

SVB Life and Benefits: Hong Kong 2021

At SVB, we support the whole you.

SVB benefits programs are designed to meet our employees where they are in life. Which means they show up at home. Your home. We embrace and support diverse families, however they're defined.

SVB Holidays 2021

JAN 1	New Year's Day
FEB 12	Lunar New Year's Day
FEB 13	Second day of Lunar New Year
FEB 15	Fourth day of Lunar New Year
APR 2	Good Friday
APR 3	Day Following Good Friday
APR 5	Day Following Ching Ming Festival
APR 6	Day Following Easter Monday
MAY 1	Labour Day
MAY 19	Birthday of Buddha
JUN 14	Tuen Ng Festival
JUL 1	Hong Kong Special Administrative Region Establishment Day
SEP 22	Day Following Chinese Mid-Autumn Festival
OCT 1	National Day
OCT 14	Chung Yeung Festival
DEC 25	Christmas Day
DEC 27	First Weekday after Christmas Day

The benefits listed in this summary apply to SVB employees on Hong Kong payroll. Since this is a summary, there may be additional terms, conditions and limitations that apply (such as medical underwriting approval). Please refer to the actual policies for additional information. SVB makes all statutory benefit contributions, such as pension and employee's compensation insurance.

Private Medical Insurance

You and your eligible dependents are 100% covered for outpatient services (up to the allowable limit of visits per year), in-patient hospitalization up to certain limits and 80% of supplementary major medical, up to HKD 220,000 per disability, after a deductible. This group employee benefit coverage provides for Free Choice + Panel Network providers. SVB provides this insurance coverage at no charge to you and your dependents.

Coverage also includes acupuncture, Chinese herbalist, bonesetter, physiotherapy and other specialist consultations, as well as diagnostic labs and prescribed medicines.

Annual Medical Examination

Employees may have a medical check-up each year. This check-up is provided through your private medical insurance up to an annual limit of HKD 3,300.

Maternity Coverage

Maternity benefits are provided to the employee and spouse through private medical insurance: HKD 25,000 for normal delivery, HKD 38,500 for caesarean and HKD 13,500 for miscarriage. Coverage is subject to a 280-day waiting period.

Dental Insurance

You and your eligible dependents are covered for dental insurance. 80% of your costs up to allowable limits are reimbursed up to HKD 4,500 per year. SVB provides this coverage at no premium charge for you and your dependents.

Payroll Schedule: Pay day is the 3rd day of each month

Life, Accident and Disability Insurance

SVB provides its employees with income protection covering unexpected life events. Coverage for Life Assurance, Total Permanent Disability, and Accidental Death and Dismemberment are covered at 36 times Basic Monthly Salary. You may be required to undergo a medical examination to receive full coverage, including increases in coverage amounts due to salary increases.

Retirement Benefits – Mandatory Provident Fund Scheme (MPF)

SVB contributes the mandatory 5% of monthly income (up to the Relevant Income Level) into the MPF scheme. SVB makes an additional voluntary contribution to the MPF depending on your service:

- For employees with less than 15 years of service, the additional contribution is 10% of total salary minus the mandatory contribution.
- For employees with more than 15 years of service, the additional contribution is 12% of total salary minus the mandatory contribution

Voluntary employer contributions to the MPF will become fully vested at a rate of 10% per year, with all contributions fully vested after 10 years of SVB employment. The MPF scheme is managed for SVB by Fidelity.

Hong Kong Rental Reimbursement (“RR”) Program

Eligible employees have an opportunity to maximize their tax benefits on certain housing expenses through a Rental Reimbursement (“RR”) Program. Under this program, you will be able to submit up to 50% of your gross monthly base salary in eligible rental expenses. New hires may enroll in the program within 30 days of the employment start date for the tax year in which they are hired.

Employee Assistance Program

SVB provides an Employee Assistance Program, through ICAS, at no cost to you to support your success at home and at work. You may have up to ten visits per incident per year. The ICAS website offers many resources for work/life support, and assistance with personal, family or work issues.

Annual Vacation Leave

Full-time employees are eligible to earn vacation leave with paid time off for relaxation or personal time away from the office. This is in addition to the statutory holidays. All employees will be entitled to a total of 21 days of vacation each year (including statutory annual leave). Employees are allowed to carry over up to five days.

Supplemental Sick Leave

SVB provides you with mandatory sick leave of up two days per month for the first year and then four days per month thereafter accruing up to 120 days maximum for your illness or injury. To supplement mandatory leave, SVB pays 100% of pay for the first four days of your leave.

Supplemental Maternity Leave

SVB provides mandatory maternity leave of 10 consecutive weeks. To supplement mandatory leave, SVB pays 100% of pay for the entire benefit period.

Supplemental Paternity Leave

SVB provides mandatory paternity leave of five days. To supplement mandatory leave, SVB pays 100% of pay for the entire benefit period.

Marriage Leave

SVB provides three days of paid leave for you to celebrate your marriage.

Bereavement Leave

SVB provides three days paid leave in connection with a death in the immediate family. Immediate family includes an employee's parent, child, spouse, domestic partner, sibling, grandparent, grandchild, in-laws, or domestic partner's parents or household member.

Learning Opportunities

SVB invests in each employee's learning and development. To support this, we offer learning in group and individual settings on several platforms to enhance your development. SVB provides employees access to LinkedIn Learning, getAbstract, and SVB's internal learning management system BLUE Learning.

Additionally, you may be eligible for education assistance and receive reimbursement of up to HKD 35,000 per calendar year based on the approved work-related degree programs of study that meet certain requirements.

Employee Recognition

SVB has a strong commitment to recognize employees who demonstrate SVB values and play a role in creating a culture of unity and curiosity at SVB. Awards are given out annually recognizing performance, client care, operational excellence, and community service.

Employee Referral Program

SVB provides generous incentives to encourage employees to refer top talent. Employees may earn up to HKD 20,800 for candidate referrals. If your candidate is hired, they must successfully complete the requisite period of employment (90 days) with SVB before payment is authorized. Referral awards are taxable. Please review the program details on the Source.

Business Travel Accident Insurance

SVB provides coverage to employees while traveling on SVB business. The policy from Chubb includes benefits for lost or damaged checked baggage, emergency evacuation, medical and travel assistance. In the event of an employee's accidental death while travelling on SVB business, an additional lump sum death benefit of 10 times base salary up to US\$750,000 is provided. This benefit is fully paid for by SVB.

SVB in the Community: Matching Gift and Community Involvement Program

At SVB, we're working for something bigger. Together, we're working for something larger than a bank. We're working to help those we serve become more successful and make a greater impact as citizens of the world. And whether it's with our clients by our side or out there on our own, we pride ourselves on getting involved with the community and supporting the causes that align with our values. Because at SVB, we believe this is true power. The power to make a difference.

Silicon Valley Bank's Matching Gift Program is designed to support our employees' personal philanthropy by matching their donations to eligible non-profit organizations who are recognized as tax exempt or designated a public charity.

For more information about matching gift and volunteer program, visit SVB in the Community on the Source

SVB Values

At SVB we have a culture of unity and curiosity.

We are SVB. We are collective of driven, forward-thinking individuals united as one, for one singular goal: to help those who are creating the future. When we put the team first, work across silos and truly come together, we better serve our clients. We enable and bring to life bold ideas around the world, backing those who courageously make next happen. Together, we relentlessly execute on our own strategies. We feed our own curiosity and never stop learning. We harness our collective power to deliver on our commitments to our clients, and the communities we serve.

- We start with **empathy for others**
- We **embrace diverse perspectives**
- We take **responsibility**
- We keep **learning and improving**
- We speak and act **with integrity**

Neither this document nor the benefits described in this summary, creates a contract of employment, or a guarantee of employment, between SVB Financial Group and any employee. The complete details of each plan are in the legal documents under which the plans are administered. The legal documents will prevail in case of conflict between anything written here and the legal documents. SVB Financial Group reserves the right to amend or discontinue any program at any time with or without notice and as in its sole judgment may be necessary. Updated January 2021.