

CBE COMPANIES 401(k) RETIREMENT PLAN



PLAN HIGHLIGHTS

ELIGIBILITY

- ◆ 6 months of service and age 21
- ◆ Entry Dates: January 1, April 1, July 1, or October 1

ADDITIONAL INFORMATION

- ◆ You will receive a 401(k) packet of information prior to the next enrollment date that is closest to your six month employment eligibility date.
- ◆ If you are interested in rolling over a 401(k) fund from a former employer, you may do that immediately, and would not need to wait until your six month eligibility. Please contact Empower at 855-756-4738.

CONTRIBUTIONS

Employee

1. Before-tax contributions through automatic payroll deduction.
 - ◆ Contributions may be deducted as a dollar amount or a percentage from each pay period according to your enrollment information form. The minimum contribution amount is \$5.00 per pay period.
 - ◆ You may increase or decrease the amount of your contributions January 1, April 1, July 1 and October 1.
 - ◆ IRS Contribution limits are as follows:

Increased 401(k) Deferrals		Catch-up Contributions	
The maximum amount of elective deferrals that employees can contribute each year will increase due to The Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA)		Plan participants <u>age 50 or over</u> can make additional elective contributions each year due to The Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA)	
2016	\$18,000	2016	\$6,000
2017	\$18,000	2017	\$6,000
2018	\$18,500	2018	\$6,000

2. Rollover assets may be accepted from former qualified plans at anytime during your CBE employment.
3. Participants are permitted a maximum of two exchanges per calendar month.
 - An exchange is defined as a full resemblance of your account, or single or multiple fund-to-fund transfers that involve multiple investment options (also referred to as "inter-account transfers") on one day, and may be made over the Web, by fax, mail or courier, through the interactive voice response system, or with a client account representative.

Employer

- ◆ CBE matches at a rate of 50% on the first 4% of salary deferred. The matching contribution is paid per payroll.
- ◆ If you are employed on the last day of the Plan Year and completed at least 1,000 Hours of Service during the Plan Year, the plan year will be counted as a year of vesting.

VESTING

- ◆ Your payroll contributions and rollover account balances are 100% vested at all times.
- ◆ You are vested in any Employer contributions according to one of the schedules below.

Eligible 401k participants as of October 1, 2016 or prior:

Years of service	1	2	3
Vested portion	25%	50%	100%

Eligible 401k participants as of January 1, 2017 or later:

Years of service	1	2	3
Vested portion	0%	0%	100%

HARDSHIP WITHDRAWALS

Withdrawals may be allowed in the event of certain “hardships.” Hardship withdrawals require immediate financial need as defined by the IRS for the following approved reasons:

- ◆ To pay tuition for the next semester or quarter of post secondary education for yourself, spouse or dependents.
- ◆ To purchase your primary residence.
- ◆ To pay expenditures to prevent eviction from your residence or foreclosure of the mortgage on your primary residence.
- ◆ To pay extraordinary medical expenses incurred for yourself, spouse or dependents.
- ◆ To pay for funeral expenses of parents, spouse, child or dependents.
- ◆ To pay for expenses relating to the repair of damage to the employee’s principal residence that would qualify for the casualty deduction, such as those resulting from hurricane or flood damage.

If a hardship is elected, new contributions are suspended for six (6) months.

TAXES AND PENALTIES

- ◆ Taxes will be due on the taxable portion of any withdrawal and will generally be withheld at the time of the withdrawal.
- ◆ Participants under the age of 59 ½ generally owe a 10% tax penalty on the taxable portion of the withdrawal when filing their income taxes.

BENEFIT PAYMENTS

- ◆ Upon termination of employment with CBE, the vested account balance is payable to you.
- ◆ Upon normal retirement, or upon death or total disability, account balance is payable to you or a named beneficiary.

PLAN REPORTING

- ◆ You will receive a statement illustrating your beginning account balance, gains or losses, contributions and ending balance following each quarter end. This statement will also illustrate your current investment election percentages as well as existing account balance allocations.
- ◆ You will also have access to your account via website or mobile app. Site information is updated daily and provides you access to account balance information as well as trading capability and a multitude of other communication features.

The Summary Plan Description has more details about your plan and is permanently posted on CBE’s Intranet under Human Resources/Benefits/401(k). The above information cannot change the terms or conditions of the plan. If there is a discrepancy between the Summary Plan Description and this Plan Highlights sheet, the Summary Plan Description governs.

