

FOR YOUR BENEFIT.

Medical Plans

Standards of Conduct

Financial Discounts and Services

401 (K)

Casual Dress

Flexible Work Arrangements

Life Insurance

Unisys University

STOCK
OPTIONS

HOLIDAYS

Vacation

DENTAL
PLAN

UNISYS

Imagine it. Done.

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ABOUT UNISYS

Unisys is a worldwide information technology services and solutions company. Our people combine expertise in systems integration, outsourcing, infrastructure, server technology and consulting with precision thinking and relentless execution to help clients, in more than 100 countries, quickly and efficiently achieve competitive advantage.

OUR OPERATING PRINCIPLES

How we operate in the marketplace is the foundation for our success. To help keep us on course, our people apply a series of operating principles that define the day-to-day way that we do business.

The Unisys operating principles are:

- ▶ *External Obsession:* The holistic perspective that integrates our clients' industry dynamics, competitors, and internal landscape into every solution.
- ▶ *Best or Nothing:* The healthy confidence and organizational drive to target and achieve leadership in everything we do.
- ▶ *Invent the Future:* The breakthrough thinking that leaps at technological and economic opportunities precisely when the time is right.
- ▶ *Be Bold:* The vision and insight to take bold steps to change the rules.
- ▶ *Team for Speed:* The realization that there is strength – and speed of delivery – in partnering with others.
- ▶ *Deliver or Die:* The passion to commit to win and then to do it.
- ▶ *Absolute Integrity:* We will have integrity in all our dealings and will always stand for what is right and honest.

Why are these principles so important to us? They help us keep an important commitment to our clients: to deliver precision thinking and relentless execution to drive their business transformation.

For more information about Unisys, visit www.unisys.com.

We recognize that our success begins with our employees. Therefore, we do all we can to build an environment that makes it easy for employees to perform at the levels our customers demand, and to receive meaningful compensation and rewards when they do.

One way Unisys rewards its employees is through a comprehensive benefits program that we refer to as “Total Rewards.” As our employees’ performance advances the company’s business goals, more dollars become available to invest in the programs, policies and services employees would expect from an employer of choice.

The Total Rewards package at Unisys includes a tax-effective flexible benefits program that includes medical and dental coverage, life insurance, disability protection and flexible spending accounts. It also includes a market-based compensation approach that rewards employees for developing and applying the skills the company needs to succeed. Training and development through Unisys University, market-competitive benefits such as vacation, a stock purchase program that allows employees to purchase Unisys stock at a discount from market price, a 401(k) savings plan that includes a company match and a pension plan are also part of the package. Our Total Rewards approach is an important way to keep employees involved in the growth and profitability of Unisys.

YOUR FINANCIAL REWARDS

PAY FOR PERFORMANCE

That’s what we call our compensation philosophy. We treat you as an economic partner whose earnings relate to achieving goals that increase shareholder value. Our goal is to provide meaningful rewards to exceptional performers who help us create a competitive advantage in the marketplace and enhance our reputation.

SAVINGS PLAN

The Unisys Savings Plan provides several advantages to help you save to meet your financial retirement goals:

- ▶ You set aside money on a before-tax basis.
- ▶ Unisys contributes \$.50 for each \$1 you contribute to the Plan, up to the first 4 percent of your pay, resulting in a 2 percent match – the match is fully vested immediately.
- ▶ You defer paying taxes on any investment earnings while money remains in the Plan.

There is no waiting period before you can begin to participate. You can authorize contributions from 1 percent to 20 percent of your pay. Maximum contributions depend on IRS guidelines.

You direct your contributions into a diversified selection of investment options offered by Fidelity Investments. These investment options vary in degree of potential risk and return. Unisys contributions are made to the Unisys Common Stock Fund. When you reach 50 years of age, you may redirect the company contributions into any of the investment options offered through the Plan.

The Plan also accepts rollovers from most other employers' qualified savings or 401(k) plans, provided the rollover occurs within the period required by the IRS.

For flexibility and convenience, Internet access and a toll-free service are available to provide information about your savings plan account and to support transactions, such as changing your contributions, redirecting future contributions, transferring between the various investment options and requesting loans.

PENSION PLAN

Unisys pays the entire cost of a defined-benefit pension plan that provides income during retirement. You are fully vested – that is, you have an irrevocable right to receive benefits from the Plan – after you have five years of service.

Normal retirement benefits are available at age 65. Early retirement benefits are available beginning at age 55, provided you have five or more years of service.

Service, pay, average Social Security Wage Base and other terms are defined in the Plan.

EMPLOYEE STOCK PURCHASE PLAN

The Employee Stock Purchase Plan gives you the opportunity to participate directly in the company's future through ownership of Unisys stock. There are several advantages to buying stock through the Plan:

- ▶ Your Unisys Common Stock is purchased quarterly at a discount. The discount is 15 percent from the market price at the beginning or the end of the calendar quarter, whichever is lower.
- ▶ You do not pay brokerage fees on the purchases. (When you sell shares, however, you are responsible for the fees related to the sale of the stock.)
- ▶ You invest through convenient payroll deductions.

You can elect to contribute from 1 to 10 percent of your eligible pay. There is no waiting period to participate, however, eligibility for new hires may require 1 to 2 weeks to be recorded by the election administrator. You may change your election at any time, with the change taking effect as soon as administratively possible. For flexibility and convenience, a toll-free voice response system is available for most transactions.

After each quarterly purchase, shares are placed in an individual broker account established in your name until you instruct the broker to sell, transfer, or provide a share certificate. Access to this personal account with the broker is available to you by telephone or through the Internet.

STOCK OPTIONS

Stock options are offered each year as an incentive to selected employees who have exhibited outstanding performance during the previous year or number of years. It's just one more way we recognize employees as economic partners who contribute to the success of the company.



YOUR BENEFITS

Your health. It matters. That's our approach to health. Unisys recognizes the connection between healthy employees, healthy families and a healthy Unisys. In fact, healthy, productive people are the engine that drive our company and deliver value to our customers.

That's why we offer a comprehensive approach to our health, disease management and disability management programs. It's an integrated health management program that makes it easier for you to manage your health. The same resources are available to family members.

FLEXIBLE BENEFITS PROGRAM

Unisys offers a flexible benefits approach that allows you to select the health and welfare benefits you feel best meet your needs and those of your family. Each year you reevaluate your choices based on your projected needs and the options available through Unisys. You also have the opportunity to reevaluate your choices before the annual enrollment occurs if you experience a qualified life event, such as marriage, the birth or adoption of a child, a change in your spouse's employment, divorce, beginning or termination of a domestic partnership with an individual of the same sex, or transfer between full-time or part-time status. This allows you to consider benefit changes that might better meet your changing life circumstances.

In each benefit area, you choose from different coverage options. Each option has a required contribution each pay period. Full-time employees also have an opportunity to receive added cash.

The flexible benefits program provides a tax-effective way to share the cost of coverage. Contributions are taken from your pay on a before-tax basis. This reduces your taxable income for federal income and Social Security (FICA) taxes, as well as state and local taxes in most jurisdictions (New Jersey and Pennsylvania have some exceptions.)

The options available to you are briefly described in the following pages.

ELIGIBILITY

Full-Time Employees

If you are a full-time employee, you participate in the flexible benefits program on your first day of employment and have up to 30 calendar days to make benefit elections. Your choices go into effect as soon as they are registered with the Unisys Benefits Service Center through a convenient toll-free number, provided the elections are made on or before the end of the 30-day period.

Part-Time Employees

If you are a part-time employee regularly scheduled to work 20 or more hours per week (but not more than 32 hours per week), you participate in the flexible benefits program after you have 60 calendar days of employment. You can register your choices with the Unisys Benefits Service Center through a convenient toll-free number at any time during this waiting period. Your elections take effect on the 61st day following your date of

employment, provided you are working your normal schedule that day, or your next scheduled workday.

Dependents

Spouse- your spouse, including common-law if recognized by the state in which you reside, may be covered under the available medical options and the dental plan. Special rules apply to employees with a spouse who is also a Unisys employee.

Same-Sex Domestic Partners- most medical HMOs, the PPO options, and the Unisys Dental Plan allow you to cover a same-sex domestic partner and your domestic partner's children residing with you.

Children- children include your unmarried natural or adopted children to their 19th birthday, or if full-time student until age 23. Stepchildren also qualify if they reside with you. Unmarried children for whom you have legal guardianship or are disabled may also be covered provided they meet certain criteria.

BENEFITS ENROLLMENT SUMMARY

A personalized Benefits Enrollment Summary from the Unisys Benefits Service Center will be mailed to you identifying your medical, dental, life insurance, long-term disability and flexible spending account options and the related costs to participate. In most cases, your contributions represent only a small portion of the cost of coverage; Unisys pays the rest. The exceptions are long-term disability coverage and flexible spending accounts, which are fully paid by you if you decide to participate.

Your Benefits Enrollment Summary generally arrives within two weeks of your first day of employment. You can view this information through <http://netbenefits.fidelity.com>, generally on or after your fourth day of employment.

If you require advance information, particularly about medical options in your ZIP code area or a potential worksite outside your current ZIP code area, your Unisys recruiter can provide you with your options and associated contributions.

INTERIM COVERAGE

Full-Time Employees

If you are hired as a full-time employee, the following "interim" coverages are in effect until you register your elections with the Unisys Benefits Service Center, or through day 30 of your employment, whichever is sooner:

- ▶ PPO Option Two* for you and your eligible dependents; no coverage for prescription drugs
- ▶ No dental coverage
- ▶ Company-provided life insurance of \$10,000
- ▶ Long-term disability on an after-tax basis for your base pay only (provided you have never declined LTD coverage or been denied LTD coverage through Unisys). Applicable contributions will be deducted from your paycheck as of your date of hire until elections are made



WHAT'S IN IT FOR YOU.

- ▶ No flexible spending account participation
- ▶ Due to state law, PPO Option Two is not available for residents of Hawaii. Instead, Kaiser Permanente for just yourself is the interim coverage.

Part-Time Employees

There is no interim coverage for part-time employees.

DEFAULT COVERAGE

Default coverage stays in effect for the balance of the calendar year after it goes into effect, unless you experience a qualified life event that allows you to revisit your elections.

Full-Time Employees

If you are a full-time employee and you fail to register your elections with the Unisys Benefits Service Center by the end of the 30-day deadline, you are assigned the following “default” coverage, which takes effect on day 31:

- ▶ No medical coverage
- ▶ No dental coverage
- ▶ Company-provided life insurance of \$10,000; during the next annual enrollment, you can choose a higher amount of company-provided life insurance without satisfactory proof of good health; thereafter, satisfactory proof of good health is required for any change increasing coverage by \$100,000 or more
- ▶ No long-term disability coverage; during the next annual enrollment, you can enroll in LTD without satisfactory proof of good health (provided you have never declined LTD coverage or been denied LTD coverage through Unisys); thereafter, satisfactory proof of good health is required for future enrollment
- ▶ No flexible spending account participation
- ▶ No cash incentive for your first enrollment period

Part-Time Employees

If you are an eligible part-time employee and you fail to register your elections with the Unisys Benefits Service Center by the end of your 60-day waiting period, you are assigned “default” coverage, which takes effect on day 61, provided you are actively at work for your normal work schedule on that day or the next normally scheduled work day:

- ▶ No medical coverage
- ▶ No dental coverage
- ▶ Company-provided life insurance of \$10,000; during the next annual enrollment, you can choose a higher amount of company-provided life insurance without satisfactory proof of good health; thereafter, satisfactory proof of good health is required for any change increasing coverage by \$100,000 or more

- ▶ No long-term disability coverage; during the next annual enrollment, you can enroll in LTD without satisfactory proof of good health (provided you have never declined LTD coverage through Unisys or been denied LTD coverage through Unisys); thereafter, satisfactory proof of good health is required for future enrollment
- ▶ No flexible spending account participation

MEDICAL PLANS

The medical benefits offered through Unisys are integrated with several of our other programs, working toward the common goal of helping you focus on health and productivity. A number of the programs in our integrated health management strategy are delivered through some of the medical plans we offer. These are personalized, confidential programs offered at no additional cost to you.

You may elect one of two Preferred Provider Organization (PPO) options, or an HMO (Health Maintenance Organization), if available in your home ZIP code. To support our goal to promote a healthy, productive workforce, all of the medical options available through Unisys in the U.S. include coverage for routine examinations and immunizations.

There are no pre-existing condition limitations under the medical plans sponsored by Unisys.

You can cover just yourself; yourself and your spouse; yourself and your child(ren); or yourself, your spouse and your children. Refer to the Eligibility section for a definition of eligible dependents.

If you are a full-time employee, you may opt out of medical coverage through Unisys and receive cash back. If you are an eligible part-time employee, you can opt out of medical coverage, however, there is no cash incentive to do so.

Medical HMO Plans

Unisys offers a number of HMO options throughout the country. HMOs provide a comprehensive array of medical services within a specified geographic region. In general, care received by non-network providers is not covered. The only exception is emergency care, which most HMOs cover outside of their service area.

Medical PPO Plans*

There are two PPO Options. Aetna provides the PPO networks for both options. The deductibles, coinsurances and maximum annual out-of-pocket costs differ by option, as shown in the chart on the following page. PPO Option Two generally is the most costly medical option in terms of contributions, but both PPO options offer a broader choice of providers when compared to an HMO.

At the time of medical treatment, either network or non-network providers can be used. Preferred benefits are payable for services from providers participating in the PPO network. Services from non-network providers are considered non-preferred and are reimbursed at a lower rate.

The PPO options provide up to \$1,000,000 lifetime benefits protection. In addition, you have unlimited protection for covered prescription drugs (except during interim coverage).

**Due to state law, these PPO options are not available for residents of Hawaii.*



Contributions

Unisys shares the cost of coverage for you and any dependents you include under your medical plan. Contributions vary, depending on the option you elect and the family members you choose to cover. Contributions are adjusted each year, based on projected increases in health-care costs and company objectives. Part-time employees pay more than full-time employees do to participate.

PPO options: preferred level of benefits

PPO Option	You pay (annual deductible)	You pay	Plan pays	Annual out-of-pocket maximum
One	\$1,000 per person	30%* coinsurance	70%** coinsurance	\$6,000 per person
	\$2,000 per family			\$12,000 per family
Two	\$250 per person	20%* coinsurance	80%** coinsurance	\$1,000 per person
	\$500 per family			\$2,000 per family
Both options: PPO non-specialist office visits & preventive care***		\$10*** copayment	Negotiated rate minus \$10***	Not applied to the out-of-pocket maximum
PPO specialist office visits		\$15 copayment	Negotiated rate minus \$15	
Both options: Prescription drugs**** ▶ network pharmacy generic/brand-name ▶ mail-service program generic/brand-name ▶ non-network pharmacy generic/brand-name		Copayment ▶ 31 days \$10/\$15 ▶ 90 days \$15/\$20 ▶ 31 days \$20/\$30	The balance after your copayment	Not applied to the out-of-pocket maximum

*For mental/nervous or substance abuse conditions, you pay all expenses in excess of the amounts covered under the Plan.

**For mental/nervous or substance abuse conditions, the Plan covers:

- ▶ up to 30 days per year for inpatient treatment; lifetime inpatient maximum of 60 days
- ▶ 50% for up to 40 outpatient visits per year

Services used to meet deductibles count against noted maximums. Mental/nervous and substance abuse treatments are considered together for the maximums.

***The PPO office visit copayments apply only for care from PPO providers for services other than treatments for mental/nervous or substance abuse conditions; the office visit copayments do not include independent lab and x-ray fees.

****During interim coverage period for full-time employees, no coverage for prescription drugs.

DENTAL PLAN

The Unisys Dental Plan encourages preventive care to ensure healthy teeth and reduce the likelihood that costly treatment will be required in the future. The Unisys Dental Plan includes the MetLife Preferred Dentist Program (PDP). PDP is a broad network of dental providers offering services at discounted rates. Eligible services from non-network providers may also be covered, but not at the discounted rate level.

You may elect to cover just yourself; yourself and your spouse; yourself and your child(ren); or yourself, your spouse and your children. Or you may decline coverage. Refer to the Eligibility section for a definition of eligible dependents.

How the dental plan works

Type of service	You pay (annual deductible)	Plan pays (coinsurance)	Up to this maximum benefit
Preventive care: <ul style="list-style-type: none"> ▶ cleaning and scaling – up to twice per calendar year ▶ oral exams – up to twice per calendar year ▶ fluoride for children under age 19 – up to twice per calendar year ▶ sealants – single application on specified teeth for children under age 15 ▶ space maintainers 	None	100%	\$1,500 per person per calendar year
Selected diagnostic care: <ul style="list-style-type: none"> ▶ bite-wing x-rays – up to twice per calendar year ▶ full mouth x-rays – once every 36 months ▶ all other dental x-rays, except those related to orthodontia 	None	80%	
Basic services: <ul style="list-style-type: none"> ▶ simple extractions, fillings, root canal therapy 		80%	
Major services: <ul style="list-style-type: none"> ▶ crowns, bridges, dentures 	\$50 per person \$100 per family	50%	
Covered oral surgery		80%	
Orthodontia: <ul style="list-style-type: none"> ▶ braces, study models, x-rays and treatment related to functional malocclusion ▶ oral appliances for TMJ or bruxism ▶ periodontal appliances 	\$50 per person \$100 per family	50%	\$1,000 per person per lifetime

Contributions

Although contributions are required for coverage, Unisys pays the majority of the cost of coverage for you and any dependents you include under your dental plan. Contributions vary, depending on the option you elect and the family members you choose to cover. Part-time employees pay more than full-time employees do to participate. Contributions are adjusted each year, based on projected increases in dental costs and company objectives.

LIFE INSURANCE

You choose from the four company-provided life insurance options summarized below. Note that the IRS requires that the premium value of coverage in excess of \$50,000 be taxed as “imputed income.”

Contributions

Life insurance contributions for your first calendar year of participation are based on your age as of January 1 of the year your employment begins, and your base rate of pay at the time you are hired. Subsequently, your contributions change annually and are based on your age as of January 1 each year and your pay (as defined under the Plan) at the end of the preceding August.

Unisys provides enough financial support to purchase the option covering two times your pay in life insurance. If you are a full-time employee and choose less coverage, you receive a cash incentive.

Because of the imputed income requirement, your allowance for life insurance is represented as follows on your paycheck:

- ▶ A pre-tax life insurance deduction will appear under the “Deductions” section of your paycheck for the life insurance option you selected. If you select the two times’ company-provided life insurance option, the total of your allowances, which are added to your earnings, will equal the amount of your life insurance deduction and, therefore, will not reduce your net pay.
- ▶ If you have elected an option less than two times company-provided life insurance, your combined allowances will be greater than your life insurance deduction, and will, therefore, increase your net pay.
- ▶ These allowances will appear on your pay stub as *Life Insur Allow - Additional and Life Insur Allow - Minimum* due to the taxation of ‘additional’ allowances (Life Insur Allow - Additional) in certain localities and in the state of New Jersey. ‘Additional’ allowances are provided to employees in excess of the minimum available life insurance option (i.e., \$10,000 company-provided life insurance).

Note: Plymouth UAW Local 1313 bargaining unit differs.

Company-provided life insurance options

Amount of life insurance	Other considerations
\$10,000	No additional taxes Cost of other coverage, such as the Group Universal Life Program (GULP)
\$50,000	
One times pay	Additional income tax for the premium value over \$50,000 coverage (imputed income) Cost of other coverage, such as the Group Universal Life Program (GULP)
Two times pay	

LONG-TERM DISABILITY (INCOME REPLACEMENT)

Long-Term Disability (LTD) is an important voluntary benefit. If you choose to participate (provided you have never declined LTD coverage or been denied LTD coverage through Unisys), the Plan provides income protection in the event you cannot work your normal work schedule for an extended period of time due to a disability.

If you participate, you decide:

- ▶ whether to pay for the coverage on a before- or after-tax basis, and
- ▶ whether to cover only your base pay or your base pay plus supplemental pay – supplemental pay includes commissions, overtime, shift differential and most variable compensation.

If you decline LTD coverage, satisfactory proof of good health is required for future enrollment.

Contributions

During the first calendar year you work for Unisys, your LTD contributions are based on your annual base rate of pay as of the date your employment begins. Subsequently, your contributions change annually and are based on the option you elect and your pay (as defined under the Plan).

LTD options

Option	Implications of selecting this option	Amount of coverage
No coverage	If you later decide to participate, you need satisfactory proof of good health	None
Base pay only before-tax contributions	LTD benefit payments subject to federal and most state income taxes	Maximum benefit: <ul style="list-style-type: none"> ▶ 66 2/3% of base pay only ▶ up to \$30,000 per month (\$45,000 per month maximum covered base pay) ▶ benefits are offset by other sources of income
Base pay only after-tax contributions	LTD benefit payments not subject to federal and most state income taxes	Minimum benefit: <ul style="list-style-type: none"> ▶ \$100 per month
Base pay plus supplemental pay before-tax contributions	LTD benefit payments subject to federal and most state income taxes	Maximum benefit: <ul style="list-style-type: none"> ▶ 66 2/3% of base pay plus supplemental pay ▶ up to \$30,000 per month (\$45,000 per month maximum covered base pay plus supplemental pay) ▶ benefits are offset by other sources of income
Base pay plus supplemental pay after-tax contributions	LTD benefit payments not subject to federal and most state income taxes	Minimum benefit: <ul style="list-style-type: none"> ▶ \$100 per month

FLEXIBLE SPENDING ACCOUNTS

You can shelter dollars from taxes if you participate in a Flexible Spending Account (FSA). You can then reimburse yourself for eligible expenses with those pre-tax dollars. There are two types of FSA- Health Care and Dependent Care.

You can contribute to one or both of these accounts depending on your estimated expenses and needs.

The annual contribution you choose is allocated over the pay periods remaining in the calendar year at the time your contributions become effective.

In return for the favorable tax status that the IRS affords these accounts, there is some risk of forfeiture. With careful planning, however, your tax savings from participation may exceed any forfeitures.

Requests for reimbursement of eligible expenses must be received by April 30 following the calendar year in which you participated in the account and the services were received.

FSA – Health Care

Expenses eligible to be reimbursed from a FSA – Health Care are subject to Internal Revenue Service (IRS) requirements. Generally, medical, dental, vision and hearing expenses not reimbursed elsewhere, that are allowable medical expense deductions for federal income tax purposes, also qualify as reimbursable expenses under the FSA – Health Care. However, the timing differs between deductible expenses and expenses covered under the FSA. Federal income tax deductions look at the date payments are made; FSA looks at the date services are received, regardless of when payments are made.

Your full annual election is available for reimbursement once the election becomes effective, even if your contributions to date are less than the amount of reimbursable expenses. You must, however, be participating in the account at the time services are received in order for them to be covered as reimbursable expenses.

If you elect to participate, you choose an annual amount as follows:

- ▶ maximum of \$3,000
- ▶ minimum of \$100

FSA – Dependent Care

Expenses eligible to be reimbursed from a FSA – Dependent Care are subject to IRS requirements. Generally, allowable day-care expenses qualifying for federal income tax credits also qualify under the FSA – Dependent Care.

If you elect to participate, you choose an annual amount as follows:

- ▶ maximum of \$5,000 (\$2,500 if married and filing a separate federal income tax return). If you or your spouse earns less than \$5,000 annually, this lower income amount is the most you can contribute.
- ▶ minimum of \$100



GROUP UNIVERSAL LIFE PROGRAM

You have the opportunity to purchase additional life insurance – up to seven times your base pay plus supplemental pay, accidental death coverage and dependent life insurance – through the Group Universal Life Program (GULP). This additional insurance is separate from the Unisys Flexible Benefits Program.

Unisys provides the availability of payroll deductions for GULP. You pay the full cost of coverage based on favorable group rates. Imputed income is not assessed to GULP, as is the case with company-provided life insurance.

GULP is portable, so you can continue coverage after you retire or otherwise leave the company (note, however, that the rates are higher after you no longer are participating through payroll deductions).

GULP also has an optional cash accumulation feature, which allows you to make after-tax contributions and earn money on a tax-deferred basis until the values are withdrawn.

If you are a full-time employee, you may enroll yourself, your spouse and children for GULP within 30 calendar days of the date your employment begins. If you are a part-time employee, your 30-day enrollment period begins after you have worked for Unisys for 60 calendar days. You can enroll early, but if you do, the earliest effective date is your 61st calendar day of employment.

BUSINESS TRAVEL ACCIDENT AND SEAT BELT INSURANCE

If you die because of an accident that occurs while traveling on company business, your beneficiary receives three times your pay if you are a full-time employee or \$25,000 if you are a part-time employee. This benefit is in addition to any other life insurance payable through Unisys.

A payment of \$10,000 will be made if you die as the result of a car accident while properly wearing a seat belt. Covered accidents include those occurring on or off the job, 24 hours a day, 7 days a week, anywhere in the world.

Unisys pays the full cost of these coverages.

PAID TIME OFF

VACATION

You begin earning vacation as soon as your employment begins. Earned vacation can be taken as paid time off as soon as it is earned.

As you earn vacation, it increases the available vacation balance displayed on each paycheck. When you take vacation, it decreases the available vacation balance. Your available vacation balance can continue to grow until it reaches 150 percent of the annual rate. Thereafter, no further vacation is earned until the unused vacation falls below the 150 percent maximum. This cap serves as an incentive for you to take your vacation time to relax and reenergize.

If you previously worked for Unisys, the service schedule includes prior company service based on the vesting provisions and break-in-service rules of the Unisys Pension Plan.

The annual vacation rates noted in the following chart are prorated over each pay period. The Unisys service schedule (column 2) equates the vacation rate (column 1) with your years of Unisys service. The career-band schedule (column 3) equates the vacation rate (column 1) with your relative experience and the role within the company as reflected by your career band. **Whichever schedule provides you with more vacation is the one that applies.**

Vacation Schedules for Full-Time Employees

Column 1	Column 2	Column 3
Annual vacation rate in days/hours	Unisys Service Schedule	Career-Band Schedule
10 days (80 hours)	Up to 5th anniversary	Bands 1 and 2
15 days (120 hours)	From 5th anniversary to 10th anniversary	Bands 3 and 4
20 days (160 hours)	From 10th anniversary to 25th anniversary	Band 5
25 days (200 hours)	From 25th anniversary	

- ▶ If you are hired in career-band 1 or 2, you earn 10 days of vacation per year until your fifth anniversary. After five years of service, more vacation continues to be earned under the service schedule (15 days for five to ten years of service and 20 days for the next 15 years) than under the career-band schedule.
- ▶ If you are hired in career-band 3 or 4, you earn more vacation under the career-band schedule (15 days per year) during your first five years of service. From your fifth to tenth year, you earn 15 days under either schedule. And after ten years of service, you earn more vacation under the service schedule.
- ▶ If you are hired in career-band 5, you earn more vacation under the career-band schedule (20 days per year) during your first ten years of service. From the tenth to 25th year, you earn 20 days under either schedule. And after 25 years of service, you earn more vacation under the service schedule (25 days per year).

Eligible part-time employees earn vacation on a prorated basis as follows:

- ▶ If you are a non-exempt part-time employee, you earn the same amount of vacation for every 40 hours worked (up to 40 hours each week) as a full-time employee earns each week.
- ▶ If you are an exempt part-time employee, the hours you normally are scheduled to work are used to determine your prorated earned vacation, instead of hours worked.

HOLIDAYS

Unisys provides full-time employees with 11 days each year to observe national holidays, key local holidays and personal, or “floater,” holidays. Schedules vary by company location.

In your first calendar year of employment, you are eligible for all of the personal holidays available at your location, if you are hired before July 1. You receive one-half of the number of floating holidays available at your location if you are hired between July 1 and September 30. If you are hired on or after October 1, you become eligible for floating holidays the following January 1.

Personal holidays can vary, depending on how many national or local holidays are scheduled for full-time employees at your location. You should schedule the days in advance with your supervisor at the beginning of each calendar year. You can take your personal holidays any time on or before December 31, with supervisory approval.

If you are a part-time employee, you are paid for scheduled holiday closings falling on your normally scheduled workday. In addition, you are eligible for the same number of personal holidays as provided to full-time employees under the corporate holiday schedule, regardless of the local schedule.

OCCASIONAL ABSENCES

There are occasions when you may need time off for pressing personal business that must be conducted during working hours. For example, with supervisory approval, Unisys provides paid time off for full-time employees to care for a sick child, spouse or parent, and for court appearances or professional appointments that cannot be scheduled before or after working hours.

Unisys also provides approved unpaid leaves of absence for reasons of military service, family needs, personal issues or continuing education.

This benefit is not available for part-time employees.

SHORT-TERM DISABILITY

Another program in our integrated health management strategy, Short -Term Disability (STD), partners you with a disability manager who will help you through the process and make sure you have the information you need for a successful return to health and return to work.

If you are a full-time employee, STD protection is effective on your date of hire. If you are an eligible part-time employee, STD becomes effective on your 61st day of employment, provided you are working your normal schedule that day or your next scheduled workday.

The STD Plan provides up to eight weeks of full pay and up to eighteen weeks at 66 and 2/3 percent of pay for certified disabilities. Occasional absences due to illness, injury or pregnancy count toward the 26 weeks.

WORKERS' COMPENSATION

You are covered by the state Workers' Compensation Act. The Act covers certain medical expenses and a portion of wages you might lose as a result of an injury suffered in the performance of your job. The cost of this insurance is paid entirely by the company.

EDUCATION PROGRAMS

EDUCATION REIMBURSEMENT

Unisys encourages you to enhance your knowledge and skills by offering an Education Reimbursement Program. You may participate in this Program if you are a full-time employee. Reimbursement of eligible expenses occurs upon satisfactory completion of courses approved in advance of registration.

CONSERN EDUCATION PROGRAM

Unisys is a sponsor of the ConSern Education Program. Unisys employees and their family members (including a spouse, domestic partner, child(ren), brothers and sisters, nephews and nieces, aunts and uncles, grandchildren, and even in-laws) are eligible to take advantage of the many services offered by ConSern:

- ▶ Fast, convenient and affordable education loans from \$1,000 to \$20,000 annually depending on program.
- ▶ Competitive, tiered interest rates with no application fee.
- ▶ Flexible repayment plans, including payment deferment options. And, rate reduction opportunities.
- ▶ Pre-approval in as little as 5 minutes; and loan disbursement in as little as 48 hours of final approval.
- ▶ Apply for a loan, access your application, or receive your account status on-line 24 hours a day.
- ▶ Searchable database of over 150,000 scholarship, fellowship and grant awards.

ConSern counselors also can assist with filing your federal Stafford and PLUS loans.



MANAGING YOUR WORK AND LIFE

FLEXIBLE WORK ARRANGEMENTS

Sometimes employees may need more flexibility to balance work schedules and personal life demands while meeting business goals. Unisys understands that need and the importance of providing ways to help you reach that balance.

So, we can be flexible! Unisys offers flexible work options where it makes business sense to use them and where local laws support their use. Options include flextime, compressed work weeks, part-time employment, job sharing, and telecommuting. The idea is simple: as long as business results are achieved and your role is suited to flexibility, the company can be less concerned with when and where the work is accomplished. The advantages are real: meeting your needs for flexibility can make you more productive and professionally satisfied, and that positively affects our customers, the business and our reputation.

CASUAL DRESS

A number of Unisys locations have adopted a business casual dress code. Outfits such as sports coats, polo-type shirts, shirts and blouses, slacks and trousers, skirts and dresses, sweaters, cardigans, jumpers, vests and turtlenecks are all acceptable. However if you are assigned to work at a customer site, you should adhere to the dress standards set by the customer. In Unisys locations where business casual dress is adopted, it is an entirely voluntary practice. If you choose to “dress up” and wear more formal business attire, you certainly may.

EMPLOYEE ASSISTANCE PROGRAM

Unisys recognizes that problems of everyday life can adversely affect your work as well as your personal life. In support of the company’s goal to maintain a healthy, productive workforce, Unisys provides the Employee Assistance Program (EAP).

The Employee Assistance Program is a confidential phone consultation service available to you and your immediate family 24 hours a day, 7 days a week. You can access the program with the toll-free number 1-800-424-4103 or the website www.magellanassist.com. By calling the toll-free number or going to the website, you will be put in touch with an experienced clinical professional and may choose to see an EAP counselor face-to-face for up to three counseling sessions without charge. The program covers a broad range of concerns that affect an employee’s work. Examples include: marriage and relationship concerns, eating disorders, financial difficulties, substance abuse, anxiety/depression, single parenthood, self-esteem, aging parents, stress-related issues, abusive relationships, career counseling and family concerns.

Your EAP also includes a Legal Consultation service. You may speak with an attorney by phone or request a referral to an attorney in your area for an in-person consultation. The first half-hour is without charge. Subsequent service fees are the responsibility of the employee, but there is a 25% discount off of the legal firm's regular rates when you are referred through your EAP.

Participation in the Program is strictly voluntary, and the information discussed with a consultant is completely confidential.

EMPLOYEE DISCOUNTS AND SERVICES

Looking for ways to save time and money while reducing a bit of stress along the way? At Unisys, we offer a variety of discounts, services, social and outreach events, health and wellness programs, and recreational facilities to help balance the demands of work and personal time. Some examples of these include:

- ▶ Discounts to automotive services and purchase/lease programs, retail stores, cellular phone contracts, movie tickets, aquariums, zoos, restaurants, flowers, museums and amusement parks
- ▶ Various services like car washes, company stores, credit unions, dry cleaning, ATM machines, photo services, printing services and mass-transit schedules
- ▶ Social events such as picnics, sports tournaments, trips to museums and shows
- ▶ Outreach events including clothing and food drives, volunteer programs, Take Our Daughters and Sons To Work Day and the United Way Campaign
- ▶ Health services such as aerobics classes, blood drives, CPR and first-aid classes, nurse's stations, health fairs and mammograms
- ▶ Recreational facilities may include a fitness center, playing fields, basketball courts, tennis courts and walking tracks



YOUR GROWTH AND DEVELOPMENT

UNISYS UNIVERSITY

We have a different definition for career progression than other companies. We promote performance and growth and development. Moves “up the ladder” are no longer the only path to success. Instead, building skills and gaining a variety of experiences are what count.

Advancing your career at Unisys all begins with you. Unisys gives you the tools to help you continue polishing the skills you’ve gained from your academic and career experiences. Unisys University was created to help you continue your career development and to provide you with the tools to help us meet and exceed our customers’ expectations.

If you’re interested in developing your management expertise, we encourage and support your developmental and cross-functional movement that future leaders need: those that build deep skills and a broad business perspective.

For skill-focused individuals, we provide a path to deepen your expertise by giving you access to a variety of responsibilities and roles. The idea is to seek out “stretch and growth” assignments that enhance your skills and value to the company, and make you more promotable in the future.

At Unisys University, you will find:

- ▶ A variety of learning methods, from traditional instructor-led classroom learning to various e-learning methodologies
- ▶ Focused training that is tied to your role and designed to give you the skills for success today and career advancement tomorrow
- ▶ Senior management, those closest to the business strategy, determining the curriculum, and line managers instructing classes to show you how to apply your knowledge in real Unisys situations
- ▶ A strong management commitment that assures you’ll receive the training you need to succeed
- ▶ Interactive Web-based tools to help you continuously evaluate your career and keep it in tip-top shape

Unisys is proud of the accomplishments of its employees and their contribution to the continued success and growth of the company. As we have grown, our need for policies and practices to guide managers and employees in day-to-day operations has also grown. We have developed this section to provide an introduction and reference guide to employees on the basic policies and practices which we follow.

OUR BUSINESS CONDUCT

ETHICAL BEHAVIOR

Unisys is committed to doing business with the highest standards of ethics and integrity. Our worldwide business must always be conducted in compliance with applicable laws and regulations, as well as in accordance with our ethical standards which are found in our Code of Ethics and Business Conduct. Each employee has a personal responsibility to act ethically when dealing with clients, suppliers, competitors and with each other.

Unisys employees, anywhere in the world, may contact the Corporate Ethics Office with a question or concern about a business practice or to report any suspected or potential violation of the Code of Ethics and Business Conduct. A toll-free Ethics Helpline is available to employees for this purpose, in the U.S. at 1-800-732-3247 and outside the U.S. at 215-986-7765. No adverse action or retribution will be taken against any employee for making a good faith report of a suspected ethics violation.

STANDARDS OF CONDUCT

Below is a sampling of what we believe at Unisys and how we expect employees to behave in support of our operating principles and organizational policies.

Unisys wants each employee to always:

- ▶ follow the Unisys Code of Ethics and Business Conduct
- ▶ be truthful on all Company records including employment applications, expense reports, time reports and leave of absence records
- ▶ adhere to all Company policies and procedures and always act in the best interest of Unisys and its employees
- ▶ treat all employees, customers, visitors and other guests with dignity and respect
- ▶ protect the security of Company property, including the Company's technology, intellectual property, product information, personnel information, customer lists and the like
- ▶ maintain an acceptable job attendance record
- ▶ strive to meet or exceed expectations in your job performance
- ▶ deter criticism of the Company, its officers, directors, managers and employees
- ▶ comply with the Company's zero tolerance philosophy regarding harassment of other employees, customers, and visitors

- ▶ assist in keeping the workplace free from possession, use, sale of alcohol or controlled drugs on Company property or during working hours
- ▶ maintain a peaceful and safe work environment by refraining from fighting, intimidation, coercion or physical harassment
- ▶ maintain a peaceful and safe work environment by avoiding unauthorized possession, use, or sale of weapons, firearms, or explosives on company property or during working hours
- ▶ adhere to the policies established for the personal safety and protection of others
- ▶ adhere to the privacy policies established for the handling of personal data
- ▶ follow company policy regarding the use of company systems, including e-mails, telephone, voice mail, Internet, intranet, and storage systems

Each employee should observe company policy and maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken, up to and including discharge. The severity of the disciplinary action will depend upon, among other things, the nature and gravity of the offense and its impact on the work group, and the employee's work record. The appropriate disciplinary action imposed will be determined by the company at its discretion.

EMPLOYEE RELATIONS

Our business success depends on building and maintaining sound, working relationships based on open communications, responsible participation, mutual trust and respect. So, it is important to keep those relationships strong by resolving individual concerns or conflicts that may occasionally arise. SPEAK OUT is our way of resolving individual employee concerns in a professional manner. It's a structured method that allows you to explore options and find answers quickly and responsibly. We offer SPEAK OUT to all active Unisys employees who are not covered by a legally or contractually required procedure for resolving disputes.

We support employee efforts to realize their potential, to develop their skills and to achieve superior accomplishments. Employees who have questions or concerns about their working relationship with either the company or their coworkers should contact their Human Resources representative or call the Employee Relations group at (215) 986-3333 (Net 423-3333).

VALUES AND DIVERSITY

DISCRIMINATION

Unisys is committed to the principles of equality in employment. Discrimination against individuals because of race, color, religion, age, national origin, sex, sexual orientation, disability, union affiliation, veteran status or any other status prohibited by law is against

our policy. We expect that all employees will be treated equally, and with dignity and respect, without regard to these characteristics. This belief underlies all activities supported by Unisys including applicants recruited, hired and trained for all jobs, transfers, promotions, lay-off decisions, and other personnel policies and practices including compensation, benefits, discipline and company-sponsored programs and activities.

HARASSMENT

Zero tolerance is our mantra. An important aspect of our equal opportunity policy is to allow each of us the right and opportunity to work in an environment that is free of all unlawful harassment. Discriminatory harassment is unlawful and interferes with job performance. Harassment in any form, harassment of anyone, whether a Unisys employee or not, is unacceptable conduct and will not be tolerated by the company.

Harassment on the basis of race, color, religion, gender, national origin, union affiliation, veteran status, age, disability, sexual orientation, familial status or any other characteristic protected from discrimination under law is unacceptable. Such behavior can consist of intimidation, ridicule, or insult with the purpose or effect of interfering with another's work performance or it can consist of creating an intimidating, hostile or offensive work environment, from the perspective of a reasonable person. Any employee who is found to have engaged in harassment will be subject to disciplinary action, up to and including termination of employment. Retaliation is prohibited, and will be cause for appropriate disciplinary action.

Sexual Harassment

We would like to emphasize that sexual harassment in the workplace, like any other form of harassment, will not be tolerated. Sexual harassment consists of unwelcome advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature. Sexual harassment can include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender.

We encourage the prompt reporting of complaints or concerns so that rapid and constructive action can be taken when warranted. Know that all allegations of harassment will be investigated promptly and in as confidential a manner as is consistent with an effective investigation. Employees are encouraged to report incidents of harassment to their immediate manager, a member of the management team, any member of Human Resources, or a representative of Employee Relations. Employee Relations can be reached at 215-986-3333 (Net 423-3333).

IF YOU ARE DISABLED

We are committed to ensuring equal employment opportunity for qualified individuals with disabilities, and recognize our duty to provide reasonable accommodations to qualified individuals with known disabilities.

If you need an accommodation, please submit a written request to Human Resources.



PERSONNEL INFORMATION AND RECORDS

We will take reasonable security procedures through appropriate technical and organizational measures to protect against unauthorized access or disclosure of employee personal information. We will utilize reasonable measures to keep employee personal information accurate, complete and current. As an employee of Unisys, you have a duty to see that your personal information recorded with the company is accurate, complete and current. Employees may review their records by submitting a written request to their Human Resources Representative.

SYSTEMS USE

The company maintains a number of different electronic/computer and voice communications systems (“systems”), including e-mail and voicemail, to assist in the conduct of business. All messages transmitted or stored on Unisys systems are (and remain) the property of the company. They are not the private property of employees.

The company may periodically check messages transmitted or stored over its systems at its discretion. Employees should not have an expectation of personal privacy for messages or information which they develop, send, receive or store on Unisys systems.

The company’s computer network, including its connection to the Internet, is to be used for business-related purposes. Any unauthorized use, such as viewing pornographic material or attempting to compromise the security of company information, is strictly prohibited. The company has the right to monitor and otherwise control access to the Internet from our network.

OUR WORKPLACE SAFETY

VIOLENCE AT WORK

All employees share responsibility for assuring that the workplace is free from violence and intimidation. Any employee who becomes aware of a violation of this policy or conduct which suggests that a future violation of this policy may occur should bring this matter to the immediate attention of their supervisor, a member of the Human Resources Department or Corporate Security at 215-986-2910. Any employee who is found to have engaged in a violation of this policy will be subject to disciplinary action, up to and including termination of employment. Retaliation is prohibited, and will be cause for appropriate disciplinary action.

DRUG-FREE WORKPLACE

The company is dedicated to maintaining a drug-free workplace. We encourage all employees to refrain from the use of controlled substances and reserve the right to request an employee to take a drug test under prescribed conditions and where permitted by law. Employees are encouraged to seek rehabilitation if they believe they have or might have problems with substance abuse. Unisys provides confidential counseling through its Employee Assistance Program for such assistance.

NO-SOLICITATION/NO-DISTRIBUTION

In order to avoid interference with work and maintain a professional business environment, the company has established the following guidelines regarding the solicitation and distribution of literature. These rules apply to soliciting or distribution by employees and by representatives of outside organizations.

An employee may not solicit another employee for any cause or organization while either employee is on working time. “Working time” means periods when an employee is working or should be working. It does not include scheduled non-working periods, such as breaks or mealtimes.

Employees may not distribute material/literature unrelated to the company during working time or in work areas. Distribution of such material/literature may only occur in nonwork areas, such as break areas, during nonwork periods.

Non-employees are not permitted on company premises to solicit employees or to distribute materials/literature at any time.

OUR EXPECTATIONS

BEING THERE FOR YOUR TEAM

We work as a team, and this requires that each person be in the right place at the right time. Rightly so, attendance and punctuality are important factors for your success within our Company. We ask that if you are going to be late for work or absent, simply notify your supervisor before the start of your workday. Absence for three consecutive work days without notification is interpreted as a voluntarily resignation.

IF YOU LEAVE UNISYS

An employee has the right to resign at any time, with or without notice. Similarly, the company has the right to terminate an individual’s employment at any time, with or without cause, and to layoff employees. Except in circumstances of termination for violation of our standards of conduct, employees will normally be given at least two weeks advance notice of termination, or two weeks pay in lieu of notice. The company asks employees who resign to also provide at least two weeks advance notice when possible.

An exit interview will normally be held between the employee and the immediate manager or a Human Resources Representative. The exit interview provides an opportunity for the departing employee to return all company property and for resolving open issues or concerns and finalizing paperwork.



Unisys wants to be your employer-of-choice. We have taken the necessary strides to offer a wide variety of benefits and other programs in meeting the diverse and changing needs of our current and future employees. Our employee web sites – dotcom and Employee Network – as well as skilled members of the Human Resources Department are some of the internal resources available to you once you are an employee of Unisys.

ABOUT OUR HIGHLIGHTS

The company has the right to revise, supplement or rescind the policies described in this booklet from time to time without notice, at the company's sole discretion. The company intends to provide employees with notice of the changes through its employee resources web sites. Please check the web sites for all updates and changes.

Please keep in mind that this Highlights booklet is neither an employment contract nor an agreement guaranteeing employment – or the provision of any benefits – for any specific period of time. Additionally, any employee may voluntarily leave the company, and the company may terminate employment – or terminate or modify the benefits of any employee – at any time for any reason or no reason at all.

This booklet is for U.S. employees (not covered by a collective bargaining agreement with different provisions) and programs effective January 1, 2003.

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Printed in U S America 12/02



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