



WORKING AT MELE

SUMMARY OF BENEFITS

Life at MELE offers meaningful and engaging work, a collaborative culture, and support for your career goals, while nurturing a healthy work-life balance. See why so many people are choosing MELE for their next career.

www.meleassociates.com

Our Culture



The MELE Associates Environment

When you join MELE, you will have the opportunity to connect with coworkers in an environment that is caring, diverse, and respectful. We are a stable and thriving company that is privately owned and operated since 1993. MELE offers a flexible operating environment for its employees. Positions may be on site with our clients, or in a MELE office in Washington D.C., Maryland, or Hawaii. Wherever you work, it will be with a company that has long maintained a high employee retention rate by offering a range of benefits that suits the needs of our employees. *At MELE, you are treated like a member of the family, and not a number.*

Working with MELE Associates, Inc.

MELE strives to sustain a corporate culture based on integrity - one that is focused on treating customers ethically and making their priorities our priorities. MELE believes that finding and keeping great employees serves that purpose. Here are some key benefit offerings:

- MELE pays 100% of the medical, dental and vision benefits for our employees
- MELE offers the potential for annual bonuses and annual pay increases based on performance
- MELE prides itself on a commitment to work-life balance
- MELE is a company with a culture of diversity and inclusiveness

People

Over 130 analysts, scientists, managers, security technicians, and experts provide the answers to our clients' most complex problems. Driven by mission and hard work, our diverse team delivers solutions that make a difference and help enhance our nation's security and build a better future.

Values

With uncompromising integrity and ethics, MELE's values are:

- **Trust** – Our position of trust with our clients and teammates is a foundation based on partnership, respect, fairness, credibility; and keeping our commitments is fundamental to success in all our engagements.
- **Quality** – Providing the best quality of support is what we are about, by delivering the best value to our customers through desire for excellence, value creation, and innovation.
- **People** – MELE believes that by taking care of our people, we can take care of our customer. Our people bring a passion for the mission, intellectual capital, creativity, and leadership to ensure our reputation and the success of the company.

Integrity

We hold ourselves to the highest standards of business ethics. At MELE, we foster a culture built on a formal code of business conduct, clear communication, and the promotion of open exchange between employees and every level of management.

Mission Focus

Our client's mission is our mission. MELE advances customer success by delivering best value solutions, consultation, and technologies that meet their mission-critical needs anytime and anywhere.

Social Responsibility

We think businesses have a responsibility to make a positive impact on the communities in which they operate. That's why we encourage our employees to volunteer and donate where they live, work, and play. At MELE, we're committed to building a diverse and inclusive workforce, where all employees have an equal opportunity to thrive and contribute meaningfully.



Our Benefits

MELE Benefits

Eligible Employees at MELE enjoy a wide range of benefits. **Company-paid** benefits include: Medical and Dental, instant 100% vesting in MELE 401(k) Plan contributions and matching funds, Personal Leave, Holidays and Bereavement Leave. The following is a summary list of available benefit programs:

Company Paid Benefits

- Employee Group Health Insurance Premiums
- Employee Dental Insurance Premiums
- Employee Vision Service Plan Premiums
- Paid Personal Leave & Holidays
- 401(k) Matching
- Life Insurance
- Long-Term Disability Insurance
- Court Leaves of Absence
- Paid Bereavement Leave

Employee Paid Benefits

- Dependent Health, Dental & Vision Service Plan offered with premium cost sharing
- 401(k) Pension Plan with Roth Option
- Pre-Paid Legal Service
- Short-Term Disability Insurance
- Supplemental Life Insurance Options (Spouse & Child)
- Flexible Spending Accounts
 - Medical & Dependent Care
 - Parking & Transportation

Paid Holidays

Ten Paid Holidays are granted to eligible employees annually. MELE follows the Federal Government’s Holiday Schedule, so when our federal customers are off, our employees are off.

Years of Eligible Experience	Days per Year	Hours per Year
Upon initial eligibility	15	120
After 5 years	20	160
After 10 years	25	200

Paid Personal Leave

MELE encourages our employees to have a healthy and rich work-life balance. Paid personal leave is available to all regular, full-time employees. The chart on the left shows the different levels of paid time off.

Going the Extra Mile

While MELE has some of the best benefits in the industry, we don’t stop there. MELE has a number of non-benefits related activities that go the extra mile for our employees. Whether its bonuses, commissions, company holiday parties, monthly luncheons, career advancement opportunities, or gift cards, we take care of our people. *There is a reason why our retention rate of employees is above 94%.*

Value of our Benefits

MELE’s benefits are what makes us better than our competitors. *Independent Certified Public Accountants (CPAs) have valued our benefits well above \$45K a year in value.* Working with MELE gives you *more money in your pocket* at the end of the day.

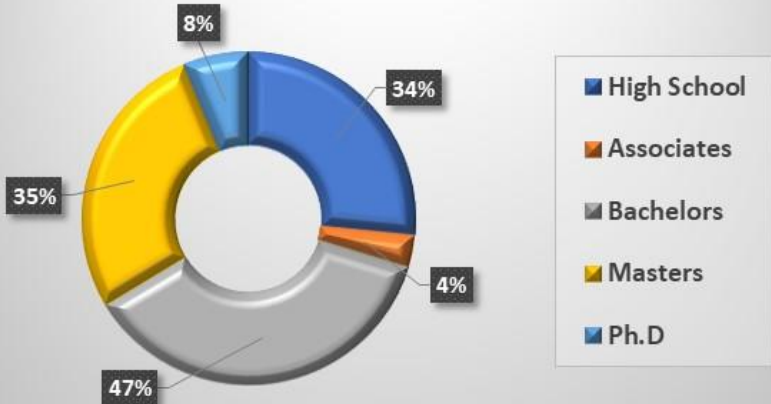


Our People

Employee Demographics

MELE hires a wide range of personnel to support our customers. Our exceptional people have varying backgrounds and skillsets needed to get the job done. Below highlights a breakdown of our personnel demographics:

MELE Workforce By Highest Degrees



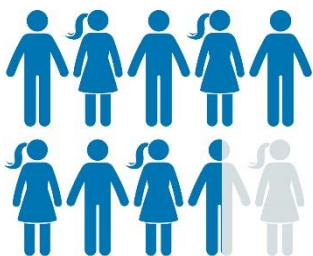
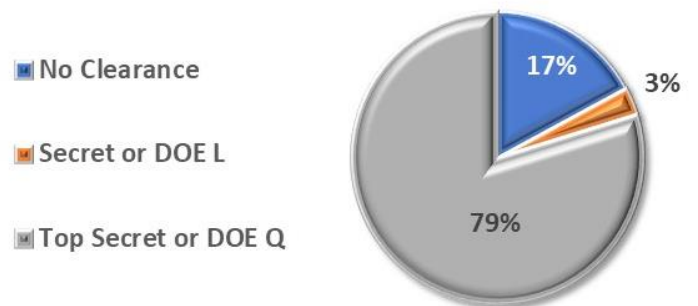
MELE Workforce By Gender



MELE Senior Leadership By Gender



MELE Workforce By Clearance Level



86% of MELE's
Current and Former
Employees Would
Recommend MELE
to a Friend!

100%

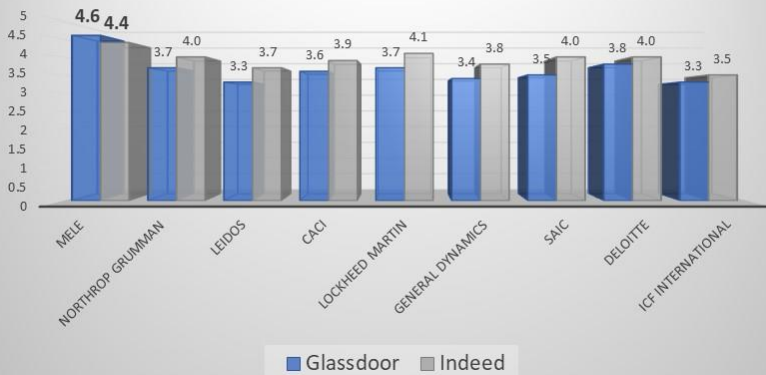
100% of MELE's
Current and
Former Employees
Approve of MELE's
CEO!

How We Rate

Employee Ratings

Our employees love MELE and it shows. In a recent survey of employee satisfaction conducted by Glassdoor and Indeed, **MELE rated higher** than all the major government contractors, major DOE/NNSA competitors as well as the DOE/NNSA National Laboratories.

Average Corporate Rating vs Large Contractors on Glassdoor & Indeed



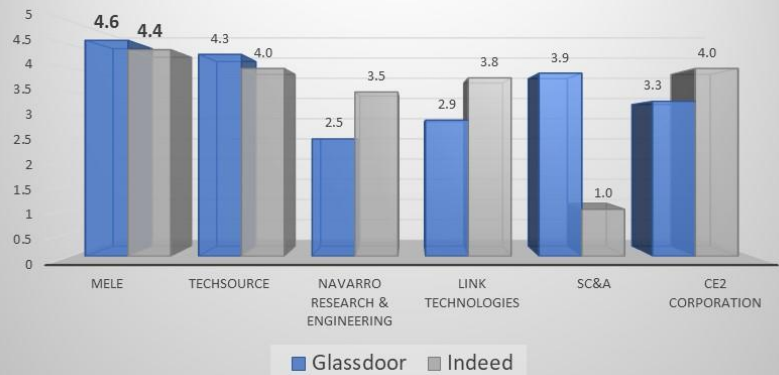
“Great HR staff and very attentive support staff folks. Anytime I have a question about time sheets or travel I get a friendly answer asap. Fantastic company to work as a contractor for!”

Program Analyst, Washington D.C.

“Friendly and responsive; good benefits; career enhancing experience; an overall excellent place to work!”

Senior Program Manager, Rockville, MD

Average Corporate Rating vs Main DOE/NNSA Competitors on Glassdoor & Indeed



“My years at MELE were well spent learning and honing my skills. I was given the opportunity to do things professionally I would have never been able to do any other place!”

Senior Engineer, Albuquerque, NM

Average Corporate Rating vs DOE/NNSA National Laboratories on Glassdoor & Indeed





Collaboration Encouraged

Innovation. Learning. Respect.

At MELE, our vision is collaborative. We build upon the best ideas and solutions, no matter where they come from. We celebrate our diversity and thrive on being inclusive. By working here, you will learn on the job from co-workers as they in turn, learn from you. We know that when we work together and hold our values close, we make our communities and our country stronger.

Collaboration. Engagement. Achievement.

Discover why MELE is right for you: career advancement; caliber of our people; a flexible work environment; and the opportunities to contribute to some of the world's most complex and innovative projects. We're a company that fosters a culture of engagement, collaboration, and achievement. We consistently build upon the best ideas and solutions, no matter where they come from because we believe that how we achieve our mission is just as important as the mission itself.

Coming Onboard

Our onboarding process is designed to welcome you and provide all the information and support you need as you start your career with MELE. Once you have accepted our offer, you can expect the following to take place:

- POC transition from Hiring Manager to Human Resources
- Complete online employment tasks online
- Citizenship Verification
- Employment Eligibility Verification through E-Verify
- Clearance Transfer (if applicable)
- Preparation for Day One communication
- Day One – New Employee Orientation



Contact Us

For additional information, questions, and current positions open, please contact the appropriate MELE Point of Contact:

Joshua Larson
Vice President
(240) 453-6972
joshua.larson@meleassociates.com

Amy Parsons
Director of Human Resources
(240) 453-6961
amy.parsons@meleassociates.com

MELE Headquarters: 11 Taft Court, Suite 101, Rockville, MD 20850

Website: www.meleassociates.com

Main Phone Number: (240) 453-6990