



# SVB Life and Benefits: Hong Kong 2023

**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 2023

JAN 2	Day following the New Year's Day
JAN 23	Second day of Lunar New Year
JAN 24	Third day of Lunar New Year
JAN 25	Fourth day of Lunar New Year
APR 5	Ching Ming Festival
APR 7	Good Friday
APR 8	Day following Good Friday
APR 10	Easter Monday
MAY 1	Labor Day
MAY 26	Birthday of Buddha
JUN 22	Tuen Ng Festival
JUL 1	Hong Kong Special Administrative Region Establishment Day
SEP 30	Day Following Chinese Mid-Autumn Festival
OCT 2	Day following National Day
OCT 23	Chung Yeung Festival
DEC 25	Christmas Day
DEC 26	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 260,000 per disability per policy year, 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. (up to allowable limit per year)

## 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 40,000 for normal delivery, HKD 60,000 for caesarean and HKD 20,000 for miscarriage. Coverage is subject to the pregnancy commences after the insurance of the employee or spouse becomes effective.

## Dental Insurance

You and your eligible dependents are covered for dental insurance. 100% of your costs up to allowable limits are reimbursed up to HKD 6,000 per year. SVB provides this coverage at no premium charge for you and your dependents.

**Payroll Schedule:** Pay day is the 3<sup>rd</sup> day of each month



### Life, Accident and Disability Insurance

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SVB provides its employees with income protection covering unexpected life events. Coverage for Life Assurance, Total Permanent Disability, and Accidental Death and Disablement 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.

### Employee Stock Purchase Plan (ESPP)

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SVB employees are able to purchase SVB stock at a discount through the ESPP. Employees can contribute up to 10% of earnings to the Plan up to a value of \$25,000 worth of company stock or up to the maximum annual share limit. Stock is purchased at 85% of the fair market value price on either the first day of the six-month offering period or the last day of the period, whichever is lower. Contribution periods begin January 1st and July 1st. Shares are issued at the end of the six-month period to eligible participating employees.

For more information, please visit the [Source](#).

### Retirement Benefits – Mandatory Provident Fund Scheme (MPF)

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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 or equal to 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

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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

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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

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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

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SVB provides you with mandatory sick leave of up to 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.



## Benefits Summary

### Supplemental Maternity Leave

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SVB provides mandatory maternity leave of 14 consecutive weeks. To supplement mandatory leave, SVB pays 100% of pay for the entire benefit period.

### Supplemental Paternity Leave

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

### Marriage Leave

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

### Bereavement Leave

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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.

### Community Service Day

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SVB encourages you to volunteer in your community. As such, you may take one day off per year to volunteer with a charity in your community.

### Learning Opportunities

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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 getAbstract and SVB's internal learning management system BLUE Learning.

Additionally, you may be eligible for education assistance and receive reimbursement of up to the local currency equivalency of USD 5,250 per calendar year based on the approved work-related programs of study that meet certain requirements. Please refer to the Source for program details.

### Employee Recognition

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SVB's Annual Awards program is driven by employee participation through a peer-to-peer nomination process. SVBers are recognized for their dedication and commitment to SVB Values, community service, client care, operational excellence and innovation. SVB also recognizes employees for their milestone anniversaries with the organization through a bonus program.

### Employee Referral Program

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SVB provides generous incentives to encourage employees to refer top talent to the organization. Qualified employees may earn up to 20,800 HKD for candidate referrals. Payment is made after the referred candidate completes 90 days of employment with SVB. Referral awards are taxable. There are some restrictions, please review the information on the Source for full program details.

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## Benefits Summary

### Business Travel Accident Insurance

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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

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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. SVB will match employee donations up to USD \$2,000 each calendar year. Examples of eligible organizations include, but are not limited to: schools, colleges and universities, civic, arts, cultural, health and science organizations, human services agencies such as food banks and temporary and transitional housing shelters, and environmental groups. You may check Benevity to confirm if your donation is eligible for matching under SVB's program guidelines

SVB is committed to the communities we serve and encourages employees to volunteer their time in service to the community. SVB will match donations of time with Volunteer Rewards to employee Giving Accounts of USD \$25 per hour (up to 40 hours or USD \$1,000 per calendar year) for volunteer time reported with qualifying charities.

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

### SVB Values

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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 2023.*