

TOTAL REWARDS STATEMENT BROKER CHECKLIST



To make sure your statement is branded appropriately, please provide the following:

- ❑ Corporate Branding Guidelines, including company colors
- ❑ Company logo (in .eps format)
- ❑ Timeframe the statement is illustrating (look-back to previous year or annualized)
- ❑ Letter if you'd like to provide copy otherwise Spitfire will draft a sample
- ❑ Signature for the letter (in .jpg format) *optional*
- ❑ Preferred name and title of signature used in the letter *optional*
- ❑ List of benefits and categories for the compensation table

- Indicate whether the benefit will contain Employee contributions, Employer contributions, or both
- Indicate any rows that should be variable and only appear for those employees who have values

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Letter

Pie chart to compliment branding

Spitfire EMPLOYEE COMMUNICATIONS SPECIALISTS
 Sam Sample
 965 Hopmesadow St
 Simsbury, CT 06070

Your Personalized Total Compensation Statement
 Total compensation consists of more than just salary. The chart below illustrates Spitfire's investment in you as well as your annualized deductions for the benefits you elected as of January 1, 2025.

	EMPLOYEE CONTRIBUTION	EMPLOYER CONTRIBUTION
Cash Compensation		
Annual Base Pay	—	\$64,357.23
Overtime Earnings	—	\$232.20
Equity Compensation		
2024 Options Granted	—	\$8,327.19
2024 RSUs Granted	—	\$8,327.19
Health and Welfare Benefits		
Medical	\$1,696.76	\$5,692.44
Dental	\$93.34	\$373.10
Vision	\$99.06	\$2,342.90
Health Savings Account	—	—
Short-Term Disability	—	\$237.68
Long-Term Disability	—	\$241.23
Basic Life and AD&D	—	—
Voluntary Life and AD&D	—	\$249.72
Accident	\$97.68	—
Critical Illness	\$238.22	—
Hospital Indemnity	—	—
Business Travel Accident	—	—
Retirement		
401(k)	\$1,064.93	\$639.01
Additional Benefits		
Lifestyle Spending Account	—	\$120.00
Pet Insurance	\$87.50	—
Tuition Assistance	—	\$12,000.00
Mandated Benefits		
Social Security and Medicare	\$350.21	\$350.21
Workers' Compensation	—	\$202.13
Unemployment	—	\$77.70
TOTAL COMPENSATION	\$3,727.70	\$103,769.93

YOUR YEAR
Your Personalized Total Compensation Statement

Dear Sam,
 At Spitfire, we are committed to providing you with comprehensive compensation and benefit offerings that are not only competitive but designed to support your health and well-being. That is why we are pleased to provide you with this total compensation statement as a snapshot of Spitfire's investment in your YEAR compensation and benefits, as well as an overview of additional resources designed to support you at work and at home. If you have any questions, contact Human Resources.

Thank you for your continued contributions to the success of the Company, and we look forward to many more accomplishments in the year ahead!

Sincerely,
 Your Human Resources Team

Spitfire EMPLOYEE COMMUNICATIONS SPECIALISTS

Company-Provided Benefits
 The chart below illustrates Spitfire's contribution toward the benefits that make up your Total Compensation.

Category	Percentage
Cash Compensation	62.2%
Equity Compensation	16.1%
Health and Welfare Benefits	8.8%
Retirement	0.6%
Additional Benefits	11.7%
Mandated Benefits	0.6%

Additional Benefits
 Don't forget that Spitfire also offers the following additional benefits:

- Employee Assistance Program (EAP)
- Health Advocate
- Wellness Program
- Working Advantage Discount Program

Disclaimer
 While care has been taken to be sure this statement is accurate, the possibility of error always exists. The availability and amounts of your actual benefits will always be governed by the plan documents. This statement is not a legal document and should not be construed as such. It does not constitute a contract of employment or guarantee any particular benefit. Spitfire reserves the right to change or terminate the plans at any time and for any reason.

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