



# 2024 Team Member Support Guide

MAY 2024

## We Invest in Your Well-Being

One of our objectives is to maintain the satisfaction of our team members.

SUPPORT RESOURCES FOR ALL TEAM MEMBERS

### Flexible Time Off

We trust you to use good judgment to take time off as needed so that you can be your best at work. Our CEO sets a good example by taking regular vacations and encouraging the rest of the team to do the same.

### Short Term Medical Leave

We provide up to 8 weeks of short term medical leave. You can use it for recovering from childbirth, physical injury or mental illness.

### Parental Leave

After 1 year at the company, we offer up to 16 weeks paid leave to all new parents (it's 4 weeks within the first 6 months at the company and 8 weeks at 6-12 months). Birthing parents can combine this with Short Term Medical Leave for up to 24 weeks. And we offer an additional 8 weeks unpaid, if you need more time.

### Caregiver Leave

We provide up to 4 weeks of paid caregiver leave, plus additional unpaid leave, if required, to care for an immediate family member with a serious health condition.

### Wellness Reimbursement

To promote your physical and mental well-being, we offer a Wellness Reimbursement of up to \$1,000 USD per year (taxable) to use for the following expenses: fitness memberships (e.g., to gyms, yoga studios, or ClassPass), sports and athletic activities (e.g., a soccer league), personal wellness equipment (e.g., a treadmill or bicycle), and more.

### Learning Stipend

To promote your professional development and reinforce our culture of self-directed learning and skill-building, we offer a Learning Stipend of up to \$1,250 USD per year for the following expenses: in-person and online courses and lectures (including necessary materials), books, and other purchased learning materials, and conference attendance (including necessary travel expenses).

**Co-working**

Should you prefer to work from a co-working space, we reimburse the cost up to \$500 USD per month.

**Computer and Phone**

We reimburse the purchase of a computer every 3 years and offset the cost of a phone (up to \$500 USD) every 2 years to do your job.

**Office Setup**

To help you get your office set up, we reimburse up to \$1,250 USD to cover the purchase of office productivity items, such as a desk, chair, computer monitors, keyboards, etc. In addition, we offer a monthly \$100 allowance to offset work-from-home expenses, such as internet and office supplies.

**Charitable Donation Matching**

We match on qualified charitable donations of up to \$1,000 per year.

**Assistance Program**

We offer counseling services provided through Workplace Options to help you and your family manage life-stressors (e.g., stress, depression, marital challenges, well-being, etc.).

**Company Events**

We have annual company retreats, team meetups, and optional “work-ations” where you work with colleagues in various destinations around the world. Every quarter we hold 3-day long Hack Days, during which we work on whatever we want.

**Leadership Coaching Services**

We provide reimbursement for leadership coaching for team members in designated leadership roles (e.g., team leads, career advisors, etc.) to develop and support people leadership skills, communication skills, emotional intelligence and overall leadership effectiveness. Amount reimbursed varies depending on leadership professional level.

## Healthcare - U.S. Employees Only

Lack of universal healthcare in the U.S. prompted us to offer health coverage for those employees.  
Plan information, such as coverage details and contributions, can be reviewed throughout the remainder of this document.

U.S. ONLY

### Medical\*

United Healthcare PPO 2000, United Healthcare PPO 500, United Healthcare HDHP 3000,  
United Healthcare EPO 2000

### Dental\*

Cigna Healthcare Dental PPO

### Vision\*

Cigna Healthcare Vision

### 401K

Vanguard – No company match, which maintains equality with team members worldwide

### Health & Dependent Care FSA

Navia Benefits Solutions

### Health Savings Account (HSA)

Navia Benefits Solutions

**NOTE:** \*All full-time U.S. employees, their spouses, and dependents are eligible for health coverage starting on the first of the month following date of hire.

## Healthcare - U.S. Employees Only

Monthly Contributions: What You Would Pay Each Month

MEDICAL PLAN PREMIUMS	EMPLOYEE ONLY	EMPLOYEE + SPOUSE	EMPLOYEE + CHILD(REN)	EMPLOYEE + FAMILY
United Healthcare HDHP 3000 - (100% Company Paid)	\$0.00	\$0.00	\$0.00	\$0.00
United Healthcare EPO 2000 - (83% Company Paid)	\$116.75	\$245.18	\$221.82	\$350.25
United Healthcare PPO 2000 - (80% Company Paid)	\$137.85	\$289.49	\$261.91	\$413.55
United Healthcare PPO 500 - (70% Company Paid)	\$230.81	\$484.70	\$438.54	\$692.43

  

DENTAL PLAN PREMIUMS	EMPLOYEE ONLY	EMPLOYEE + SPOUSE	EMPLOYEE + CHILD(REN)	EMPLOYEE + FAMILY
Cigna Healthcare Dental PPO - (50% Company Paid)	\$18.24	\$36.19	\$49.92	\$74.46

  

VISION PLAN PREMIUMS	EMPLOYEE ONLY	EMPLOYEE + SPOUSE	EMPLOYEE + CHILD(REN)	EMPLOYEE + FAMILY
Cigna Healthcare Vision - (50% Company Paid)	\$4.64	\$8.64	\$8.73	\$13.55

## Healthcare - U.S. Employees Only

*In-Network Annual Amounts*

MEDICAL	PLAN NAME	PRIMARY OFFICE VISIT COPAY	SINGLE/FAMILY DEDUCTIBLE*	SINGLE/FAMILY OUT-OF-POCKET MAX	COINSURANCE	PRESCRIPTION DRUGS			
	United Healthcare HDHP 3000	\$40	Single / \$3,000 Family / \$6,000	Single / \$7,400 Family / \$14,800	20%	Tier 1 \$5	Tier 2 \$40	Tier 3 \$100	Tier 4 \$250
	United Healthcare EPO 2000	\$30	Single / \$2,000 Family / \$4,000	Single / \$8,950 Family / \$17,900	0%	Tier 1 \$5	Tier 2 \$40	Tier 3 \$100	Tier 4 \$250
	United Healthcare PPO 2000	\$30	Single / \$2,000 Family / \$4,000	Single / \$8,950 Family / \$17,900	20%	Tier 1 \$5	Tier 2 \$40	Tier 3 \$100	Tier 4 \$250
	United Healthcare PPO 500	\$30	Single / \$500 Family / \$1,000	Single / \$8,950 Family / \$17,900	20%	Tier 1 \$5	Tier 2 \$40	Tier 3 \$100	Tier 4 \$250

\*Please note a deductible may apply to prescriptions.

DENTAL	PLAN NAME	SINGLE/FAMILY DEDUCTIBLE	ANNUAL MAX	ORTHODONTIA (LIFETIME MAX)
	Cigna Healthcare Dental PPO	Single / \$50 Family / \$150	\$1,500	Child Only \$1,500

VISION	PLAN NAME	EXAM COPAY	FRAME ALLOWANCE	FRAMES FREQUENCY
	Cigna Healthcare Vision	\$10	80% of amount over \$180	Every 1 Calendar Year(s)

## Healthcare - U.S. Employees Only

*Other Information*

### 24/7 VIRTUAL CARE VISITS

All United Healthcare health plans offer 24/7 access to virtual care visits all across the U.S.

### SELECTED EXCLUSIONS + LIMITATIONS TO OUR HEALTH COVERAGE

While we would love to expand our health coverage and will continue to explore ways to do so, we're sharing a selection of exclusions and limitations that our current U.S. package contains:

- Fertility treatment is not covered.
- Bariatric surgery is not covered.
- Limited gender affirming surgeries.

Please note these are not the only important exclusions and limitations. If you need more details on plan coverage, please contact us at [careers@duckduckgo.com](mailto:careers@duckduckgo.com). If you'd like to maintain anonymity in such a request, we encourage you to use a disposable email address.

### DISCLAIMER

The well-being options illustrated in this guide are meant to serve as a summary of the options available. This guide is for informational purposes only and is not a contract or a guarantee of any team member's eligibility for any particular support resource; healthcare carrier plans supersede in the event of any discrepancies. Participation in any well-being option is in no way to be considered a contract of employment, implied or otherwise. Well-being options may be amended, modified, or terminated by DuckDuckGo without notice at any time.

Please contact us at [careers@duckduckgo.com](mailto:careers@duckduckgo.com) if you have any questions about our support resources. And if you'd like to maintain anonymity in such a request, we encourage you to use a disposable email address.