

# Splunk Benefits

Benefits are an important part of your Total Rewards package at Splunk so it's a priority for us to offer a competitive and valuable employee benefits program. Each year, we review our current offering against the hi-tech market to ensure consistency with Splunk's benefit philosophy. We hope our benefits offering reflects the value that we place in each and every Splunker and provides you with a level of comfort and security, whether you're working at the office or spending time away with friends and family.

Please refer to the plan documents for the specific eligibility requirements, additional details on the plans, including exclusions and limitations.

**IMPORTANT UPDATE:** The Splunk benefits below may be subject to change based on Cisco onboarding activities. Please check out the [Splunk Welcome Hub](#) for more information on the Cisco Benefits.

## Group Insurance Eligibility & Enrollment

<b>ELIGIBILITY</b>	Regular full-time Splunkers are eligible as of date of hire. Your legal spouse up to age 60 and unmarried dependent child(ren) up to age 22 are eligible for supplemental medical benefits. Benefits will be effective on date of hire or date of marriage/birth in the case of a life event. Benefits will terminate upon separation of Splunk.
<b>COST</b>	Splunk pays 100% of the premium for you and your eligible dependents.
<b>ENROLLMENT &amp; CHANGES</b>	<p>Your local HR contact will provide your new hire information to our vendors. You will need to complete the enrollment file <a href="#">here</a> with your personal and family information to enroll in the medical, life and accident plans. Once completed, please email to our Ping An account manager.</p> <p>You will be automatically enrolled in the Family Planning, BTA, Financial Wellbeing and Modern Health plans.</p> <p>You can only change certain benefits if you have a life event. For example, a birth, marriage, divorce, or death. If you have a life event and need to change your benefits or if you would like more information, please create an HR Case in the <a href="#">Splunk Service Portal</a>.</p>

# Health

<p><b>MEDICAL</b></p>	<p>Splunk offers a medical policy through Ping An to assist with the cost of services and prescription drugs when they are not covered under the national medical program. The following medical benefits are provided for you, your spouse, and your children.</p> <ul style="list-style-type: none"> <li>● <b>Annual Health Check-up:</b> CNY 1,000 (you only)</li> <li>● <b>Inpatient &amp; Outpatient Care:</b> up to CNY 40,000 per year             <ul style="list-style-type: none"> <li>○ 100% for expenses within social medical insurance</li> <li>○ 50% of expenses outside of social medical insurance</li> </ul> </li> <li>● <b>Maternity Coverage:</b> CNY 10,000 per year (for you and spouse only)             <ul style="list-style-type: none"> <li>○ 100% for expenses within social medical insurance</li> <li>○ 50% of expenses outside of social medical insurance</li> </ul> </li> <li>● <b>Hospital Allowance:</b> CNY 100/day, up to 180 days</li> </ul> <p>Additional medical policy information will be provided by Ping An.</p> <p>If you have questions about your coverage or wish to submit a claim outside of the Ping An App (<a href="#">PINGMD</a>), you can reach out to Splunk’s account manager at Ping An.</p>
<p><b>HEALTH CHECK</b></p>	<p>Splunk offers an annual <a href="#">Health Check Program</a> through <a href="#">Healthink</a> Hospital Investment Management Co Ltd.</p> <p><b><u>Program Highlights</u></b></p> <ul style="list-style-type: none"> <li>● Splunkers are entitled one (1) Physical Health Package per calendar year</li> <li>● Splunk will pay 100% of the cost of your annual health checkup, up to CNY 1,000</li> <li>● You can enroll dependents into this program, at your own expense</li> <li>● You are responsible for the cost of additional voluntary tests</li> <li>● Health checks do not carry forward from year to year</li> <li>● For more details, please refer to our <a href="#">Health Check Handbook</a></li> </ul> <p><b><u>How to Schedule Your Health Check</u></b></p> <ol style="list-style-type: none"> <li>1. Call at 400-800-0107. Customer service working hours include Monday – Friday, 7:30 – 18:00; Saturday – Sunday, 7:30 -11:00 (except statutory holidays).</li> <li>2. Make your appointment online through <a href="http://www.ihealthink.com">www.ihealthink.com</a></li> <li>3. Download the “Kang Sui Health” APP and follow the prompts to make an appointment</li> <li>4. <a href="#">Online enrollment instructions</a></li> </ol>
<p><b>DENTAL ALLOWANCE</b></p>	<p>All Splunkers are entitled to a dental allowance of CNY 500 per year. Please submit documentation via <a href="#">Concur</a> for reimbursement.</p>
<p><b>VISION ALLOWANCE</b></p>	<p>All Splunkers are entitled to a vision allowance of CNY 1,000 per year. Please submit documentation via <a href="#">Concur</a> for reimbursement.</p>

## Financial

<b>LIFE INSURANCE</b>	<p>Splunk provides life insurance coverage through Ping An to protect you and your loved ones in the case of unexpected loss.</p> <ul style="list-style-type: none"> <li>• 3x annual earnings with minimum sum insured of CNY 300,000</li> </ul>
<b>ACCIDENTAL DEATH &amp; DISABILITY</b>	<p>Splunk provides accidental death and disability coverage through AXA to protect you and your loved ones in the case of unexpected loss.</p> <ul style="list-style-type: none"> <li>• 3x annual earnings with minimum sum insured of CNY 300,000</li> </ul>
<b>CRITICAL ILLNESS</b>	<p>Splunk provides critical illness coverage of CNY 200,000 through AXA to protect you and your loved ones in the case of unexpected loss.</p>
<b>BUSINESS TRAVEL &amp; ACCIDENT (BTA) INSURANCE</b>	<p>Splunk has partnered with Chubb to provide accident, travel, and medical coverage whilst on business related travel outside your home country. In addition, coverage includes personal incidental travel of up to 7 days, medical and security evacuation, lost baggage assistance, theft of personal property, etc. For details, please visit the link below.</p> <p><b><a href="#">BTA Policy and ID Card</a></b></p>
<b>TRANSPORTATION ALLOWANCE</b>	<p>All non-field Splunkers are entitled to a transportation allowance of CNY 2,000 per month. This allowance will be paid in each monthly paycheck.</p>
<b>HOUSING ALLOWANCE</b>	<p>All Splunkers are entitled to a Housing Allowance of 10% of your base salary. This allowance will be paid in each monthly paycheck.</p>

## Time Off

<b>PAID HOLIDAYS</b>	<p>You are entitled to statutory holidays observed in China. To view a list of holidays, please refer to Splunk' <a href="#">holiday schedule</a>.</p>										
<b>ANNUAL LEAVE</b>	<p>In addition to the usual public holidays, you are entitled to the number of vacation days (listed below) based on length of service:</p> <table border="1" data-bbox="613 1696 1320 1858"> <thead> <tr> <th>Cumulative Years of Service</th> <th>Total Leave (Days)</th> </tr> </thead> <tbody> <tr> <td>0 to 5 years</td> <td>15</td> </tr> <tr> <td>5 to 10 years</td> <td>16</td> </tr> <tr> <td>10 to 15 years</td> <td>18</td> </tr> <tr> <td>15 to 20+ years</td> <td>20</td> </tr> </tbody> </table>	Cumulative Years of Service	Total Leave (Days)	0 to 5 years	15	5 to 10 years	16	10 to 15 years	18	15 to 20+ years	20
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5 to 10 years	16										
10 to 15 years	18										
15 to 20+ years	20										

	<p>When scheduling your annual leave, give your manager as much notice as possible. Splunk will make reasonable efforts to accommodate your requests, but all time off is subject to prior approval. You are required to submit vacation time off via <a href="#">Workday</a>. For details, please visit the link below.</p> <p><b>China Time Off Program</b></p>
<p><b>SICK</b></p>	<p>You are entitled to up to a maximum of ten (10) working days paid absence in any calendar year, pro-rated based on your hire/termination dates. A doctor certificate is required for sick time off beyond one (1) day. You are required to submit information regarding his/her use of annual sick time. Please report sick time by submitting a <a href="#">Time Off Request</a>. For details, please visit the link below.</p> <p><b>China Time Off Program</b></p>
<p><b>BEREAVEMENT</b></p>	<p>Splunk offers up to five (5) days paid time off for Splunkers who experience a death in their immediate family and three (3) days paid time off for extended family to grieve their loss. Immediate family members include parents, spouse, or child(ren) including miscarriage and stillbirth. Extended family includes siblings, grandparents, parents-in-law, grandparents-in-law, or grandchildren. Please request bereavement leave by submitting a <a href="#">Time Off Request</a>.</p>
<p><b>MARRIAGE LEAVE</b></p>	<p>Splunk offers a total of ten (10) days paid time off for your marriage (inclusive of weekends). This leave is only valid within the first year after the issue date of your marriage certificate and it only applies when you have the certificate issued during your employment with Splunk. Please request marriage leave by submitting a <a href="#">Time Off Request</a>.</p>
<p><b>LEAVES OF ABSENCES</b></p>	<p>For leaves of absences, including maternity, paternity, and <a href="#">military/reservist</a> leave, please submit a <a href="#">Leave Request</a>.</p>

## Help and Support

We hope you've got a good idea what Splunk offers to you as a Splunker. If you have any questions, please contact the following:

Group Insurance (i.e. medical, dental, life, accident and critical illness)	Allowances and Time Off (i.e. annual leave, leave of absences, and sick)	Portals/Websites
<p>Shanghai FESCO Maxwell Wu 吴喆 <a href="mailto:zhe.wu@fsg.com.cn">zhe.wu@fsg.com.cn</a> Tel: +86 21 64072277-361</p> <p>Beijing FESCO Liu Bei 刘贝 <a href="mailto:liu.bei@fesco.com.cn">liu.bei@fesco.com.cn</a> Tel: +86 10 67772404</p> <p>Ping An Account Manager Ms. Chang Fangfang 常芳芳 <a href="mailto:changfangfang860@pingan.com.cn">changfangfang860@pingan.com.cn</a> Tel: +86 21 6207 8125</p> <p>WISE &amp; CCIB Vinky Cui <a href="mailto:Vinky.cui@wise-ccib.com">Vinky.cui@wise-ccib.com</a> Tel: +86 21 6039 3369 *801</p> <p>Cherry Xu <a href="mailto:cherry.xu@wise-ccib.com">cherry.xu@wise-ccib.com</a> Tel: +86 21 6031 3369 *811</p>	<p>Annual Leave &amp; Sick Time Requests <a href="#">Workday</a></p> <p>Allowances and Leaves of Absence Splunk People Operations Team <a href="mailto:spot@splunk.com">spot@splunk.com</a></p> <p><a href="#">Time Off Request</a></p> <p><a href="#">Leave Request</a></p>	<p><a href="#">Spark Wellbeing</a></p> <p><a href="#">Benefits &amp; Wellbeing</a></p> <p><a href="#">Pwny Perks</a></p> <p><a href="#">Ping An App</a></p> <p><a href="#">Concur</a></p> <p><a href="#">Splunk Service Portal</a></p>

Please note that any payments, rights or entitlements under the Company benefit plans will be governed by the terms of the formal plan documents or policies establishing the benefit in issue, and your rights on termination of employment with respect to the Company benefit plans will be governed by the termination provisions of the benefit plans. The Company may modify or terminate benefits from time to time as it deems necessary or appropriate.