Noble and Greenough’s Group Life Insurance Plan provides you, your family or other beneficiaries with financial protection if you die or suffer a serious injury while you are eligible.

The plan includes two types of coverage:

- **Basic Life Insurance** -- This pays a benefit to your beneficiary if you die from any cause while you are covered by this plan.

- **Accidental Death and Dismemberment Insurance (AD&D)** -- This doubles the life insurance benefit if you die as a result of an accident, or pays you a specified benefit if you are seriously injured as a result of an accident.

### COST

Noble and Greenough pays the full cost of your Basic Life and AD&D coverage.

### ELIGIBILITY AND ENROLLMENT

If you are a full-time employee or a year-round part-time employee who works at least 17.5 hours per week, you are eligible to participate in the Group Life Insurance Plan on your date of hire. Your coverage is effective on your first day of employment.

If you are disabled or unable to work on the date that you are eligible, you may join the plan on the first day that you return to work.

Noble and Greenough will enroll you in the plan. However, you will be asked to name a beneficiary. You may designate your spouse, dependent(s), other relatives, friends or any other individual or agency to be your beneficiary. If at any time you wish to change your beneficiary, you should complete a Group Insurance Certificate change form and return it to the Business Office.

### WORDS YOU SHOULD KNOW

- **Annual Earnings** - Means the base salary you earn each year in addition to any applicable housing allowance.

- **Beneficiary** - Means the person that you choose to receive benefits under the Group Life Insurance Plan.

- **Disability, Disabled** - Means that you are medically unable to do the main duties of any job.

- **Totally Disabled** - Means that you are continuously disabled for at least six months or diagnosed to be disabled for the rest of your life.

### HOW THE GROUP LIFE INSURANCE PLAN WORKS

#### Basic Life Insurance Coverage

Noble and Greenough provides you with Basic Life Insurance equal to two times your annual earnings, rounded to the next higher $1,000, to a maximum of $700,000. Evidence of insurability is required for coverage over $525,000.
GROUP LIFE INSURANCE PLAN

For example, if your annual earnings were $20,600; your life insurance benefit would be $42,000 (2 x $20,600 = $41,200, then rounded to $42,000).

Special Tax Considerations

Under current tax laws, if the amount of employer-provided group life insurance coverage is more than $50,000, you must pay federal and FICA taxes on the “imputed income” in excess of that amount. Imputed income is determined according to tables prepared by the federal government and is based on your age and the amount of your insurance in excess of $50,000. The amount of your imputed income will be added to your W-2 Form.

Accidental Death & Dismemberment (AD&D)

Your Accidental Death & Dismemberment coverage is equal to the amount of your Basic Life Insurance coverage. For example, if you have $42,000 of Basic Life Insurance coverage, you will have $42,000 under the AD&D Plan.

The combined amount of your Basic Life and AD&D coverage cannot exceed $900,000.

Your plan also provides benefits for accidents which cause dismemberment. If you incur an injury which results in a loss within 90 days of the date of the accident, the Plan will pay you benefits as indicated in the following chart:

<table>
<thead>
<tr>
<th>Loss of</th>
<th>Plan Benefits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>•Life</td>
<td>100%</td>
</tr>
<tr>
<td>•Both Hands or Both Feet</td>
<td>100%</td>
</tr>
<tr>
<td>•Sight of Both Eyes</td>
<td>100%</td>
</tr>
<tr>
<td>•One Hand and One Foot</td>
<td>100%</td>
</tr>
<tr>
<td>•One Hand and Sight of One Eye</td>
<td>100%</td>
</tr>
<tr>
<td>• One Foot and Sight of One Eye</td>
<td>100%</td>
</tr>
<tr>
<td>•One Hand or One Foot</td>
<td>50%</td>
</tr>
<tr>
<td>•Sight of One Eye</td>
<td>50%</td>
</tr>
</tbody>
</table>

General Exclusions and Limitations

AD&D insurance provides benefits for accidents only and does not cover any losses that occur as a result from:

• bodily injury which occurred before you were insured by the Plan,
• intentionally self-inflicted injury,
• committing or attempting to commit a felony,
• war or an act of war,
• disease or illness occurring as a result of medical or surgical treatment, or
• bacterial infection.

Coverage At Age 70 And Retirement

As you age, the cost of purchasing life insurance increases and the need to provide for your dependents typically decreases.
GROUP LIFE INSURANCE PLAN

- If you are still working for Noble and Greenough when you reach age 70, your Basic Life and AD&D Insurance coverage will be reduced by 50%.
- When you retire, your coverage will end.

The decrease in your coverage amount will become effective on your 70th birthday.

If You Become Totally Disabled

If you become totally disabled while you are insured, and you are under 60 years old, your Basic Life and AD&D Insurance will be continued during your disability until age 70 without your having to make contributions.

To continue your coverage, you must send written proof to the insurance company, UNUM Life Insurance Company of America, within one year of the start of your disability.

Your coverage will stop if you fail to provide written proof of your disability, cease to be disabled or convert your group life insurance to an individual policy.

HOW TO OBTAIN BENEFITS

If you become injured or die, you or your beneficiary should contact the Business Office as soon as possible to file a claim.

The following steps will apply:

1. The Business Office will provide claim forms and will assist in submitting your claim to:

UNUM Life Insurance Company of America
2211 Congress Street
Portland, ME  04122

2. Once your claim has been documented and you have completed all the necessary forms, UNUM will process your claim immediately.

3. If your claim is denied, you will be notified in writing. This written notice will tell you:

- the reason for your denial,
- what additional information is needed, if any, to reverse the denial of your claim, or,
- how you can have the decision reviewed.

Forms of Payment

Benefits can be paid in one lump sum or in equal monthly payments for up to 20 years. If you die without making a choice about payment, your beneficiary may then choose a payment option.

ADDITIONAL INFORMATION

Appealing a Denial

If your claim for benefits is denied, in whole or in part, you have a right to appeal the denial. For a detailed description of how to appeal a denial,
Please read the Administrative Information section of this handbook and confer with the Business Office.

When Your Coverage Ends

Your Basic Life and AD&D Insurance coverage will end when the following events occur:

- your employment with Noble and Greenough ends,
- you are no longer eligible for coverage under the Plan,
- the Plan is discontinued,
- Noble and Greenough stops making premium payments, or
- you are in active service in the armed forces of a country at war.

Please contact the Business Office to see how your coverage is affected during unpaid vacation, unpaid leaves of absences, sabbaticals or other absences from work.

Converting Your Coverage

When your coverage under the Group Life Insurance Plan ends, you may convert it to an individual whole life or endowment insurance policy by applying to UNUM Life Insurance Company of America.

You must apply for conversion and pay your first premium within 31 days after the date that your Group Life Insurance Plan coverage ends.

If you die within the 31-day conversion period, the amount that you would have converted will be paid to your beneficiary.