plan Administrator, third party administrator, or insurance company.

### **Power and Authority Insurance Company(ies) or Third Party Administrator(s)**

Benefits under the Plan are provided through the following group policies:

Please refer to Appendix A for a list of all carriers and Component Benefit Plans.

In addition to the provisions outlined above, the insurance companies and/or Plan Administrator are responsible for determining eligibility for and the amount of any benefits payable under their respective Component Benefit Plans and prescribing claims procedures to be followed and the claims forms to be used by employees pursuant to their respective Component Benefit Plans.

Please contact the Plan Administrator or the appropriate claim administrator, third party administrator, or insurance company if you have any questions regarding the Plan, your eligibility, or the amount of any benefit payable under a Component Benefit Plan.

## PROCEDURES

### **General Claims Procedures**

Except as hereinafter provided, the provisions of this Section shall apply to every claim for a benefit under the Plan regardless of the basis asserted for the claim and regardless of when the act or omission upon which the claim is based occurred.

These provisions shall not apply to the extent that claims and appeals procedures are set forth differently in a Component Benefit Plan. In addition, the provisions of this Section shall not be interpreted so as to override applicable state laws that are more protective of Covered Persons' rights with respect to claims and appeals under ERISA plans, to the extent such state laws are not preempted by ERISA.

### **Claims Procedure for Fully Insured and Self-Insured Benefits**

For purposes of determining the amount of, and entitlement to, benefits under the Component Benefit Plans provided under an insurance policy or through a self-insured benefit plan, the respective insurer or Plan Administrator is the named fiduciary under the Component Benefit Plan, with the full power to make factual determinations and to interpret and apply the terms of the Component Benefit Plan as they relate to the benefits provided under an insurance policy or through a self-insured benefit plan.

To obtain benefits of a Component Benefit Plan from the insurer or from the self-insured benefit plan, you must follow the claims procedures under the applicable insurance contract or self-insured benefit plan, which may require you to complete, sign and submit a written claim on a form obtained from the respective insurer or Plan Administrator for a self-insured benefit plan.

The insurance company or Plan Administrator, if a self-insured benefit plan, will decide your claim in accordance with its reasonable claims procedure, as required by ERISA. The insurance company or Plan Administrator, if a self-insured benefit plan, has the right to secure independent medical advice and to require such other evidence, as it deems necessary, in order to decide your claim. If the insurance company or Plan Administrator denies your claim, in whole or part, you will receive a written notification setting forth the reason(s) for the denial.

If your claim is denied, you may appeal to the insurance company or Plan Administrator, if a self-insured benefit plan, for a review of the denied claim. The insurance company or Plan Administrator, if a self-insured benefit plan, will decide your appeal in accordance with its reasonable claims procedures, as required by ERISA. If you don't appeal on time, you will lose your right to file suit in a state or federal court, as you will not have exhausted your internal administrative appeal rights (which is generally a prerequisite to bringing a suit in state or federal court).

You should refer to the documentation with respect to the applicable Component Benefit Plan among the applicable Attachments for more information about how to file a claim and for details regarding the insurance company's or Plan Administrator's, if a self-insured benefit plan, claims procedures.

### **Claims Deadline**

Unless specifically provided otherwise in a Component Benefit Plan or pursuant to applicable law, a claim for benefits under this Plan (including the Component Benefit Plans) must be made within one year after the date the expense was incurred that gives rise to the claim. It is the responsibility of the Covered Person or his or her designee to make sure this requirement is met.

### **Legal Remedy**

Before pursuing a legal remedy, a Claimant shall first exhaust all claims, review, and appeals procedures required under the Plan.

## **Other Party Liability Claims**

### ***Term Used in this Section:***

#### **“Incurred”**

A covered expense is “Incurred” on the date the service is rendered or the supply is obtained. With respect to a course of treatment or procedure which includes several steps or phases of treatment, covered expenses are Incurred for the various steps or phases as the services related to each step are rendered and not when services relating to the initial step or phase are rendered. More specifically, covered expenses for the entire procedure or course of treatment are not Incurred upon commencement of the first stage of the procedure or course of treatment.

#### ***Other Party Liability***

This Section shall govern with respect to Plan benefits for injuries or illnesses of Covered Persons related to another party’s actions or inactions. To the extent that conflicting subrogation or recovery provisions exist in an insurance contract or plan document which is a Component Benefit Plan, such provisions in the insurance contract or plan document shall govern.

#### ***Payment Condition***

The Plan, in its sole discretion, may elect to conditionally advance payment of benefits in those situations where an Injury, Illness or disability is caused in whole or in part by, or results from the acts or omissions of Participants, and/or their Dependents, beneficiaries, estate, heirs, guardian, personal representative, or assigns (collectively referred to hereinafter in this section as “Participant(s)”) or a third party, where any party besides the Plan may be responsible for expenses arising from an incident, and/or other funds are available, including but not limited to crime victim restitution funds, civil restitution funds, no-fault restitution funds (including vaccine injury compensation funds), uninsured motorist, underinsured motorist, medical payment provisions, third party assets, third party insurance, and/or guarantor(s) of a third party, any medical, applicable disability, or other benefit payments, and school insurance coverage (collectively “Coverage”).

Participant(s), his or her attorney, and/or legal guardian of a minor or incapacitated individual agrees that acceptance of the Plan’s conditional payment of medical benefits is constructive notice of these provisions in their entirety and agrees to maintain one hundred percent (100%) of the Plan’s conditional payment of benefits or the full extent of payment from any one or combination of first and third party sources in trust, without disruption except for reimbursement to the Plan or the Plan’s assignee. By accepting benefits the Participant(s) agrees the Plan shall have an equitable lien on any funds received by the Participant(s) and/or their attorney from any source and said funds shall be held in trust until such time as the obligations under this provision are fully satisfied. The Participant(s) agrees to include the Plan’s name as a co-payee on any and all settlement drafts. Further, by accepting benefits the Participant(s) understands that any recovery obtained pursuant to this section is an asset of the Plan to the extent of the amount of benefits paid by the Plan and that the Participant shall be a trustee over those Plan assets.

In the event a Participant(s) settles, recovers, or is reimbursed by any Coverage, the Participant(s) agrees to reimburse the Plan for all benefits paid or that will be paid by the Plan on behalf of the Participant(s). When such a recovery does not include payment for future treatment, the Plan’s right to reimbursement extends to all benefits paid or that will be paid by the Plan on behalf of the Participant(s) for charges Incurred up to the date such Coverage or third party is fully released from liability, including any such charges not yet submitted to the Plan. If the Participant(s) fails to reimburse the Plan out of any judgment or settlement received, the Participant(s) will be responsible for any and all expenses (fees and costs) associated with the Plan’s attempt to recover such money. Nothing herein shall be construed as prohibiting the Plan from claiming reimbursement for charges Incurred after the date of settlement if such recovery provides for consideration of future medical expenses.

If there is more than one party responsible for charges paid by the Plan, or may be responsible for charges paid by the Plan, the Plan will not be required to select a particular party from whom reimbursement is due. Furthermore, unallocated settlement funds meant to compensate multiple injured parties of which the

Participant(s) is/are only one or a few, that unallocated settlement fund is considered designated as an "identifiable" fund from which the plan may seek reimbursement.

### ***Subrogation***

As a condition to participating in and receiving benefits under this Plan, the Participant(s) agrees to assign to the Plan the right to subrogate and pursue any and all claims, causes of action or rights that may arise against any person, corporation and/or entity and to any Coverage to which the Participant(s) is entitled, regardless of how classified or characterized, at the Plan's discretion, if the Participant(s) fails to so pursue said rights and/or action.

If a Participant(s) receives or becomes entitled to receive benefits, an automatic equitable lien attaches in favor of the Plan to any claim, which any Participant(s) may have against any Coverage and/or party causing the illness or injury to the extent of such conditional payment by the Plan plus reasonable costs of collection. The Participant is obligated to notify the Plan or its authorized representative of any settlement prior to finalization of the settlement, execution of a release, or receipt of applicable funds. The Participant is also obligated to hold any and all funds so received in trust on the Plan's behalf and function as a trustee as it applies to those funds until the Plan's rights described herein are honored and the Plan is reimbursed.

If the Participant(s) fails to file a claim or pursue damages against any entity the Participant(s) authorizes the Plan to pursue, sue, compromise and/or settle any such claims in the Participant's/Participants' and/or the Plan's name and agrees to fully cooperate with the Plan in the prosecution of any such claims. The Participant(s) assigns all rights to the Plan or its assignee to pursue a claim and the recovery of all expenses from any and all sources listed above.

### ***Right of Reimbursement***

The Plan shall be entitled to recover 100% of the benefits paid or payable benefits Incurred, that have been paid and/or will be paid by the Plan, or were otherwise Incurred by the Participant(s) prior to and until the release from liability of the liable entity, as applicable, without deduction for attorneys' fees and costs or application of the common fund doctrine, made whole doctrine, or any other similar legal or equitable theory, and without regard to whether the Participant(s) is fully compensated by his or her recovery from all sources. The Plan shall have an equitable lien which supersedes all common law or statutory rules, doctrines, and laws of any State prohibiting assignment of rights which interferes with or compromises in any way the Plan's equitable lien and right to reimbursement. The obligation to reimburse the Plan in full exists regardless of how the judgment or settlement is classified and whether or not the judgment or settlement specifically designates the recovery or a portion of it as including medical, disability, or other expenses and extends until the date upon which the liable party is released from liability. If the Participant's/Participants' recovery is less than the benefits paid, then the Plan is entitled to be paid all of the recovery achieved. Any funds received by the Participant are deemed held in constructive trust and should not be dissipated or disbursed until such time as the Participant's obligation to reimburse the Plan has been satisfied in accordance with these provisions. The Participant is also obligated to hold any and all funds so received in trust on the Plan's behalf and function as a trustee as it applies to those funds until the Plan's rights described herein are honored and the Plan is reimbursed.

### ***Participant is a Trustee Over Plan Assets***

Any Participant who receives benefits and is therefore subject to the terms of this section is hereby deemed a recipient and holder of Plan assets and is therefore deemed a trustee of the Plan solely as it relates to possession of any funds which may be owed to the Plan as a result of any settlement, judgment or recovery through any other means arising from any injury or accident. By virtue of this status, the Participant understands that he or she is required to:

1. Notify the Plan or its authorized representative of any settlement prior to finalization of the settlement, execution of a release, or receipt of applicable funds.
2. Instruct his or her attorney to ensure that the Plan and/or its authorized representative is included as a payee on all settlement drafts.

3. In circumstances where the Participant is not represented by an attorney, instruct the insurance company or any third party from whom the Participant obtains a settlement, judgment or other source of Coverage to include the Plan or its authorized representative as a payee on the settlement draft.
4. Hold any and all funds so received in trust, on the Plan's behalf, and function as a trustee as it applies to those funds, until the Plan's rights described herein are honored and the Plan is reimbursed.

To the extent the Participant disputes this obligation to the Plan under this section, the Participant or any of its agents or representatives is also required to hold any/all settlement funds, including the entire settlement if the settlement is less than the Plan's interests, and without reduction in consideration of attorneys' fees, for which he or she exercises control, in an account segregated from their general accounts or general assets until such time as the dispute is resolved. No Participant, beneficiary, or the agents or representatives thereof, exercising control over plan assets and incurring trustee responsibility in accordance with this section will have any authority to accept any reduction of the Plan's interest on the Plan's behalf.

#### ***Release of Liability***

The Plan's right to reimbursement extends to any incident related care that is received by the Participant(s) ("Incurred") prior to the liable party being released from liability. The Participant's/Participants' obligation to reimburse the Plan is therefore tethered to the date upon which the claims were Incurred, not the date upon which the payment is made by the Plan. In the case of a settlement, the Participant has an obligation to review the "lien" provided by the Plan and reflecting claims paid by the Plan for which it seeks reimbursement, prior to settlement and/or executing a release of any liable or potentially liable third party, and is also obligated to advise the Plan of any incident related care Incurred prior to the proposed date of settlement and/or release, which is not listed but has been or will be Incurred, and for which the Plan will be asked to pay.

#### ***Separation of Funds***

Benefits paid by the Plan, funds recovered by the Participant(s), and funds held in trust over which the Plan has an equitable lien exist separately from the property and estate of the Participant(s), such that the death of the Participant(s), or filing of bankruptcy by the Participant(s), will not affect the Plan's equitable lien, the funds over which the Plan has a lien, or the Plan's right to subrogation and reimbursement.

#### ***Wrongful Death***

In the event that the Participant(s) dies as a result of his or her injuries and a wrongful death or survivor claim is asserted against a third party or any Coverage, the Plan's subrogation and reimbursement rights shall still apply, and the entity pursuing said claim shall honor and enforce these Plan rights and terms by which benefits are paid on behalf of the Participant(s) and all others that benefit from such payment.

#### ***Obligations***

It is the Participant's/Participants' obligation at all times, both prior to and after payment of medical benefits by the Plan:

1. To cooperate with the Plan, or any representatives of the Plan, in protecting its rights, including discovery, attending depositions, and/or cooperating in trial to preserve the Plan's rights.
2. To provide the Plan with pertinent information regarding the illness, disability, or injury, including accident reports, settlement information and any other requested additional information.
3. To take such action and execute such documents as the Plan may require to facilitate enforcement of its subrogation and reimbursement rights.
4. To do nothing to prejudice the Plan's rights of subrogation and reimbursement.
5. To promptly reimburse the Plan when a recovery through settlement, judgment, award or other payment is received.

6. To notify the Plan or its authorized representative of any incident related claims or care which may be not identified within the lien (but has been Incurred) and/or reimbursement request submitted by or on behalf of the Plan.
7. To notify the Plan or its authorized representative of any settlement prior to finalization of the settlement.
8. To not settle or release, without the prior consent of the Plan, any claim to the extent that the Participant may have against any responsible party or Coverage.
9. To instruct his or her attorney to ensure that the Plan and/or its authorized representative is included as a payee on any settlement draft.
10. In circumstances where the Participant is not represented by an attorney, instruct the insurance company or any third party from whom the Participant obtains a settlement to include the Plan or its authorized representative as a payee on the settlement draft.
11. To make good faith efforts to prevent disbursement of settlement funds until such time as any dispute between the Plan and Participant over settlement funds is resolved.

If the Participant(s) and/or his or her attorney fails to reimburse the Plan for all benefits paid, to be paid, Incurred, or that will be Incurred, prior to the date of the release of liability from the relevant entity, as a result of said Injury or condition, out of any proceeds, judgment or settlement received, the Participant(s) will be responsible for any and all expenses (whether fees or costs) associated with the Plan's attempt to recover such money from the Participant(s).

#### ***Offset***

If timely repayment is not made, or the Participant and/or his or her attorney fails to comply with any of the requirements of the Plan, the Plan has the right, in addition to any other lawful means of recovery, to deduct the value of the Participant's amount owed to the Plan. To do this, the Plan may refuse payment of any future medical benefits and any funds or payments due under this Plan on behalf of the Participant(s) in an amount equivalent to any outstanding amounts owed by the Participant to the Plan. This provision applies even if the Participant has disbursed settlement funds.

#### ***Minor Status***

In the event the Participant(s) is a minor as that term is defined by applicable law, the minor's parents or court-appointed guardian shall cooperate in any and all actions by the Plan to seek and obtain requisite court approval to bind the minor and his or her estate insofar as these subrogation and reimbursement provisions are concerned.

If the minor's parents or court-appointed guardian fail to take such action, the Plan shall have no obligation to advance payment of medical benefits on behalf of the minor. Any court costs or legal fees associated with obtaining such approval shall be paid by the minor's parents or court-appointed guardian.

#### **Payment Procedures**

##### ***Payment of Claim***

Subject to the No Assignment of Benefits provision, benefits shall be payable to the Claimant upon establishment of the right thereto. Notwithstanding the foregoing, if a Claimant is adjudicated bankrupt or purports to anticipate, alienate, sell, transfer, assign, pledge, encumber, or charge any benefit payable under the Plan, voluntarily or involuntarily, the Plan Administrator, in its sole discretion, may hold or cause to be held, or apply such payment of benefit, or any part thereof, to or for the benefit of such Claimant as the Plan Administrator deems appropriate.

***Facility of Payment***

If a Claimant dies before all amounts payable under the Plan have been paid, or if the Plan Administrator determines that the Claimant is a minor or is incompetent or incapable of executing a valid receipt and no guardian or legal representative has been appointed, or if the Claimant fails to provide the Plan with a forwarding address, the amount otherwise payable to the Claimant may be paid to any other person or institution reasonably determined by the Plan Administrator to be entitled equitably thereto and without prejudice therefor. Any payment made in accordance with this provision shall discharge the obligation of the Plan hereunder to the extent of such payment.

***Unclaimed Self-Insured Plan Funds***

In the event a benefits check issued by a claim administrator, third party administrator, or insurance company for a self-insured Component Benefit Plan is not cashed within one year of the date of issue, the check will be voided and the funds will be retained by the applicable Component Benefit Plan and applied to the payment of current benefits and administrative fees under the Component Benefit Plan. In the event a Covered Person subsequently requests payment with respect to the voided check, the Plan Sponsor for the self-insured Component Benefit Plan shall make such payment under the terms and provisions of the Component Benefit Plan as in effect when the claim was originally processed. Unclaimed self-insured Component Benefit Plan funds may be applied only to the payment of benefits (including administrative fees) under the Component Benefit Plan pursuant to ERISA (if applicable) and any other applicable State law(s).

## MISCELLANEOUS

### **No Employment Rights**

The Plan is a voluntary undertaking of the Employer and does not constitute a contract with any person. The Plan is not an inducement or condition of an Employee's employment with any Employer. Neither the establishment of the Plan, nor any modification thereof, nor any payments hereunder, shall be construed as giving to any Employee or any other person, any legal or equitable rights against his or her Employer, the Company, or their shareholders, directors, officers, employees or agents, or as giving any person the right to be retained in the employ of the Employer.

### **Exclusive Rights**

No individual shall have a right to benefits under the Plan except as specified herein; and in no event shall any right to benefits under the Plan be or become vested.

### **No Property Rights**

No one has any right, title, or interest in the property of the Company or the Employer by virtue of the Plan, nor is any person entitled to interest on any benefit amounts that may be allocated or available to him or her.

### **No Assignment of Benefits**

Except as provided in the Procedures Section, benefits payable under the Plan shall not be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance or charge of any kind, and any attempt to effect same shall be void. Notwithstanding the foregoing, a Covered Person may direct, in writing, that benefits payable to him or her be paid instead to an institution in which he or she is or was hospitalized, to a provider of medical or dental services or supplies furnished or to be furnished to him or her, or to a person or entity that has provided or paid for, or agreed to provide or pay for, any benefits payable under the Plan. The Plan reserves the right to make payment directly to the Covered Person. No payment by the Plan pursuant to such direction and assignment shall be considered as recognition by the Plan of a duty or obligation to pay a provider of medical or dental services or supplies except to the extent the Plan actually chooses to do so.

### **Right to Offset Future Payments**

In the event a payment or the amount of a payment is made erroneously to an individual, the Plan shall have the right to reduce future payments payable to or on behalf of such individual by the amount of the erroneous or excess payment. This right to offset shall not limit the right of the Plan to recover an erroneous or excess payment in any other manner.

### **Right to Recover Payments**

Whenever a payment has been made by the Plan, including erroneous payments, in a total amount in excess of the amount payable under the Plan, irrespective of to whom paid, the Plan shall have the right to recover such payments, to the extent of the excess, from the person to or for whom the payment was made.

### **Misrepresentation or Fraud**

A Covered Person who receives benefits under the Plan as a result of false, incomplete, or incorrect information or a misleading or fraudulent representation may be required to repay all amounts paid by the Plan and may be liable for all costs of collection, including attorney's fees and court costs. The Plan Administrator shall decide such matters on a case by case basis.

### **Legal Action**

Before pursuing legal action, a person claiming Plan benefits or seeking redress related to the Plan must first exhaust the Plan's claim, review, and appeal procedures. Unless otherwise provided by law, the Company and the Plan Administrator are the only necessary parties to any action or proceeding that involves the Plan or its administration. No Employee, Employer, or other person or entity is entitled to notice of any legal action, unless a court with appropriate jurisdiction orders otherwise.

No action at law or in equity in any court or agency shall be brought to recover benefits under the Plan prior to the exhaustion of the claims and appeals procedures set forth in the Procedures Section, nor shall an action be brought at all unless within three years after the date a claim is incurred under the Plan.

### **Governing Law**

The provisions of the Plan shall be administered, and all questions pertaining to the validity or construction of the Plan and the acts and transactions of the parties shall be determined, construed, and enforced, in accordance with applicable federal law and, to the extent not preempted, the laws of the State of New York.

### **Governing Instrument**

This document, together with the documentation incorporated by reference into it, is the legal instrument governing the Plan.

### **Savings Clause**

If a provision of the Plan or the application of a provision of the Plan to any person, entity, or circumstance is held invalid under governing law by a court of competent jurisdiction, the remainder of the Plan and the application of the provision to any other person, entity, or circumstance shall not be affected.

### **Captions and Headings**

The captions and headings of a Section or provision of the Plan are for convenience and reference only and are not to be considered in interpreting the terms and conditions of the Plan.

### **Pronouns**

Unless the context otherwise demands, words importing any gender shall be interpreted to mean any or all genders.

### **Word Usage**

Wherever any words are used herein in the singular or plural, they shall be construed as though they were in the plural or singular, as the case may be, in all cases where they would so apply.

### **Notices**

No notice or communication in connection with the Plan made by a Claimant, an Employee, or a Covered Person shall be effective unless duly executed on a form provided or approved by, and filed with, the appropriate Plan Administrator (or his or her representative).

### **Waiver**

No term, condition, or provision of the Plan shall be deemed waived unless the purported waiver is in a writing signed by the party to be charged. No written waiver shall be deemed a continuing waiver unless so specifically stated in the writing, and only for the stated period, and such waiver shall operate only as to the specific term, condition, or provision waived.

### **Parties' Reliance**

The Company, the Employer, a claim administrator, the Plan Administrator, a third party administrator(s), an insurance company(ies), and anyone to whom the Plan's operation or administration is delegated may rely conclusively on any advice, opinion, valuation, or other information furnished by any actuary, accountant, appraiser, legal counsel, or physician the Plan engages or employs. A good faith action or omission based on this reliance is binding on all parties, and no liability can be incurred for it except as the law requires. No liability shall be incurred for any other action or omission of the Company, the Employer or their employees, except for willful misconduct or willful breach of duty to the Plan.

**Disclaimer**

The Company makes no assertion or warranty about:

1. Health care services and supplies that Covered Persons obtain reimbursement for as Plan benefits, or
2. Whether Plan benefits will be excludable from a covered Person's gross income for federal or state income tax purposes.

**Expenses**

All expenses of the Plan shall be paid from Employee contributions or by the Plan, unless otherwise paid by the Employer. The Employer may advance expenses to the Plan, subject to reimbursement, without obligating itself to pay such expenses.

**Indemnification**

The Employer, to the extent permitted by law, shall indemnify and hold harmless any employee, officer, or shareholder of the Company or the Employer from and against all loss, damages, liability and reasonable costs and expenses incurred in carrying out his or her responsibilities under the Plan, unless due to the bad faith or willful misconduct of such person, provided that such individual's attorney's fees and any amount paid in settlement shall be approved by the Company.

## **AMENDMENT, TERMINATION OR MERGER OF PLAN**

### **Right to Amend the Plan**

Except as provided in this Section, the Company reserves the unlimited right to amend the Plan in any way. Any amendment to the Plan shall be in writing and shall be adopted by the Company in accordance with its normal procedures. However, the Plan Administrator shall have the authority to amend the Plan to comply with applicable law or regulation or to reflect the Company's intent.

### **Right to Terminate or Merge the Plan**

Notwithstanding that the Plan is established with the intention that it be maintained indefinitely, the Company reserves the unlimited right to terminate or merge the Plan. Any decision to terminate or merge the Plan shall be in writing and shall be adopted by the Company in accordance with its normal procedures.

### **Effect of Amendment, Termination or Merger**

Any amendment, termination or merger of the Plan shall be effective at such date as the Company shall determine except that no amendment, termination or merger shall reduce benefits payable for covered expenses incurred prior to the later of the date the amendment, termination or merger is effective or adopted, except as required or permitted by law.

### **Change in Funding Mechanism**

The Company reserves the unlimited right to change, modify, cancel or otherwise terminate any of the funding arrangements available under the Contributions, Funding and Plan Assets Section, including, by way of example and not by way of limitation, the right to change insurance carriers and the right to provide previously insured benefits on a partially insured or fully uninsured basis.

## HIPAA PRIVACY

The Plan provides each Covered Person with a separate Notice of Privacy Practices. This Notice describes how the Plan uses and discloses a Covered Person's personal health information. It also describes certain rights the Covered Person has regarding this information. Additional copies of the Plan's Notice of Privacy Practices are available by calling 610-247-7151

### Commitment to Protecting Health Information

The Plan will comply with the Standards for Privacy of Individually Identifiable Health Information (i.e., the "Privacy Rule") set forth by the U.S. Department of Health and Human Services ("HHS") pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Such standards control the dissemination of "protected health information" ("PHI") of Covered Persons. Privacy Standards will be implemented and enforced in the offices of the Employer and Plan Sponsor and any other entity that may assist in the operation of the Plan.

The Plan is required by law to take reasonable steps to ensure the privacy of the Covered Person's PHI, and inform him/her about:

1. The Plan's disclosures and uses of PHI.
2. The Covered Person's privacy rights with respect to his or her PHI.
3. The Plan's duties with respect to his or her PHI.
4. The Covered Person's right to file a complaint with the Plan and with the Secretary of HHS.
5. The person or office to contact for further information about the Plan's privacy practices.
6. Within this provision capitalized terms may be used, but not otherwise defined. These terms shall have the same meaning as those terms set forth in 45 CFR Sections 160.103 and 164.501. Any HIPAA regulation modifications altering a defined HIPAA term or regulatory citation shall be deemed incorporated into this provision.

### Definitions

- **Breach** means an unauthorized acquisition, access, use or disclosure of Protected Health Information ("PHI") or Electronic Protected Health Information ("ePHI") that violates the HIPAA Privacy Rule and that compromises the security or privacy of the information.
- **Protected Health Information ("PHI")** means individually identifiable health information, as defined by HIPAA, that is created or received by the Plan and that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual or for which there is a reasonable basis to believe the information can be used to identify the individual. PHI includes information of persons living or deceased.

### How Health Information May Be Used and Disclosed

In general, the Privacy Rules permit the Plan to use and disclose, the minimum necessary amount, an individual's PHI, without obtaining authorization, only if the use or disclosure is for any of the following:

1. To carry out payment of benefits.
2. If the use or disclosure falls within one of the limited circumstances described in the rules (e.g., the disclosure is required by law or for public health activities).

### Primary Uses and Disclosures of PHI

1. **Treatment, Payment and Health Care Operations:** The Plan has the right to use and disclose a Covered Person's PHI for all activities as included within the definitions of Treatment, Payment, and Health Care Operations and pursuant to the HIPAA Privacy Rule.

2. Business Associates: The Plan contracts with individuals and entities (Business Associates) to perform various functions on its behalf. In performance of these functions or to provide services, Business Associates will receive, create, maintain, use, or disclose PHI, but only after the Plan and the Business Associate agree in writing to contract terms requiring the Business Associate to appropriately safeguard the Covered Person's information.
3. Other Covered Entities: The Plan may also disclose or share PHI with other insurance carriers (such as Medicare, etc.) in order to coordinate benefits, if a Covered Person has coverage through another carrier.

### **Disclosure of PHI to the Plan Sponsor for Plan Administration Purposes**

In order that the Plan Sponsor may receive and use PHI for plan administration purposes, the Plan Sponsor agrees to:

1. Not use or further disclose PHI other than as permitted or required by the plan documents or as required by law (as defined in the Privacy Standards).
2. Ensure that any agents, including a subcontractor, to whom the Plan Sponsor provides PHI received from the Plan, agree to the same restrictions and conditions that apply to the Plan Sponsor with respect to such PHI.
3. Maintain the confidentiality of all PHI, unless an individual gives specific consent or authorization to disclose such data or unless the data is used for health care payment or Plan operations.
4. Receive PHI, in the absence of an individual's express authorization, only to carry out Plan administration functions.
5. Not use or disclose genetic information for underwriting purposes.
6. Report to the Plan any PHI use or disclosure that is inconsistent with the uses or disclosures provided for of which the Plan Sponsor becomes aware.
7. Make available PHI in accordance with section 164.524 of the Privacy Standards (45 CFR 164.524).
8. Make available PHI for amendment and incorporate any amendments to PHI in accordance with section 164.526 of the Privacy Standards (45 CFR 164.526).
9. Make its internal practices, books and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of the U.S. Department of Health and Human Services ("HHS"), or any other officer or Employee of HHS to whom the authority involved has been delegated, for purposes of determining compliance by the Plan with part 164, subpart E, of the Privacy Standards (45 CFR 164.500 et seq).
10. If feasible, return or destroy all PHI received from the Plan that the Plan Sponsor still maintains in any form and retain no copies of such PHI when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the PHI infeasible.

### **Required Disclosures of PHI**

1. Disclosures to Covered Persons: The Plan is required to disclose to a Covered Person most of the PHI in a Designated Record Set when the Covered Person requests access to this information. The Plan will disclose a Covered Person's PHI to an individual who has been assigned as his or her representative and who has qualified for such designation in accordance with the relevant State law. Before disclosure to an individual qualified as a personal representative, the Plan must be given written supporting documentation establishing the basis of the personal representation.

The Plan may elect not to treat the person as the Covered Person's personal representative if it has a reasonable belief that the Covered Person has been, or may be, subjected to domestic violence, abuse, or neglect by such person, it is not in the Covered Person's best interest to treat the person as his or her personal representative, or treating such person as his or her personal representative could endanger the Covered Person.

2. Disclosures to the Secretary of the U.S. Department of Health and Human Services: The Plan is required to disclose the Covered Person's PHI to the Secretary of the U.S. Department of Health and Human Resources when the Secretary is investigating or determining the Plan's compliance with the HIPAA Privacy Rule.

### **Covered Person's Rights**

The Covered Person has the following rights regarding PHI about him/her:

1. Request Restrictions: The Covered Person has the right to request additional restrictions on the use or disclosure of PHI for treatment, payment, or health care operations. The Covered Person may request that the Plan restrict disclosures to family members, relatives, friends or other persons identified by him/her who are involved in his or her care or payment for his or her care. The Plan is not required to agree to these requested restrictions.
2. Right to Receive Confidential Communication: The Covered Person has the right to request that he or she receive communications regarding PHI in a certain manner or at a certain location. The request must be made in writing and how the Covered Person would like to be contacted. The Plan will accommodate all reasonable requests.
3. Right to Receive Notice of Privacy Practices: The Covered Person is entitled to receive a paper copy of the plan's Notice of Privacy Practices at any time. To obtain a paper copy, contact the Privacy Officer.
4. Accounting of Disclosures: The Covered Person has the right to request an accounting of disclosures the Plan has made of his or her PHI. The request must be made in writing and does not apply to disclosures for treatment, payment, health care operations, and certain other purposes. The Covered Person is entitled to such an accounting for the six years prior to his or her request. Except as provided below, for each disclosure, the accounting will include: (a) the date of the disclosure, (b) the name of the entity or person who received the PHI and, if known, the address of such entity or person; (c) a description of the PHI disclosed, (d) a statement of the purpose of the disclosure that reasonably informs the Covered Person of the basis of the disclosure, and certain other information. If the Covered Person wishes to make a request, please contact the Privacy Officer.
5. Access: The Covered Person has the right to request the opportunity to look at or get copies of PHI maintained by the Plan about him/her in certain records maintained by the Plan. If the Covered Person requests copies, he or she may be charged a fee to cover the costs of copying, mailing, and other supplies. If a Covered Person wants to inspect or copy PHI, or to have a copy of his or her PHI transmitted directly to another designated person, he or she should contact the Privacy Officer. A request to transmit PHI directly to another designated person must be in writing, signed by the Covered Person and the recipient must be clearly identified. The Plan must respond to the Covered Person's request within 30 days (in some cases, the Plan can request a 30 day extension). In very limited circumstances, the Plan may deny the Covered Person's request. If the Plan denies the request, the Covered Person may be entitled to a review of that denial.
6. Amendment: The Covered Person has the right to request that the Plan change or amend his or her PHI. The Plan reserves the right to require this request be in writing. Submit the request to the Privacy Officer. The Plan may deny the Covered Person's request in certain cases, including if it is not in writing or if he or she does not provide a reason for the request.
7. Other uses and disclosures not described in this section can only be made with authorization from the Covered Person. The Covered Person may revoke this authorization at any time.

### **Questions or Complaints**

If the Covered Person wants more information about the Plan's privacy practices, has questions or concerns, or believes that the Plan may have violated his or her privacy rights, please contact the Plan using the following information. The Covered Person may submit a written complaint to the U.S. Department of Health and Human Services or with the Plan. The Plan will provide the Covered Person with the address to file his or her complaint with the U.S. Department of Health and Human Services upon request.

The Plan will not retaliate against the Covered Person for filing a complaint with the Plan or the U.S. Department of Health and Human Services.

**Contact Information**

Privacy Officer Contact Information:  
Director of Total Rewards  
TerrAscend USA, Inc.  
357 S. Gulph Road, Suite 330  
King of Prussia, PA 19406  
Phone: 855.837.7295  
Website: [TerrAscend.com](http://TerrAscend.com)

## HIPAA SECURITY

### Disclosure of Electronic Protected Health Information (“Electronic PHI”) to the Plan Sponsor for Plan Administration Functions

#### STANDARDS FOR SECURITY OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION (“SECURITY RULE”)

The Health Insurance Portability and Accountability Act (HIPAA) and other applicable law shall override the following wherever there is a conflict, or a term or terms is/are not hereby defined.

The Security Rule imposes regulations for maintaining the integrity, confidentiality and availability of protected health information that it creates, receives, maintains, or maintains electronically that is kept in electronic format (ePHI) as required under HIPAA.

#### Definitions

- **Electronic Protected Health Information (ePHI)**, as defined in Section 160.103 of the Security Standards (45 C.F.R. 160.103), means individually identifiable health information transmitted or maintained in any electronic media.
- **Security Incidents**, as defined within Section 164.304 of the Security Standards (45 C.F.R. 164.304), means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with systems operation in an information system.

#### Plan Sponsor Obligations

To enable the Plan Sponsor to receive and use Electronic PHI for Plan Administration Functions (as defined in 45 CFR §164.504(a)), the Plan Sponsor agrees to:

1. Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Electronic PHI that it creates, receives, maintains, or transmits on behalf of the Plan.
2. Ensure that adequate separation between the Plan and the Plan Sponsor, as required in 45 CFR § 164.504(f)(2)(iii), is supported by reasonable and appropriate Security Measures.
3. Ensure that any agent, including a subcontractor, to whom the Plan Sponsor provides Electronic PHI created, received, maintained, or transmitted on behalf of the Plan, agrees to implement reasonable and appropriate administrative, physical, and technical safeguards to protect the confidentiality, integrity, and availability of the Electronic PHI and report to the Plan any security incident of which it becomes aware.
4. Report to the Plan any security incident of which it becomes aware.
5. Establish safeguards for information, including security systems for data processing and storage.
6. Not use or disclose PHI for employment-related actions and decisions or in connection with any other benefit or Employee benefit plan of the Plan Sponsor, except pursuant to an authorization which meets the requirements of the Privacy Standards.
7. Ensure that adequate separation between the Plan and the Plan Sponsor, as required in section 164.504(f)(2)(iii) of the Privacy Standards (45 CFR 164.504(f)(2)(iii)), is established as follows:
  - a. The following Employees, or classes of Employees, or other persons under control of the Plan Sponsor, shall be given access to the PHI to be disclosed:
    - i. Privacy Officer.
    - ii. Individuals described in Appendix B.
    - iii. Information Technology Department.
  - b. The access to and use of PHI by the individuals identified above shall be restricted to the plan administration functions that the Plan Sponsor performs for the Plan.

### **Disclosure of Summary Health Information to the Plan Sponsor**

The Plan may disclose PHI to the Plan Sponsor of the group health plan for purposes of plan administration or pursuant to an authorization request signed by the Covered Person. The Plan may use or disclose "summary health information" to the Plan Sponsor for obtaining premium bids or modifying, amending, or terminating the group health plan. "Summary health information" may be individually identifiable health information and it summarizes the claims history, claims expenses or the type of claims experienced by individuals in the plan, but it excludes all identifiers that must be removed for the information to be de-identified, except that it may contain geographic information to the extent that it is aggregated by five-digit zip code.

### **Disclosure of Certain Enrollment Information to the Plan Sponsor**

Pursuant to section 164.504(f)(1)(iii) of the Privacy Standards (45 CFR 164.504(f)(1)(iii)), the Plan may disclose to the Plan Sponsor information on whether an individual is participating in the Plan or is enrolled in or has un-enrolled from a health insurance issuer or health maintenance organization offered by the Plan to the Plan Sponsor.

### **Disclosure of PHI to Obtain Stop-loss or Excess Loss Coverage**

The Plan Sponsor may hereby authorize and direct the Plan, through the Plan Administrator or the third party administrator, to disclose PHI to stop-loss carriers, excess loss carriers or managing general underwriters ("MGUs") for underwriting and other purposes in order to obtain and maintain stop-loss or excess loss coverage related to benefit claims under the Plan. Such disclosures shall be made in accordance with the Privacy Standards.

### **Resolution of Noncompliance**

In the event that any authorized individual of the Employer's workforce uses or discloses Protected Health Information other than as permitted by the Privacy Standards, the incident shall be reported to the Privacy Officer. The Privacy Officer shall take appropriate action, including:

1. Investigation of the incident to determine whether the breach occurred inadvertently, through negligence, or deliberately; whether there is a pattern of breaches; and the degree of harm caused by the breach.
2. Applying appropriate sanctions against the persons causing the breach, which, depending upon the nature of the breach, may include oral or written reprimand, additional training, or termination of employment.
3. Mitigating any harm caused by the breach, to the extent practicable.
4. Documentation of the incident and all actions taken to resolve the issue and mitigate any damages.
5. Training Employees in privacy protection requirements and appoint a Privacy Officer responsible for such protections.
6. Disclosing the Covered Person's PHI to the Secretary of the U.S. Department of Health and Human Resources when the Secretary is investigating or determining the Plan's compliance with the HIPAA Privacy Rule.

## STATEMENT OF ERISA RIGHTS

### **Covered Person's Rights**

As a Covered Person in the Plan, the Covered Person is entitled to certain rights and protections under ERISA. ERISA provides that all Covered Persons are entitled to:

### **Receive Information About the Plan and Benefits**

Examine, without charge, at the Plan Administrator's office and at other specified locations, such as worksites and union halls (if any), all documents governing the Plan, including insurance contracts, collective bargaining agreements (if any), and copies of the latest annual report (Form 5500 Series) filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration.

Obtain, upon written request to the Plan Administrator, copies of documents governing the operation of the Plan, including insurance contracts and collective bargaining agreements (if any), and copies of the latest annual report (Form 5500 Series) and updated summary plan description. The Administrator may make a reasonable charge for the copies.

Receive a summary of the Plan's annual financial report. The Plan Administrator is required by law to furnish each Covered Person with a copy of this summary annual report.

### **Continue Group Health Plan Coverage**

Continue health care coverage for the Employee and eligible Dependents if there is a loss of coverage under the Plan as a result of a Qualifying Event. The Employee or eligible Dependents may have to pay for such coverage. Review this Plan Document and the documents governing the Plan on the rules governing the Covered Person's COBRA Continuation Coverage rights.

### **Prudent Actions by Plan Fiduciaries**

In addition to creating rights for Covered Persons, ERISA imposes duties upon the people who are responsible for the operation of the Plan. The people who operate the Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the interest of the Covered Persons and beneficiaries. No one, including the Employer, the union (if any), or any other person, may fire the Employee or otherwise discriminate against the Employee in any way to prevent the Employee from obtaining a welfare benefit or exercising the Covered Person's rights under ERISA.

### **Enforce the Covered Person's Rights**

If a Covered Person's claim for a welfare benefit is denied or ignored, in whole or in part, the Covered Person has a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules. Under ERISA, there are steps the Covered Person can take to enforce the above rights. For instance, if the Covered Person requests a copy of Plan documents or the latest annual report from the Plan and do not receive them within 30 days, the Covered Person may file suit in a Federal court. In such a case, the court may require the Plan Administrator to provide the materials and pay the Covered Person up to \$110 a day until the Covered Person receives the materials, unless the materials were not sent because of reasons beyond the control of the Plan Administrator. If the Covered Person has a claim for benefits which is denied or ignored, in whole or in part, the Covered Person may file suit in a State or Federal court. In addition, if the Covered Person disagrees with the Plan's decision or lack thereof concerning the qualified status of a domestic relations order or a Medical Child Support Order, the Covered Person may file suit in Federal court. If it should happen that Plan fiduciaries misuse the Plan's money, or if the Covered Person is discriminated against for asserting his or her rights, the Covered Person may seek assistance from the U.S. Department of Labor, or the Covered Person may file suit in a Federal court. The court will decide who would pay court costs and legal fees. If the Covered Person is successful, the court may order the person the Covered Person sued to pay these costs and fees. If the Covered Person loses, the court may order the Covered Person to pay these costs and fees, for example, if it finds the Covered Person's claim is frivolous.

### **Assistance with the Covered Person's Questions**

If the Covered Person has any questions about the Plan, the Covered Person should contact the Plan Administrator. If the Covered Person has any questions about this statement or about rights under ERISA, or needs assistance in obtaining documents from the Plan Administrator, the Covered Person should contact the nearest Office of the Employee Benefits Security Administration, U.S. Department of Labor, listed in the telephone directory or the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C., 20210. The Covered Person may also obtain certain publications about his or her rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration.

## APPENDIX A - APPLICABLE COMPONENT BENEFIT PLANS

All of the following attachments to this Plan may be obtained from the Plan Administrator upon written request, at no charge:

### **Medical and Prescription Drug Benefits:**

Plan Name: TerrAscend USA Employee Benefit Plan  
Plan Effective Date: September 1, 2020  
Plan Number: 505  
Group Number: 17532  
Third Party Administrator: Meritain Health, Inc.  
PO BOX 853921  
Richardson, TX 75085-3921  
Phone: 800-925-2272  
Email: [www.Meritain.com](http://www.Meritain.com)

### **Dental Benefits:**

Plan Name: Delta Dental PPO  
Plan Effective Date: September 1, 2020  
Policy Number: 505  
Group Number: 22008  
Carrier: Delta Dental of Pennsylvania  
One Delta Drive  
Mechanicsburg, PA 17055  
Phone: 800.932.0783  
Email: [www.deltadentalins.com](http://www.deltadentalins.com)

### **Vision Benefits:**

Plan Name: Client Vision Care Policy  
Plan Effective Date: January 1, 2020  
Policy Number: 505  
Group Number: 40151738  
Carrier: Eastern Vision Service Plan, Inc.  
Address: 333 Quality Drive  
Rancho Cordova, CA 95670  
Phone: 800.852.7600  
Email: [www.VSP.com](http://www.VSP.com)

### **Life Insurance:**

Plan Name: Group Life Insurance  
Plan Effective Date: September 1, 2020  
Policy Number: 505  
Group Number: 28421  
Carrier: Kansas City Life Insurance Company  
Address: 3520 Broadway  
PO Box 219425  
Kansas City, Missouri 64121-6425  
Phone: 800-821-6164

### **AD&D Insurance:**

Plan Name: Group Accidental Death and Dismemberment  
Plan Effective Date: September 1, 2020  
Policy Number: 505  
Carrier: Kansas City Life Insurance Company  
Address: 3520 Broadway

PO Box 219425  
Kansas City, Missouri 64121-6425  
Phone: 800-821-6164

**Short Term Disability Benefits:**

Plan Name: Group Short Term Disability  
Plan Effective Date: September 1, 2020  
Policy Number: 505  
Carrier: Kansas City Life Insurance Company  
Address: 3520 Broadway  
PO Box 219425  
Kansas City, Missouri 64121-6425  
Phone: 800-821-6164

**Long Term Disability Benefits:**

Plan Name: Group Long Term Disability  
Plan Effective Date: September 1, 2020  
Policy Number: 505  
Carrier: Kansas City Life Insurance Company  
Address: 3520 Broadway  
PO Box 219425  
Kansas City, Missouri 64121-6425  
Phone: 800-821-6164

**Voluntary Life with AD&D Benefits:**

Plan Name: Voluntary Life with AD&D Benefits  
Plan Effective Date: January 1, 2023  
Policy Number: 505  
Carrier: Kansas City Life Insurance Company  
Address: 3520 Broadway  
PO Box 219425  
Kansas City, Missouri 64121-6425  
Phone: 800-821-6164

**Employee Assistance Plan Benefits: California**

Plan Name: Employee Assistance Program  
Policy number: 505  
Plan Effective Date: September 1, 2023  
Carrier: Empathia Pacific, Inc.  
Address: 5234 Chesebro Road, Suite 201  
Agoura Hills, CA 91301  
Phone: 877.828.3635  
Website: [www.mylifematters.com](http://www.mylifematters.com)

**Employee Assistance Plan Benefits: All other States**

Plan Name: Employee Assistance Program  
Policy number: 505  
Plan Effective Date: September 1, 2020  
Carrier: Personal Assistance Services  
Address: 9735 Landmark Parkway, Suite 17, St. Louis, MO, 63127  
Phone: 800.356.0845  
Website: [www.paeap.com](http://www.paeap.com)

**Flexible Spending Account:**

Plan Name: Flexible Spending Account

Plan Effective Date: January 1, 2023

Policy Number: 505

Group Number: WA0222

Carrier: Accrue CMS

Address: 3001 N Dallas Parkway, Suite 230

Frisco, TX 75034

Phone: 866.517.7580

**NOTE: This Appendix A shall be subject to modification without formal amendment of the Plan.**

**APPENDIX B - EMPLOYEES OF THE EMPLOYER APPROVED TO HAVE ACCESS TO PROTECTED HEALTH INFORMATION**

Director of Total Rewards

## APPENDIX C - PARTICIPATING EMPLOYERS

California/BTHHM - Berkeley  
2312 Telegraph Ave  
Berkeley, CA 94704  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

California/RHMT - Capitola  
1805 41st Avenue  
Capitola, CA 95010  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

California/RHMT - Howard (SoMa)  
527 Howard Street  
San Francisco, CA 94105  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

California/RHMT - Lombard (Marina)  
2414 Lombard Street  
San Francisco, CA 94115  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

California/RHMT - Market (Castro)  
2029 Market St  
San Francisco, CA 94114  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

California/RHMT - Operations  
2455 Bennett Valley Road  
Suite C106  
Santa Rosa, CA 95404  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

California/State Flower - San Francisco  
75 Industrial St  
San Francisco, CA 94124  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Maryland/AMMD - Cumberland  
100 Beall Street  
Cumberland, MD 21502  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Maryland/Blue Ridge - Nottingham  
8241 Perry Hall Blvd  
Nottingham, MD 21236  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Maryland/Herbiculture - Burtonsville  
4009 Sandy Spring Rd  
Burtonsville, MD 20866  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Maryland/HMS - Hagerstown  
273 East Memorial Boulevard  
Hagerstown, MD 21740  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Maryland/PAH - Salisbury  
1003 Mt Hermon Rd  
Salisbury, MD 21804  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Michigan/Gage - 313  
14239 8 Mile Road  
Detroit, MI 48235  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Michigan/Gage - Adrian  
922 S. Main St.  
Adrian, MI 49221  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Michigan/Gage - Ann Arbor  
2460 W Stadium Blvd  
Ann Arbor, MI 48103  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Michigan/Gage - Battle Creek  
48 Main St.  
Battle Creek, MI 49014  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Michigan/Gage - Bay City - 391 Midland  
391 Midland Rd.  
Bay City, MI 48706  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Michigan/Gage - Burton  
1234 N. Center Road  
Burton, MI 48509  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Michigan/Gage - Center Line  
24729 Sherwood Ave.  
Center Line, MI 48015  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Michigan/Gage - Cookies - Detroit  
6030 Eight Mile Rd.  
Detroit, MI 48234  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Michigan/Gage - Corporate  
888 W Beaver Rd  
STE 200  
Troy, MI 48084  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Michigan/Gage - Ferndale  
1551 Academy St.  
Ferndale, MI 48220  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Michigan/Gage - Grand Rapids  
3075 Peregrine Dr. NE  
Grand Rapids, MI 49525  
Phone: 484-531-4420  
Fax: 814-800-1420  
[Benefits@TerrAScend.com](mailto:Benefits@TerrAScend.com)

Michigan/Gage - Harrison Township  
41455 Production Dr.  
Harrison Township, MI 48045  
Phone: 484-531-4420  
Fax: 814-800-1420  
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