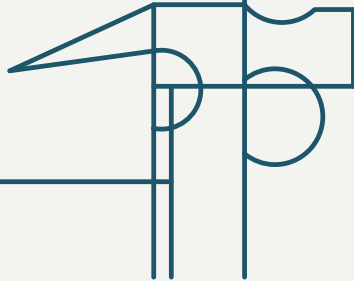


*Sustainably beautiful homes
for future generations.*



**BYGG
MEISTER**
DESIGN | BUILD

Employee Benefits

Fiscal Year 2027

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Introduction

Byggmeister strives to provide generous and affordable benefits that support our employees' health and well-being, contribute to our employees' job satisfaction, and help us to attract and retain top talent.

On an annual basis the management team reviews Byggmeister's benefits package, solicits input and requests from employees about how benefits may be improved, and incorporates changes as appropriate given the full spectrum of operational priorities and financial constraints. The CEO presents proposed changes to the board for consideration as part of the budget review. From time to time, the management team may consider minor changes to benefits outside of this annual review.

Current benefits are described in the following pages of this document. Wherever all employees are referenced, this means both part-time and full-time employees, benefits are the same for both.

Paid Time Off

Full-time and Part time employees will receive 6 paid holidays when Byggmeister sites and the office are closed: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas.

Full-time employees, defined as employees who work at least 30 hours per week, accrue flexible paid time off, which includes vacation time, sick time, and holidays other than the 6 listed above, according to the following schedule:

- At date of hire: 16 days annually
- After one year of employment: 18 days annually
- After two years of employment: 20 days annually
- After three years of employment: 22 days annually
- After four years of employment: 24 days annually
- After five years of employment: 26 days annually
- After six years of employment: 27 days annually
- After seven years of employment: 28 days annually
- After eight years of employment: 29 days annually
- After nine years of employment: 30 days annually
- After ten years of employment: 31 days annually

Part-time employees who work up to and including 20 hours per week accrue flexible paid time off at 50% of the rate of full-time employees. Part-time employees who work between 21 and 29 hours per week accrue flexible paid time off at 75% of the rate of full-time employees.

Employees will not earn holiday paid time off or accrue flexible paid time off during leaves of absence or Family and Medical Leave.

Employees should provide at least one week's notice for each day they intend to take off. If requests for non-emergent paid time off are made without sufficient notice, management may not be able to grant the request. All employees may carry over no more than five days of PTO year to year.

Family and Medical Leave

All employees, both full-time and part-time, are eligible for paid family and medical leave per the Massachusetts Paid Family and Medical Leave Law (PFML). The law covers paid leave to take care of oneself as well as family members and has a 7-day waiting period. Employees may use PTO during the waiting period but are not required to do so. Under the law employees may take:

- Up to 12 weeks for the birth, adoption or foster placement of a child or because a family member has gone on active military duty.
- Up to 20 weeks for medical reasons.
- Up to 26 weeks to care for a covered service member with a service-related health conditions.

Employees may combine different types of leave but the total may not exceed 26 weeks in a benefit year. For more information, please visit the [Mass.gov PFML](https://www.mass.gov/pfml) website.

Family and Medical Leave and Workers Comp

All employees are covered by Worker's Compensation insurance for medical expenses and lost wages due to job-related injuries.

All employees are also eligible for paid family and medical leave for personal health conditions, bonding with a child, and caring for a family member with a health condition under the MA Paid Family and Medical Leave Law (PFML).

For a covered leave, Byggmeister will top off the benefit to reach 100% of the employee's weekly wage as determined by the state calculation, or \$600 per week, whichever is lower, not to exceed 26 weeks in a given benefit year (starting from the beginning of the first leave). If the covered leave is taken on an intermittent or reduced-schedule basis, the top-off will apply only to the covered hours and for which the employee is not receiving regular pay.

In addition, Byggmeister pays the employee portion of the PFML tax.

Bereavement

All employees are entitled to five days of paid leave in the event of a death in their immediate family. If additional time off is needed, employees may use PTO or take unpaid time off.

Health Insurance

After 1 month of employment full-time employees become eligible for health insurance available through Genesis with Byggmeister currently contributing \$750/month (beginning July 2026). The cost of the health plans varies. Employees who have other health insurance coverage are eligible to receive this same month-ly contribution in the form of a health insurance waiver bonus. To receive the health insurance waiver bonus, employees must provide proof of health insurance coverage.

Retirement Plan

After 1 month of employment all employees are auto-enrolled in 401K available through Genesis at a default contribution of 5% of their compensation. Employees may opt to change or stop this default contribution at any time. Regardless of how much an employee contributes to 401K, after one month of employment, Byggmeister will contribute 5% of the employee's compensation (beginning January 2026).

Education Benefits

Occasionally Byggmeister sponsors educational programs for teams and the entire company. In addition, all employees may attend up to 4 days or 32 hours of conferences or workshops of their choice at the company's expense. The company will cover the cost of registration and will pay employees for their time to attend. Non-exempt employees who wish to attend more than 4 days or 32 hours of educational programming at the company's expense need approval from management. All employees are also eligible for two personal subscriptions to industry publications.

Flexible Work Arrangements

Office and design staff work primarily from home and may adjust their work hours to accommodate their personal and family obligations. While field staff can't work from home and have limited ability to work outside of traditional business hours because they work in owner occupied homes and local laws restrict when construction can be performed, field employees may adjust the hours they work on tasks that can be done off-site.

Additional Benefits

After three months of employment, employees become eligible for the following additional benefits:

- Reimbursement allowance for tools, equipment (including office equipment), clothing (not given by company), and internet access.

The allowance for Production employees:

- Full-time is \$2000/year.
- those who work 20-30 hours/week are eligible for \$1500/year
- those who work up to and including 20 hours/week are eligible for \$1000/year

The allowance for Office employees:

- Full-time is \$1000/year.
- those who work 20-30 hours/week are eligible for \$750/year
- those who work up to and including 20 hours/week are eligible for \$500/year.

All employees can carry over \$500.00 from year to year.

- Mileage reimbursement for all employees per IRS allowance.
- Company clothing (typically 1-2 jackets or sweatshirts and 2-3 t-shirts per year).
- \$70/month cell phone reimbursement.

- Vehicle reimbursement allowance for field employees only. Field employees whose vehicles can transport extension ladders, staging, etc. receive \$100/month. Other field employees receive \$25/month.

Ownership

After 36 months AND 3000 hours of employment, employees are eligible to apply to become an owner of the company, and to participate in company governance and annual profit sharing. Returning employees who become employees are credited 1 month for each year of their prior employment. Subcontractors who become employees are credited ½ month for each year of their subcontracting relationship with Byggmeister.

For example, an employee who had previously worked for Byggmeister for five years, would be eligible to apply for ownership after 31 months and 3000 hours of employment. An employee who had been a subcontractor for 8 years would be eligible to apply for ownership after 32 months and 3000 hours of employment. The rights and responsibilities of ownership as well as the process for becoming an owner are described in the Governance section of the this policy handbook.