



## Welcome to Team TRIO

Each employee makes this company what it is, and TRIO wouldn't be successful without the hard work and talent our employees put into serving our clients. You are the reason TRIO is at the forefront of design – that we get to come to work in a stimulating, fast-paced environment where we are all challenged to be better each day. While our work is important and rewarding, we also know it's not the only thing.

One of the ways we can show how much we value your contributions is by supporting the creation of a healthy work/life balance. To that end, TRIO has designed a comprehensive and highly competitive benefits program with features such as *4 weeks PTO, 10 paid holidays, health & 401k plans,* and a unique *Wellness Week*. You can find highlights of our program on the back of this sheet, and the full details in your Employee Handbook.



The Creative Business Partner  
for Builders & Developers

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Just as you come to work each day committed to delivering exceptional design and a positive experience for our clients, TRIO is dedicated to creating a supportive and rewarding work environment for you. One of the ways we do that is by offering a comprehensive and highly competitive benefits package. Here's an overview of the ways in which TRIO is committed to helping you to 'Be Balanced'.

Any questions regarding this program should be directed to our Human Resource Manager, Rebecca Reisbeck. [rreisbeck@TRIOdesign.com](mailto:rreisbeck@TRIOdesign.com)

**PERSONAL TIME OFF (PTO):** PTO is accrued at 7 hours per pay period, which is equivalent to 21 eight-hour days on an annual basis - that adds up to *over 4 weeks PTO!*

**401k PROGRAM:** Full-time employees are eligible to join, and begin participating in, the *TRIO 401k plan* after working on Team TRIO for 60 days.

**INSURANCE:** *Health, Dental, Vision, Life* and *Supplemental* insurance is available to all eligible employees.

**PARENTAL LEAVE:** TRIO provides up to *12 weeks of parental leave* to eligible employees. The purpose of this policy is to give parents additional flexibility, time to bond with their new child, and adjust to their new family situation.

**HOLIDAYS:** Regular full-time employees receive *ten paid holidays* per calendar year.

**\$500 REFERRAL INCENTIVE:** We believe some of the best employees are those who come recommended by our own team. To that end, if you refer someone who becomes a full-time employee, you'll be *rewarded with \$500.*

**WELLNESS WEEK:** Once a year TRIO closes the office and offers a *Wellness Week*, which is paid time off for all employees! We do this to promote health, wellness, and *work/life balance.*

**FLEXIBLE SCHEDULE:** TRIO allows for employees to *work outside the office* from time-to-time and, if approved by your manager, a *flexible start time* to your day.

**3:00 FRIDAYS:** We all want to get started early on the weekends, and TRIO appreciates this fact. Provided all your work is complete, we offer the chance to *leave the office at 3:00 on Fridays.*

**TRIO UNIVERSITY:** As part of our commitment to ensuring employees have every tool available to be successful, each TRIO employee will have a *LinkedIn Learning account.* This provides you a tool which allows you to learn just about anything, accelerate your career development at your own pace, and access the courses from anywhere. A great way to brush up on your design software skills or learn something totally new.

**VOLUNTEER PROGRAM:** TRIO is proud to offer an inclusive global volunteer program - *travel the world and help others.* Selection is based on schedule, performance, time with the Company, and is open to all employees. This program is meant to encourage team members to give back to our communities, but allows employees to benefit by taking advantage of PTO without dipping into their hours, and the chance for some paid travel.

**AN ENJOYABLE WORK ATMOSPHERE:** As if all this wasn't enough, TRIO offers a fun, collaborative, and open workplace. Our newly completed and updated offices provide you a place to get creative, enjoy your day, and be productive. *We look forward to seeing you shine!*