



Welcome to Your 2019 Henkel Benefits

For Legacy Pravara Employees

Visit www.ybr.com/henkel to enroll

Welcome

We are pleased to welcome you and your family to Henkel's benefits. At Henkel, our employees are the cornerstone of our success — and your wellbeing is a top priority. Our benefits are part of what makes Henkel a great place to work, and are a component of our broader Total Rewards strategy to attract and keep talented employees and to bring consistency and simplicity to the rewards offered across our organization.

Our benefits are thoughtfully put together to help you maintain the health and financial protection of you and your family, as well as choice and flexibility in meeting your unique needs. Each year, we review our employee benefits program to ensure we are offering our employees and their families comprehensive and competitive benefits.

This newsletter serves as an introduction to your Henkel benefits. Be sure to enroll for 2019 coverage during the special enrollment period from **November 3 through 23, 2018.**



Review Your 2019 Benefits Guide

For more information about your Henkel Benefits, including eligibility information, please refer to the 2019 Henkel Benefits Guide, located on the Henkel Portal at www.henben09.com.



Visit the Henkel Portal

Additional information, including your 2019 Benefits Guide, is available on the Henkel Portal at www.henben09.com. When you visit the site, select your group from the drop-down and enter the password below:

- Group: Henkel
- Password: Benefits



Your Enrollment Checklist

Enroll for 2019 Benefits from November 3 through 23, 2018

Beginning January 1, 2019, you will be eligible for the Henkel benefit plans outlined in this newsletter and described in more detail in your Enrollment Guide. Please review both documents to understand your Henkel benefits and the actions you may need to take during the enrollment period. All elections take effect January 1, 2019. **If you don't enroll, you will not have medical, dental, or vision coverage for 2019**, nor any voluntary benefits coverage (including supplemental life, accident and disability coverage), nor any Reimbursement Account contributions for 2019. You also will not be able to buy or sell vacation days for 2019. You will only be enrolled in company-provided benefits, including Basic Life, AD&D, and Disability coverage.

Consider Your Options

Enrollment is your opportunity to ensure that you and your family are enrolled in the benefits that are right for you. Here are a few things to consider:

- Think about your health care needs for the upcoming year and review your options. Pick the plans that best meet the needs of you and your family.
- Reimbursement Accounts can help you save money for everyday expenses, like your health care and child care, while also reducing your taxable income.
- You can also elect to buy or sell your vacation time.
- You also have the opportunity to enroll in certain voluntary benefits.
- You are automatically enrolled in:
 - Short-Term and Long-Term Disability coverage
 - Basic Life and Accidental Death & Dismemberment Insurance

Verify Your Dependents' Eligibility

- Take action if you are planning to cover a spouse/ domestic partner. If he or she is eligible for medical coverage through his or her employer, you will pay an additional \$100 per month to cover your spouse or domestic partner in the Henkel plan. Certify your spouse's or partner's status during Enrollment.

- If you are adding any new dependents, be sure that they are eligible for coverage. You will be asked to provide documentation to verify their eligibility.

Verify Your Tobacco Status

If you have used tobacco products in the past six months, you'll pay a \$50 monthly surcharge. When enrolling, you must certify that you have been tobacco free for the prior six months to avoid paying the surcharge for 2019. You can also avoid the surcharge by successfully completing the Tobacco Cessation Program.

Compare Your Options

Beginning November 12, 2018, use ALEX, the fun, interactive, and engaging online resource, to help you understand your benefit options and choose a plan. Find a link to ALEX on the Henkel Portal at www.henben09.com.

Enroll

To make your elections, visit the Henkel Benefits Service Center at www.ybr.com/henkel or call 1-800-353-3425. You will receive a confirmation statement in the mail after you enroll.

Your elections remain in effect through December 31, 2019, unless you have a qualified family status change. For more information about mid-year changes when you have a qualified family status change, please refer to your 2019 Benefits Guide.



Need Help? Get Answers

Need help determining which benefits are right for you and your family? Visit the **Henkel Benefits Service Center** website at www.ybr.com/henkel to review and compare your health care options, estimate medical costs, and view the 2019 employee payroll contributions. Or, call 1-800-353-3425 to speak with a representative.

Beginning January 1, 2019, contact Health Advocate to understand your plans and learn how to get the most value from your Henkel benefits. Visit HealthAdvocate.com/Henkel, or call 866-695-8622.

Important! If You Don't Enroll

If you don't enroll by November 23, 2018, you will not have medical, dental, or vision coverage, nor any voluntary benefits coverage (including supplemental life, accident and disability coverage), nor any Reimbursement Account contributions for 2019. You also will not be able to buy or sell vacation days in 2019. You will only be enrolled in company-provided benefits, including Basic Life, AD&D, and Disability coverage. Don't miss out! Take action today.

Medical Coverage

You have three national medical plans to choose from through Aetna or, depending on your location, in a regional HMO—Kaiser Permanente or Health Alliance Plan (HAP). If these options are not available to you because of your location, you can participate in the Out-of-Area Plan.

This newsletter and the 2019 Henkel Benefits Guide provide information about the national Aetna plans. For information about the HMOs, call the Henkel Benefits Service Center at 1-800-353-3425, or visit the HMO plans' websites:

- Kaiser Permanente HMO: www.kp.org
- Health Alliance Plan (HAP): www.hap.org

- **Action Required:** If you do not take action during Enrollment, you will **not** have medical coverage through Henkel beginning January 1, 2019.
- **Providers:** Aetna offers a broad network of providers. To find a participating Aetna doctor in your area, visit DocFind® at www.aetna.com/docfind and search the Aetna Choice POS II Network.
- **ID Cards:** When you enroll for medical benefits through our national medical plans, you will receive two ID cards: one from Aetna for medical and one from Express Scripts for prescription drug coverage.
- **Covering Your Spouse:** A \$100 per month surcharge applies if your spouse has coverage available through his or her employer but you cover your spouse in the Henkel plan.
- **Tobacco Use:** A \$50 per month surcharge applies if you have used tobacco products in the last six months. You can avoid the surcharge by completing Henkel's tobacco cessation program in 2019.

Prescription Drug Coverage

If you enroll in one of the Aetna plans, you will be automatically enrolled in prescription drug coverage administered by Express Scripts

- **Retail Pharmacies:** If you enroll in one of Henkel's Aetna plans, you must use a pharmacy in Express Scripts' network or the Express Scripts home delivery service. Maintenance medications (prescription drugs you take regularly) are available only through Express Scripts home delivery pharmacy after your second fill at a retail pharmacy. Express Scripts' mail order pharmacy offers enhanced quality controls, convenient delivery, and lower cost. Find the nearest retail pharmacy and fill your home delivery prescriptions through Express Scripts by visiting www.express-scripts.com.

- **ID Cards:** When you enroll for medical benefits through our national medical plans, you will receive separate ID cards: one from Aetna for medical and one from Express Scripts for prescription drugs.
- **Prescription Drug Formulary:** Drugs included on your current plan's formulary drug list may be different from the formulary provided through Henkel's prescription drug coverage. If you enroll for medical benefits through our national plans, view Express Scripts' website at www.express-scripts.com to confirm whether your current prescriptions are covered under your new formulary, and at which tier. Call Express Scripts at 1-800-595-4104 with any questions.

Health Savings Account (HSA)

Henkel offers a Health Savings Account (HSA) through the HealthFund plan options. This triple-tax advantaged account is yours to keep, to pay for healthcare expenses now or in the future. It is not use it or lose it!

- **Henkel Contributes:** If you enroll in the Aetna HealthFund 80/60 plan, Henkel contributes to your Health Savings Account (HSA). Henkel's contribution depends on the coverage level you elect: \$750 for individual coverage and \$1,125 for family coverage. Henkel does not make HSA contributions if you enroll in any other plan or waive coverage.
- **You Contribute:** If you enroll in the Aetna HealthFund 80/60 plan or 70/50 plan, you can make pre-tax HSA contributions up to IRS limits. If you enroll in the Aetna HealthFund 80/60 plan, note that this maximum **includes** Henkel's contributions to your HSA. The 2019 limits are:
 - If you elect individual coverage: \$3,500
 - If you elect family coverage: \$7,000
 - If you are age 55 or older by the end of 2019: An additional \$1,000

If you have any questions about Henkel medical benefits or Health Savings Account, refer to your 2019 Benefits Guide or contact the Henkel Benefits Service Center at 1-800-353-3425.



Get Your Benefits Questions Answered, Year-Round

Health Advocate can help you better understand your plans so you can make informed decisions throughout the year. Beginning January 1, 2019, visit HealthAdvocate.com/Henkel, or call 866-695-8622.

Vision Coverage

Our EyeMed vision plan covers most services at 100% when you use an in-network provider.

- **Current Policies:** If you have a current vision policy through Aflac, payroll deductions for this coverage will stop with the last pay period of 2018. Contact Aflac directly if you are interested in continuing your current policy.
- **Action Required:** If you do not take action during Enrollment, you will not have vision coverage through Henkel beginning January 1, 2019.
- **Providers:** To find an in-network provider near you, go to www.eyemedvisioncare.com, click "Find a Provider;" and choose Access Network from the drop down menu.

If you have any questions about Henkel vision coverage, refer to your 2019 Benefits Guide or contact the Henkel Benefits Service Center at 1-800-353-3425.

Dental Coverage

Henkel offers a national dental plan available to all employees. Depending on your location, you may have an additional dental HMO plan to consider. Both plans are provided by Cigna.

- **Current Policies:** If you have a current dental policy through Aflac, payroll deductions for this coverage will stop with the last pay period of 2018. Contact Aflac directly if you are interested in continuing your current policy.
- **Action Required:** If you do not take action during Enrollment, you will not have dental coverage through Henkel beginning January 1, 2019.
- **ID Cards:** A new ID card will be mailed to you along with your Cigna welcome kit.
- **Providers:** To see if your dentist participates in Cigna's network, visit www.cigna.com and use the Find a Doctor feature on the home page. If you enroll in the DHMO plan, beginning January 1, 2019, you can register at www.mycigna.com or call Cigna at 1-800-244-6224 to select a primary care dentist.

If you have any questions about Henkel dental coverage, refer to your 2019 Benefits Guide or contact the Henkel Benefits Service Center at 1-800-353-3425.



Reimbursement Accounts

Henkel offers Reimbursement Accounts (also known as Flexible Spending Accounts, or FSAs) that allow you to use pretax dollars to pay for eligible health care and dependent care expenses throughout the year. If you elect to participate, you can manage your funds through www.payflex.com.

- **Action Required:** If you do not take action during Enrollment, you will not participate in the Reimbursement Accounts for 2019.

For medical expenses, you can participate in the following accounts:

- Health Care Reimbursement Account (HCRA) for employees who enroll in the Aetna POS plan, or do not enroll in Henkel medical coverage. Funds can be used towards eligible medical, dental, and vision expenses.
- Limited Purpose HCRA for employees who enroll in the Aetna HealthFund 80/60 or 70/50 plans. Funds can be used towards eligible dental and vision expenses.

For elder and child care expenses, you can participate in the following account:

- Dependent Care Reimbursement Account. Henkel will contribute up to 35% of your contribution, to a maximum contribution from Henkel of \$1,300.

If you have any questions about Reimbursement Accounts (FSAs), refer to your 2019 Benefits Guide or contact the Henkel Benefits Service Center at 1-800-353-3425.



Commuter Benefits

Commuter benefits can help you stretch your pay by allowing you to use pre-tax dollars each month to pay for qualified, work-related transit and parking expenses.

- **Action Required:** You can register for this benefit at any time during the year on a one-time or a recurring basis. Enroll by the 5th day of any month for benefits beginning the following month. For example, enroll by December 5, 2018, for benefits beginning January 1, 2019. To enroll, go to www.wageworks.com.

Vacation Buy/Sell

The Vacation Buy/Sell program allows you to purchase additional time off and sell vacation days you choose not to take. This program can help you create a healthy work/life balance and provides you with more flexibility. Income received from the Vacation Buy/Sell program is not considered recognized compensation for any benefit or compensation program.

- **Action Required:** If you wish to buy or sell vacation days, you must do so during your enrollment period. You may purchase one week's worth of vacation to be used in 2019. The cost is one week's salary, which is paid for through pre-tax payroll deductible. Employees who are eligible for three or more weeks of vacation have the option to sell one week of vacation. If you elect to sell a week of vacation, you will be paid through a lump-sum payment via payroll.

If you have any questions about the Vacation Buy/Sell program, refer to your 2019 Benefits Guide or contact the Henkel Benefits Service Center at 1-800-353-3425.

Life & Accident Insurance

Henkel provides Basic Life Insurance and Basic Accidental Death & Dismemberment (AD&D) Insurance. You have the option to purchase supplemental coverage for you and your dependents.

- **Beneficiaries:** During enrollment, provide your beneficiary designations by registering on the Henkel Benefits Service Center at www.ybr.com/henkel.
- **Action Required:** If you enroll for supplemental coverage during this initial enrollment period, you will not be required to provide Evidence of Insurability (EOI) for life insurance up to the guaranteed issue amount. If you wish to increase your insurance in future years, you may be required to provide EOI by submitting a brief medical history, and possibly additional information, before the insurance provider approves your additional coverage.

If you have any questions about Henkel life and accident coverage, refer to your 2019 Benefits Guide or contact the Henkel Benefits Service Center at 1-800-353-3425.

Disability

Henkel provides Short-Term Disability (STD) at no cost to you. Henkel also provides Long-Term Disability (LTD) Insurance that covers the first \$60,000 of your covered earnings.

If your covered earnings are greater than \$60,000, you have the option to enroll in supplemental LTD coverage during Enrollment.

• **Current Policies:** If you are currently out on California state disability as of January 1, 2019, benefits will continue to be paid under the California State plan.* Henkel benefits do not apply unless the date of disability is on or after January 1, 2019.

• **When Coverage Takes Effect:** Pravana employees are not subject to the three-month waiting period for Short-Term Disability coverage. Your Short-Term and Long-Term Disability coverage under the Henkel plans will begin on January 1, 2019, if you are actively at work. If you are not actively at work on that date, your coverage under the Henkel plans will begin when you return to work.

• **Action Required:** There is no enrollment for Company-provided Short-Term Disability (STD) and Basic Long-Term Disability (LTD) Insurance.

If you wish to add supplemental LTD coverage, you will not be required to provide Evidence of Insurability (EOI) during this initial enrollment opportunity. However, if you don't elect the supplemental LTD coverage upon your initial enrollment and choose to elect this coverage in future years, you will be required to provide EOI.

If you have any questions about Henkel disability coverage, refer to your 2019 Benefits Guide or contact the Henkel Benefits Service Center at 1-800-353-3425.

**If you have a date of disability in 2018 and return to work for 60 days or more, your disability will be covered through the Henkel plans. If you have a date of disability in 2018 and return to work for fewer than 60 days before leaving work for the same or related disability, your disability will continue to be covered by the California State plan only.*

Voluntary Benefits

Henkel offers a variety of supplemental plans you can elect to provide additional protection for you, your family and your possessions. If you elect any of these optional coverages, you pay the full cost, at group rates.

• **Coverage Options:** Choose to participate in any or all of these plans, or waive voluntary coverage:

- Hospital Indemnity Insurance
- Accident Insurance
- Critical Illness Insurance
- Hyatt Legal Services
- Group Universal Life Insurance
- Group Auto/Home Insurance
- InfoArmour identity protection
- Pet Insurance

• **Action Required:** If you don't take action during this enrollment period, you will not participate in Hospital Indemnity Insurance, Accident Insurance, Critical Illness Insurance, or Hyatt Legal Services for 2019. You can enroll in the other voluntary benefit plans at any time.

To avoid having to provide Evidence of Insurability (EOI) for the Group Universal Life Insurance plan, you must enroll within 90 days of hire. A special Group Universal Life Insurance enrollment kit will be mailed to your home later this year so you can take advantage of this 90-day enrollment window.

If you have any questions about Henkel voluntary benefits, visit www.henkelvoluntarybenefits.com or call 1-866-795-4268.



Retirement

Your retirement benefits include a 401(k) plan, which includes employer contributions and allows you to contribute to your own retirement. In addition, you have the option to participate in the Employee Share Plan (ESP), which allows you to purchase shares of Henkel stock through after-tax payroll deductions.

• 401(k) Plan Henkel Contributions

- Matching contributions: When you contribute to the 401(k) plan, Henkel matches your contributions, dollar for dollar up to 4% of eligible earnings.
- Defined Contribution Arrangement (DCA) contributions: Whether or not you contribute to the 401(k) plan, Henkel will automatically contribute 4% of your eligible earnings to DCA portion of the plan.

• 401(k) Plan Automatic Enrollment

- If you currently contribute to your 401(k) plan through Pravana, your current contribution percentage will automatically transfer to the Henkel 401(k) plan on January 2, 2019. Your current investment elections will map to the closest fund available in the Henkel 401(k) plan.
- If you are not currently contributing you will be automatically enrolled in the Henkel plan with a 4% contribution with contributions invested in an American Target Date Retirement Fund® based on your target retirement date. You may opt out or make a change within 45 days from January 2, 2019 if you do not want to be automatically enrolled.

• 401(k) Plan Balance Transfer

- Your current balances in the Pravana 401(k) plan will be automatically transferred to the Henkel 401(k) plan on January 2, 2019 and mapped to the closest available fund in the Henkel 401(k) plan lineup.

• Employee Share Plan (ESP)

- The enrollment period for the 2019 plan year ended October 31, 2018, and information about how to participate in the Employee Share Plan for 2020 will be available in September of next year.

If you have any questions about the Henkel 401(k) plan, please refer to your 2019 Benefits Guide. More information concerning the 401(k) plan and details on the transition will be provided in a Transition Guide mailed to your home from Fidelity. Once the enrollment process is complete (after January 2, 2019) you may contact Fidelity at www.401k.com or 1-800-835-5092, M–F, 8:30 am – 8 pm ET.

If you have any questions about the Henkel ESP, please contact EquatePlus at www.equateplus.com or 1-866-512-0921.



The company maintains the right to modify or terminate company-sponsored plans at any time without notice, as applicable. Although the company believes that these benefits will be provided in the future, no guarantee can be made. This is not a Summary Plan Description. In case of any discrepancies, the legal plan documents and contracts for each plan govern. This information should not be considered a contract for purposes of payment of benefits.