

# Wellness Reimbursement Policy

Adobe provides the Wellness Reimbursement Program designed to encourage and support a well-rounded healthy lifestyle for Adobe employees and their immediate family. The program covers expenses for a variety of eligible wellness activities for gym memberships, fitness classes, massages, nutritional counseling, activities for kids and much more.

## Who is eligible?

All regular Adobe employees (including interns and Adobe-paid temporary employees where legally required<sup>1</sup>) and their immediate family<sup>2</sup> are eligible to participate in the program. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. You must be employed by Adobe when eligible expenses are incurred (paid for) and submitted for reimbursement.

## Benefit Amounts

The below amounts represent the maximum reimbursement amount per calendar year. These amounts are considered taxable income for employees unless not required by local tax rules. ([See local currency amounts](#)) Your Wellness Reimbursement Program benefit does not carry forward from one calendar year to the next. If you do not use your benefit, you will forfeit any unused amount.

Region	Annual Benefit Amount
North America (U.S. & Canada)	600 USD
LATAM (Brazil, Mexico, Chile, Columbia, Bermuda)	600 USD
India, Japan & APAC (excluding below)	600 USD
Korea	1,800,000 KRW
EMEA (excluding below)	600 USD
Sweden	€650.00

## What is covered?

We ask that you use your best judgment in determining what you submit through the wellness reimbursement program. Below are some examples of what's covered and what's not. Please note, the wellness reimbursement program cannot be used for medical items or services. The list below includes examples of eligible expenses but is not an exhaustive list. If you have an item that doesn't fall into one of these categories, here are some questions to think through:

- Is this item or service directly benefiting my or my family's wellbeing?
- Does this item assist me in relaxing, getting my heart moving or learning a new activity directly related to my or my family's wellbeing?

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<sup>1</sup> Interns are eligible in the U.S, Canada, EMEA & LATAM. Adobe paid temporary employees are eligible only in EMEA.

<sup>2</sup> Immediate family consists of spouse/domestic partner and child(ren). In India, dependent parents are also included.

<b>Examples of Eligible Expenses</b>	
<b>Item</b>	<b>Examples</b>
Memberships	Gym membership, initiation fees, registration fees, health center fees, bike share, tennis, swim clubs, rock climbing, ski lift tickets, skate park
Fitness trackers	Apple iWatch, Fitbit, Jawbone, Garmin vívofit or similar wearable, health apps
Equipment	Shoes (for any sport), treadmill, snowboard, skis, bicycles, tennis racket, golf clubs, yoga mats, helmets, skates, hula hoop, swimming, football, soccer, baseball
Lessons or Personal Training	Pilates, golf, swim, tennis, dance, personal training fees, music, art
Classes	Yoga, Aerobics, Zumba, Pilates, spin, martial arts, meditation, kick boxing, dance, nutritional/dietician classes from wellness experts, weight management, Jumpstart MD, karate, Tae Kwan Do, music, archery, boxing, cricket, CrossFit, horseback riding, ice skating, skating passes, mental wellness classes (art of living, etc.) and other similar fitness classes
Exercise DVDs/Videos and Games/Apps	Wii Fit, health apps or similar
Personal Services	Massage, personal training, nutrition counseling
Purifiers & Humidifiers	Water purifiers, air purifiers & masks
Flu Vaccination (Exception: Employees in the U.S.)	The annual flu vaccine is the only vaccine covered under this policy. Flu vaccine-related costs not covered 100% by health insurance are eligible.
Activities/Items for Children	School supplies, extracurricular activities and classes, books, art supplies, hobby and craft supplies, learning tools (apps, software, online subscriptions)

## **What is not covered?**

The following are items that are NOT eligible for reimbursement under the program:

<b>Examples of Ineligible Expenses</b>
Currency exchange fees
Health spa treatments and products other than massage
Camping equipment
Cell phones and tablets/iPad/think pads
Hydrostatic testing
Vitamins & supplements
Medical supplies or equipment
Exercise attire or sports attire (except fitness shoes)
Tournament fees
Video games not related to exercise or health (Play Station, PS3, Xbox, Kinect, or other. video game console systems)
Furniture
Physiotherapy
Headphones, AirPods, Bluetooth headsets
Payments made directly to an individual - Needs to be through an entity that can produce a receipt (payments apps such as Venmo/G Pay will not be considered as a receipt of purchase)
Meals or snacks
Computer equipment
Items covered under the WFH expense fund

## Reimbursement Deadlines

All receipts are due no later than midnight local time on the deadline for your country (see below). No exceptions will be made. Reimbursements will be issued through Payroll after you submit all receipts and your claim is approved. Depending on the date you submit your receipt for reimbursement, you will receive your reimbursement amount in accordance with normal pay periods and timelines for your respective country.

### Reimbursement Deadlines

#### United States

Claims should be filed by December 30 of the current calendar year. If you miss this deadline, you may file for reimbursement of paid expenses in the prior year until May 31 of the next calendar year. Expenses filed after May 31 must be incurred in the current year and will be reimbursed against the next (i.e. current) calendar year benefit.

#### APAC, Canada, EMEA, India, Japan, LATAM

Claims must be filed by December 30 of the current calendar year. You may file for reimbursement of paid expenses after December 30, but they will be reimbursed against the next calendar year benefit.

**Sweden:** to ensure all claims are paid out in the current tax year, please submit all claims before 30 November

## Reimbursement Process

### United States

Tri-Ad is the administrator for the Wellness Reimbursement Program for the U.S. Below are the instructions for filing a claim:

1. Log into your Tri-Ad (SSO) account
2. Click **Wellness Reimbursement Plan > Submit a Claim**
3. Select **> Service Type**
4. Complete all requested fields and click **Next**
5. Attach Claim Receipt and click **Next**
6. Click **Submit**

Note:

- Handwritten or receipts for "cash" payments are no longer accepted.
- Employees cannot use their corporate cards to make payments.
- If an item is cancelled or returned after reimbursement is received, the funds may be applied to another eligible wellness item or the funds must be returned to Adobe.

Once your claim is approved, you will receive an automated email confirming your request. No further action is needed. Reimbursements will be issued through Payroll within two pay periods of your successful claim submission. Tri-Ad will notify you if there are any issues with your claim.

### Australia, Canada, China, EMEA, Hong Kong, India, Korea, LATAM, New Zealand, Singapore, Taiwan

My Adobe Benefits is the administrator for the Wellness Reimbursement Program for Canada, EMEA, India, LATAM, and several countries in APAC (Australia, China, Hong Kong, Korea, New Zealand, Singapore and Taiwan). Below are the instructions for filing a claim:

1. Log into [My Adobe Benefits](#)
2. Select **Reimbursements**
3. Select **Make a Claim** and **benefit period (year)**
4. For **Type of Claim**, select **Wellness Reimbursement**
5. Upload and attach scanned receipts
6. Complete the required fields and select **Next/Submit**

Note:

- Handwritten or receipts for "cash" payments are no longer accepted.
- Employees cannot use their corporate cards to make payments.
- If you are submitting a receipt from outside your county, you'll need to convert the amount to your currency using information provided next to the Receipt amount field.
- While you may be able to submit a claim for more than your available limit or balance, the approval and payout will not exceed the available balance at the time of the claim.
- Claims can be modified / deleted until they are approved. Once approved, they can only be viewed, and no modifications are allowed.
- If an item is cancelled or returned after reimbursement is received, the funds may be applied to another eligible wellness item or the funds must be returned to Adobe.

Reimbursements will be issued through Payroll after you submit all receipts and your claim is approved. Depending on your claim submission date, you'll receive your reimbursement in accordance with the respective month's payroll.

## Japan and Armenia

Concur is the administrator for the Wellness Reimbursement Program for Japan. Below are the instructions for filing a claim:

1. Log into [Concur](#) > click **Start a Report**
2. Add the Report Name, Business Purpose and your Country Cost Center (outlined in below tables)> click **Next**
3. Complete the required fields:
  - Expense Type: Global Wellness Reimbursement
  - Transaction Date: The date of your claim submission
4. Attach your receipts (s) > click **Save** > click the **Submit Report** button in the upper right for reimbursement.

Note:

- Handwritten or receipts for "cash" payments are no longer accepted.
- Employees cannot use their corporate cards to make payments.
- Your receipts and/or proof of payment must show the date you PAID and the eligible wellness activity or product.
- If an item is cancelled or returned after reimbursement is received, the funds may be applied to another eligible wellness item or the funds must be returned to Adobe.

Reimbursement will be issued through Payroll after you submit all receipts, and your claim is approved. Depending on your claim submission date, you'll receive your reimbursement in accordance with the respective month's payroll. Please note in the U.S. and Canada reimbursements are issued via a separate check.

## 2021 Wellness Reimbursement Amounts

### U.S. and Canada

Country	Where to Submit Claims	2021 Benefit Amount (local currency) *
U.S.	Tri-Ad	USD 600
Canada	My Adobe Benefits	CAD 775

### APAC

Country	Submit Claims through Concur and select cost center	Expense Type	2021 Benefit Amount (local currency) *
Japan	7294509	Global Wellness Reimbursement (621760)	JPY 62,531
Country	Where to Submit Claims		2021 Benefit Amount (local currency) *
Australia	Please submit claim through My Adobe Benefits		AUD 811
China			CNY 3,935
Hong Kong			HKD 4,651
Korea			KRW 1,800,000
New Zealand			NZD 850
Singapore			SGD 802
Taiwan			TWD 17,066

### EMEA

Country	Where to Submit Claims	2021 Benefit Amount (local currency) *
Armenia	Submit Claims through Concur and select cost center <b>1993521 WFAM</b> and Expense Type Global Wellness Reimbursement (621760)	AMD 297,810
Austria	Please submit claim through My Adobe Benefits	EUR 497
Belgium		EUR 497
Czech Republic		CZK 13,099
Denmark		DKK 3,699
Finland		EUR 497
France		EUR 497
Germany		EUR 497
Ireland		EUR 497
Israel		ILS 1,969

Italy		EUR 497
Netherlands		EUR 497
Norway		NOK 5,287
Poland		PLN 2,221
Romania		RON 2,421
South Africa		ZAR 9,168
Spain		EUR 497
Sweden		SEK 6,659
Switzerland		CHF 538
United Arab		AED 2,204
United Kingdom		GBP 448

## India

Country	Where to submit claims	2021 Benefit Amount (local currency) *
India	Please submit claim My Adobe Benefits	INR 44,309

## LATAM

Country	Where to submit claims	2021 Benefit Amount (local currency) *
Brazil	Please submit claim My Adobe Benefits	BRL 3,132
Mexico		MXN 11,980
Chile		CLP 453,480
Colombia		COP 2,079,516
Bermuda		BMD 600

\*The annual benefit amount is established in local currency based on the applicable currency exchange rates as of the first Saturday in December prior to a new calendar year. For example, the 2021 annual benefit amounts were established from currency exchanges as of December 5, 2020. Local benefit amounts may increase or decrease annually based on applicable currency exchange rates.

**Disclaimer:** The Company reserves the right to interpret and to make changes to or withdraw from this plan at any time, subject to applicable legal requirements.