

LIVE WELL. BE WELL. WELLNESS PROGRAM: PRIZE DRAWING PROCESS AND PROCEDURE

Objective

The Parsons Live Well. Be Well. Wellness Program, administered by Sharecare, recognizes and rewards eligible employees who participate and contribute to the success of their overall physical, emotional, financial, **community** and/or social wellness to enhance their quality of life in order to bring their best selves to work.

The Live Well. Be Well. Wellness Program offers opportunities for wellness recognition, including quarterly challenges and prize drawings. Prize drawings are designed to encourage and promote employee participation in the Live Well. Be Well. Wellness Program's various activities and challenges by offering cash and non-cash prize drawings as a form of recognition. The quarterly prize drawings will be structured in accordance with participation in various challenges and programs.

Criteria

PROGRAM CATEGORIES:

- Quarterly Drawings
- Challenge Achievements
- Webinar/Special Event Drawings

ELIGIBILITY

- All **regular** part- and full-time U.S. Parsons active employees, who work a minimum of 17.5 hours per week, who are U.S. residents, age 18 years or older, and who are eligible to participate in the Live Well. Be Well. program.
- Eligible employees must have a Sharecare account to participant in prize drawings.
- Eligible employees must follow the steps as outlined below to qualify during each program category or challenge/event dates, as defined at parsons.sharecare.com.
- It will be up to Parsons and/or Sharecare to identify the level of prize rewards the eligible participant will receive.

QUARTERLY PRIZE DRAWINGS:

These drawings pertain to participants who earn 250 points by completing well-being activities on the Sharecare site. Winners will be contacted directly.

- One (1) entry per person per quarter.

- Internet access is required to enter the drawing as required activities and tracking for program categories is done via the Sharecare website.
- Quarterly drawings will be held in April, July, October, and JanuaryDecember.
- Steps to earn an entry into the quarterly prize drawing:
 - Employee must register through Sharecare at parsons.sharecare.com.
 - Employee must earn at least 250 points through the completion of well-being activities as outlined on parsons.sharecare.com.
- Steps must be completed by the end of the three-month period preceding the month the drawing is held (or the two-month period preceding December) for the participant to earn an entry.
- Participants maybe entered during each quarterly drawing however are only eligible to win one time annually.
- Winners will be contacted directly through email.

CHALLENGE ACHIEVEMENTS PRIZE DRAWINGS:

These drawings pertain to participants who participate in a challenge on the Sharecare site:

- One (1) entry per person per challenge.
- Steps to earn an entry into the challenge drawing:
 - Register through Sharecare at parsons.sharecare.com and enroll in the challenge.
 - Complete the challenge requirements listed at parsons.sharecare.com by the challenge deadline.
- Participants may only win one time per challenge.
- Winners will be contacted directly through email.

WEBINARS AND EVENTS PRIZE DRAWINGS:

These drawings pertain to participants who attend various wellness webinars and events that are sponsored by the Live Well. Be Well. program: hosted by our wellness manager:

- One (1) entry per webinar/event attended.
- Participants must attend the entire duration of the webinar or event to qualify.
- Participants may only win one time per webinar/event.
- Winners will be contacted directly through email.

Rewards, Budgeting, and Limits

- Sharecare will conduct a random drawing to select winners from all eligible entries.

- Odds of winning are dependent on the number of entries received.
- The event drawing will occur 7-10 days after completion of an event.
- Prizes are considered a taxable fringe benefit, unless considered de minimis under IRS guidelines, and therefore are included in wages subject to applicable taxes via payroll.
- Shipping costs of reward items associated with the Wellness prize drawings will be covered by the budget provided to Sharecare.
- Wellness drawing winners will be able to choose their reward item from a small group of pre-selected items, identified prior to the start of the event.
- Wellness winners will receive an email notification from the wellness manager letting them know they have been randomly selected in a Live Well. Be Well. prize drawing and will be provided instructions on how to redeem their prize.

Prize Redemption

To receive a prize, the participant will select an item from one of the options and provide the requested information. The prize will be mailed or emailed to the winner. The prize value will be subject to taxes if prize is valued over \$75. Prizes that are gift cards will be taxable to the recipient regardless of value. The recipient will be notified that the gift card is taxable to them and the value of the prize will be included in their income. Prize drawing winners are eligible to decline prizes.

Participant will need to provide the following information for mailing or emailing prize:

- First and Last Name
- Employee ID Number
- Mailing Address
- Phone Number
- Email address

Accepted prizes are eligible for taxable fringe benefits on their wages, therefore, employee information will be gathered into a spreadsheet, along with value of prize and sent over to HR Central to generate an EIB for download to be included in the next payroll. Using this file, Payroll will generate a one-time taxable fringe benefit code to include the value of the prize on the employee's paycheck, to be taxed accordingly.

Timeline and Communications

Announcement of upcoming challenge or event will occur prior to event date through Sharecare, Workplace and/or via email. Should the challenge or event have a prize drawing associated with it, the event prize drawing will occur 7-10 days after completion of the challenge/event. Winner(s) will be notified by email or phone at the wellness manager's (organizer's) sole discretion. Inability to contact a winner, failure by winner to reply by the date specified by organizer, or the return of any prize notification as undeliverable will result in the prize being forfeited and an alternate winner will be selected from the remaining eligible entries via another random drawing. No prize transfer, cash redemption or prize substitution, in whole or in part, will be permitted except by organizer due to prize unavailability, in which case a prize of comparable value will be awarded.

Internal and External Partners

By participating in any of the challenges, events or campaigns, employee agrees to be bound by Sharecare's Privacy Policy, located at sharecare.com/terms/privacypolicy. All participants, as a condition of participation in this event, agree to release event organizers from any and all liability, claims, damages, injuries or actions of any kind. To launch the Wellness program challenges and events, Sharecare and Parsons' Benefits team will coordinate internal marketing needs with Creative Brand Management, if applicable, and engage with the Employee Experience team to support the communications plan and process and procedure as outlined above. Sharecare and the Benefits team will partner with tax and finance stakeholders to identify legal and financial parameters for these prize drawing events and challenges. HR Central will be informed of participants responsible for taxable fringe benefits and inform the Payroll team as required. The Wellness program will continue to work with these stakeholders to ensure all documentation and language is appropriate and accurate. Prize drawings and reward items will be secured through the existing external partnership with Sharecare.