

# Splunk Benefits

Benefits are an important part of your Total Rewards package at Splunk so it's a priority for us to offer a competitive and valuable employee benefits program. Each year, we review our current offering against the hi-tech market to ensure consistency with Splunk's benefit philosophy. We hope our benefits offering reflects the value that we place in each and every Splunker and provides you with a level of comfort and security, whether you're working at the office or spending time away with friends and family.

Please refer to the plan documents for the specific eligibility requirements, additional details on the plans, including exclusions and limitations.

**IMPORTANT UPDATE:** The Splunk benefits below may be subject to change based on Cisco onboarding activities. Please check out the [Splunk Welcome Hub](#) for more information on the Cisco Benefits.

## Group Insurance Eligibility & Enrollment

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| <p><b>ELIGIBILITY</b></p>              | <p>Regular, full-time Splunkers are eligible as of date of hire. Your spouse and dependent child(ren) up to age 26 are eligible for health benefits based on the definitions below:</p> <ul style="list-style-type: none"> <li>• Spouse: Your legal husband or wife, or unmarried or civil partner which Cigna has accepted for cover under the plan.</li> <li>• Unmarried Children: Your unmarried children up to age 26, either in full-time education or residing at the same residence as you at the commencement of any treatment. The term "child" or "children" means a child born to or a child legally adopted by you. It also includes a stepchild.</li> </ul> <p>Upon separation of Splunk, benefits will terminate on the last day of employment.</p> |
| <p><b>COST</b></p>                     | <p>Splunk pays 100% of the premium for you and your eligible dependents.</p>  |
| <p><b>ENROLLMENT &amp; CHANGES</b></p> | <p>In your first week at Splunk, you will receive an email from the SPOT team with your Benefits enrollment forms. Please complete these forms at your earliest convenience and return those completed forms to the SPOT team.</p> <p>You will be automatically enrolled in the Family Planning, BTA, Financial Wellbeing and Modern Health plans. You can only change certain benefits if you have a life event. For example, a birth, marriage, divorce, or death. If you have a life event and need to change your benefits or if you would like more information, please create an HR Case in the <a href="#">Splunk Service Portal</a>.</p>  |

## Health

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| <p><b>PRIVATE MEDICAL</b></p> | <p>Splunk provides a medical policy through Cigna to Hong Kong Splunkers to assist with the cost of medical benefits in case of accident or illness. The policy provides worldwide medical coverage. The following benefits are provided to you and your eligible dependents:</p> <ul style="list-style-type: none"> <li>• Annual Benefit Maximum: USD 2,000,000</li> <li>• Wellness: Annual health screenings covered in full up to USD 650 annual limit</li> <li>• Inpatient: Covered in full</li> <li>• Outpatient: Covered in full, up to USD 15,000 annual outpatient limit (some additional sub-limits apply)</li> <li>• Dental: Covered in full up to USD 1,000 annual dental limit. USD 900 annual limit for orthodontia, for dependent children under 18 only</li> <li>• Vision: One annual exam covered in full. Glasses, contact expenses covered in full up to USD 650 annual limit.</li> <li>• Maternity: Covered in full up to USD 10,000 annual maternity limit.</li> </ul> <p>Claims can be submitted either online at <a href="http://www.cignaenvoy.com">www.cignaenvoy.com</a> or via email form submission. Once you have registered at <a href="http://cignaenvoy.com">cignaenvoy.com</a> you can also access your claims information using the Cigna Envoy Mobile App. Direct billing is available within network providers using your Cigna card.</p> <p>Log in to <a href="#">Cigna Envoy</a> to Find in-network Health Care Facilities or Contact Cigna's 24-hours Helpline. Guarantee of Payment can be requested up to 48 hours in advance of hospital visits.</p> <p>If you have questions about your coverage, you can reach out to Cigna's 24-hour hotline:</p> <ul style="list-style-type: none"> <li>• +86 21 6086 3109 or 800 969 955</li> <li>• <a href="mailto:iceasia@cigna.com">iceasia@cigna.com</a></li> </ul> <p><b>Cigna Global Health Benefits</b></p> |
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## Financial

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| <p><b>RETIREMENT</b></p>     | <p>Upon hire, Splunk makes a compulsory contribution into the Mandatory Provident Fund (MPF) of 5% of relevant monthly income. In addition to this compulsory scheme, Splunk offers a supplemental employer contribution of 5% beginning in September 2022 for a total of 10% monthly contribution into the MPF.</p> <p><b>MPF Website</b></p> |
| <p><b>LIFE INSURANCE</b></p> | <p>Splunk provides life and AD&amp;D coverage through AIA International to protect you and your loved ones in the case of unexpected loss.</p> <p>A benefit of 3x annual salary is payable in case of death or total and permanent disability. For details, please visit the link below.</p> <p><b>Group Life Leaflet</b></p>                  |

**BUSINESS TRAVEL & ACCIDENT (BTA) INSURANCE**

Splunk has partnered with Chubb to provide accident, travel, and medical coverage whilst on business related travel outside your home country. In addition, coverage includes personal incidental travel of up to 7 days, medical and security evacuation, lost baggage assistance, theft of personal property, etc. For details, please visit the link below.

[BTA Policy and ID Card](#)

## Time Off

**PAID HOLIDAYS**

You are entitled to statutory holidays observed in Hong Kong. To view a list of holidays, please refer to Splunk' [holiday schedule](#).

**ANNUAL LEAVE**

In addition to the usual public holidays, you are entitled to the number of vacation days (listed below) based on length of service:

| Cumulative Years of Service | Total Leave (Days) |
|-----------------------------|--------------------|
| 1 to 5 years                | 15                 |
| 5 to 10 years               | 16                 |
| 10 to 15 years              | 18                 |
| 15+ years                   | 19                 |

When scheduling your annual leave, give your manager as much notice as possible. Splunk will make reasonable efforts to accommodate your requests, but all time off is subject to prior approval. You are required to submit vacation time off via [Workday](#). For details, please visit the link below.

[Hong Kong Time Off Program](#)

**SICK**

You are entitled to up to a maximum of five (5) working days' paid absence in any calendar year, pro-rated based on your hire/termination dates. A doctor certificate is required for sick time off beyond one (1) day. You are required to submit information regarding his/her use of annual sick time. Please send your sick leave request to your manager and submit a [Time Off Request](#) and include a doctor's certificate if you are sick for two consecutive days or more. For details, please visit the link below.

[Hong Kong Time Off Program](#)

**BEREAVEMENT**

Splunk offers up to five (5) days paid time off for Splunkers who experience a death in their immediate family and three (3) days paid time off for extended family to grieve their loss. Immediate family members include parents, spouse, or child(ren) including miscarriage and stillbirth. Extended family includes siblings, grandparents, parents-in-law, grandparents-in-law, or grandchildren. Please request bereavement leave by submitting a [Time Off Request](#).

**MARRIAGE LEAVE**

Splunk offers a total of 5 days paid time off for your marriage (inclusive of weekends). This leave is only valid within the first year after the issue date of your marriage certificate and it

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| <b>LEAVES OF ABSENCES</b> | only applies when you have the certificate issued during your employment with Splunk. Please request marriage leave by submitting a <a href="#">Time Off Request</a> . |
|                           | For leaves of absences, including maternity, paternity, and <a href="#">military/reservist</a> leave, please submit a <a href="#">Leave Request</a> .                  |

## Help and Support

We hope you've got a good idea what Splunk offers to you as a Splunker. If you have any questions, please contact the following:

| Group Insurance (i.e. medical and life)  | Time Off (i.e. annual leave, leave of absences, and sick)   | Portals/Websites/Presentation  |
|--|---|--|
| <p>WISE Insurance Services (HK) Limited<br/>Jacky Wong<br/><a href="mailto:jacky.wong@wise-hk.com">jacky.wong@wise-hk.com</a><br/>+852 3426 4552</p> <p>Cigna Customer Service<br/>+86 21 6086 3109<br/>800 969 955<br/><a href="mailto:iceasia@cigna.com">iceasia@cigna.com</a></p> | <p>Annual Leave &amp; Sick Time Requests<br/><a href="#">Workday</a></p> <p>Leaves of Absence<br/>Splunk People Operations Team<br/><a href="mailto:spot@splunk.com">spot@splunk.com</a></p> <p><a href="#">Time Off Request</a></p> <p><a href="#">Leave Request</a></p> | <p><a href="#">Spark Wellbeing</a></p> <p><a href="#">Benefits &amp; Wellbeing</a></p> <p><a href="#">Pwny Perks</a></p> <p><a href="#">Cigna Envoy</a></p> <p><a href="#">Benefit Presentation</a></p> <p><a href="#">Splunk Service Portal</a></p> |

Please note that any payments, rights or entitlements under the Company benefit plans will be governed by the terms of the formal plan documents or policies establishing the benefit in issue, and your rights on termination of employment with respect to the Company benefit plans will be governed by the termination provisions of the benefit plans. The Company may modify or terminate benefits from time to time as it deems necessary or appropriate.