

# 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 Splunkers are eligible as of their date of hire. For health benefits, effective date will be upon acceptance from the insurance company and benefits will terminate upon separation of Splunk.
<b>COST</b>	Splunk pays 100% of the premium for you and your dependents, when eligible.
<b>ENROLLMENT &amp; CHANGES</b>	<p>You will be automatically enrolled in the Family Planning, Protection, BTA, Financial Wellbeing and Modern Health plans.</p> <p>You will be automatically enrolled in all the supplemental group benefits and pension through the <a href="#">Splunk Benefits Hub</a>.</p>

## Health

<b>HEALTH CHECK</b>	You are legally required to complete an annual health exam prior to December 31st of each year. Splunk will subsidize your health exam up to JPY 40,000 per year. If your annual health check costs less than JPY 40,000, your spouse can consume the remaining balance for their health check, even if they are not a dependent under the statutory plan. Once completed please:
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COMPANY  
DOCTOR

1. Submit your health report to local HR for record keeping purposes.
  - Please action via **SNOW form**, under Healthcare Forms
2. Submit expenses through Concur for reimbursement.
  - Please action via **Concur** by selecting Annual Health Check-up (sub-type) under Medial Reimbursement
3. Please connect with **SPOT** for the detail arrangement.

We highly recommend making an appointment at the closest clinic as soon as possible. Please keep in mind, exam content, cost, preparation and time required will vary greatly depending on age, and existing medical issues.

Splunk has appointed a Company Doctor to provide an onsite health related consultation and counselling service once a month.

MEDICAL

Splunk provides a medical policy through Aioi Nissay Dowa to Japan Splunkers to assist with the cost of medical benefits in case of accident or illness. The policy is supplemental to the national medical scheme.

The following medical benefits are provided for you only (dependents are excluded):

- **Hospitalization**
  - Accident: JPY 5,000 per day for up to 180 days
  - Illness: JPY 5,000 per day for up to 180 days
- **Outpatient**
  - Accident: JPY 3,000 per day for up to 90 days
  - Illness post hospitalization: JPY 3,000 per day for up to 30 days
- **Surgery**
  - With hospitalization: JPY 50,000
  - Without hospitalization: JPY 25,000
- **Major Diseases:** Lump sum payment upon diagnosis of JPY 1,000,000

To submit a claim, please contact the insurance company Aioi Nissay Dowa:

Toll Free: 0120-985-024 (24/7)

Please note that the claim must be filed in Japan. If you received treatment outside of Japan, you may be asked to provide a Medical Certificate in addition to the receipt. For details, please visit the link below.

**Medical Policy Information**

**Benefits Presentation/Benefits Presentation Recording**

## Financial

### RETIREMENT

All regular Japan Splunkers will be automatically enrolled in Splunk’s DC pension plan until age 65. Splunk contributes 6% of your monthly base salary, up to the legal limit of JPY 55,000 per month to your DC account.

Splunk’s DC plan is administered by Sompo Japan Nihon Koa DC Securities (Sompo) and they will manage the assets of the DC plan and process the investment instructions. However, you make all investment decisions, not Sompo. You can manage your DC fund via website below.

Splunkers who are eligible to make voluntary contributions, must fall within these rules:

- Your contribution plus Splunk’s contribution cannot exceed the statutory cap of JPY 55,000 per month
- Your contribution must be less than the contribution amount but more than JPY 1,000

You can change your contribution amount once a year, in January, and change will be reflected in February.

#### Participants DC account log-in page

- [Japanese](#)
- [English](#)
- Please enter user ID & Password enclosed in "Notice of DC account set up" (DC口座開設のお知らせ) letter sent from Sompo Japan

#### Customer Center

- 損保ジャパンDC証券アンサーセンター/Sompo Japan DC Securities Answer Center
- Call: 0120-401-648 (Japan country code is 81)
- Operating hours: 9AM-8PM (Monday - Friday), 9AM-5PM (Saturday, Sunday, Public Holidays, except New Year holiday, May 3-5th)

#### [Pension Plan Session \(Japanese\)](#) / [Pension Plan Session \(English\)](#)

### LIFE INSURANCE

Splunk provides life insurance through MetLife to protect you and your loved ones in the case of unexpected loss.

A benefit is payable in case of death or severe disability (“Disability Grade 1”) due to illness or accident (due to occupational or non-occupational causes, worldwide)

- Death Benefit: 2X Annual Base Salary (Max: JPY 50M)
- Coverage is rounded to the nearest 10,000 yen

#### [Life Insurance Policy](#)

### PERSONAL ACCIDENT INSURANCE

Splunk provides personal accident insurance Chubb to protect you and your loved ones in the case of unexpected loss.

A benefit is payable in case of death or disability (“Disability Grade 1-4”) due to accident (due to occupational or non-occupational causes, worldwide)

- Accidental Death Benefit: 2X Annual Base Salary (JPY50M Max)
- Accidental Disability Benefit: 100% to 4% of Accidental Death Benefit (depending on disability grade)

LONG TERM DISABILITY	<p><b>Personal Accident Policy</b></p> <p>Splunk provides long term disability through Aioi Nissay Dowa to protect you and your loved ones in the case of unexpected loss.</p> <p>Loss of monthly income indemnity when you become unable to work due to illness or accident</p> <ul style="list-style-type: none"> <li>• Deductible period: 90 days</li> <li>• Coverage period: up to 65 years old</li> <li>• Coverage %: 60%</li> <li>• Monthly Indemnity: 1/12 of annual base salary x 60% (JPY1M Max)</li> <li>• Social Security Benefit Adjustment: yes</li> </ul> <p><b>Long Term Disability Policy</b></p>
	<p><b>BUSINESS TRAVEL &amp; ACCIDENT (BTA) INSURANCE</b></p> <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>BTA Policy and ID Card</b></p>
	<p><b>TRANSPORTATION ALLOWANCE</b></p> <p>You are entitled to a monthly transportation allowance for public transportation from home to office. You must enroll in this benefit through Workday to receive this allowance. You can find instructions on how to enrol on <a href="#">here</a>. Once enrolled, the allowance will be paid together with your payroll in each payroll cycle.</p>

## Time Off

PAID HOLIDAYS	<p>You are entitled to statutory holidays observed in Japan. To view a list of holidays, please refer to Splunk' <a href="#">holiday schedule</a>.</p>									
	<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"> <thead> <tr> <th>Cumulative Years of Service</th> <th>Total Leave (Days)</th> </tr> </thead> <tbody> <tr> <td>6 months to 3.6 years</td> <td>15</td> </tr> <tr> <td>4.6 years</td> <td>16</td> </tr> <tr> <td>5.6 years</td> <td>18</td> </tr> <tr> <td>6.6+ years</td> <td>20</td> </tr> </tbody> </table> <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>	Cumulative Years of Service	Total Leave (Days)	6 months to 3.6 years	15	4.6 years	16	5.6 years	18	6.6+ years
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6 months to 3.6 years	15									
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6.6+ years	20									

### ANNUAL LEAVE

	<b>Japan Time Off Program (Japanese) / Japan Time Off Program (English)</b>
<b>SICK</b>	You are entitled to up to a maximum of five (5) working days' paid absence in any calendar year, prorated 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 your use of annual sick time. Please report sick time by submitting a <a href="#">Time Off Request</a> .
<b>BEREAVEMENT</b>	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> .
<b>MARRIAGE LEAVE</b>	Splunk offers a total of 5 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> .
<b>LEAVES OF ABSENCES</b>	For leaves of absences, including maternity, paternity, and <a href="#">military/reservist</a> leave, please submit a <a href="#">Leave Request</a> .

## 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:

<b>Group Insurance (i.e. medical, life, accident, LTD, retirement)</b>	<b>Time Off (i.e. annual leave, leave of absences, and sick)</b>	<b>Portals/Websites</b>
Group Insurance Support: Willis Towers Watson <a href="mailto:EBsupportdesk@willistowerswatson.com">EBsupportdesk@willistowerswatson.com</a>	Annual Leave & Sick Time Requests <a href="#">Workday</a>	<a href="#">Splunk Benefits Hub</a>
DC Plan: Sompo Customer Center 0120-401-648 (Japan country code is 81)	Leaves of Absence Splunk People Operations Team <a href="mailto:spot@splunk.com">spot@splunk.com</a>	<a href="#">Spark Wellbeing</a>
	<a href="#">Time Off Request</a>	<a href="#">Benefits &amp; Wellbeing</a>
	<a href="#">Leave Request</a>	<a href="#">Pwny Perks</a>
		<a href="#">Sompo (Japanese / English)</a>
		<a href="#">Splunk Service Portal</a>

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.