



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 co-workers 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, New Mexico, 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 200 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 Insurance, immediate 100% vesting in MELE 401(k) Plan contributions and matching funds once eligible, Personal Leave, Paid 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) Retirement 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

Eleven Paid Holidays are granted to eligible employees annually. MELE generally follows the Federal Government's Holiday Schedule.

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 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 employee related activities that go the extra mile for members of the MELE team. Whether its bonuses, commissions, company holiday parties or monthly luncheons (when possible), career advancement opportunities, or gift cards, we take care of our people.



Value of our Benefits

MELE's generous benefits are what help to distinguish us from our competitors. MELE provides benefits that exceed industry standards because the well-being of its employees is what matters most to the company. The value of its benefits can in some cases be quantified to be as much as 20% of an employee's total compensation. In that regard, working at MELE gives you *more money in your pocket* at the end of the day.

Our Impact



Clients

MELE has supported a wide range of clients in our 30 years of existence. These clients include:

Federal:

- Department of Energy
- National Nuclear Security Administration
- Federal Bureau of Investigation
- Defense Threat Reduction Agency
- Department of the Air Force
- Department of the Navy
- Department of the Army
- U.S. Intelligence Community
- Dept. of Housing & Urban Development
- Environmental Protection Agency
- Department of Agriculture
- Department of Homeland Security
- Department of Veterans Affairs
- General Services Administration
- Department of Transportation
- Department of State
- Defense Information Systems Agency
- Defense Property Accountability System

State/Local:

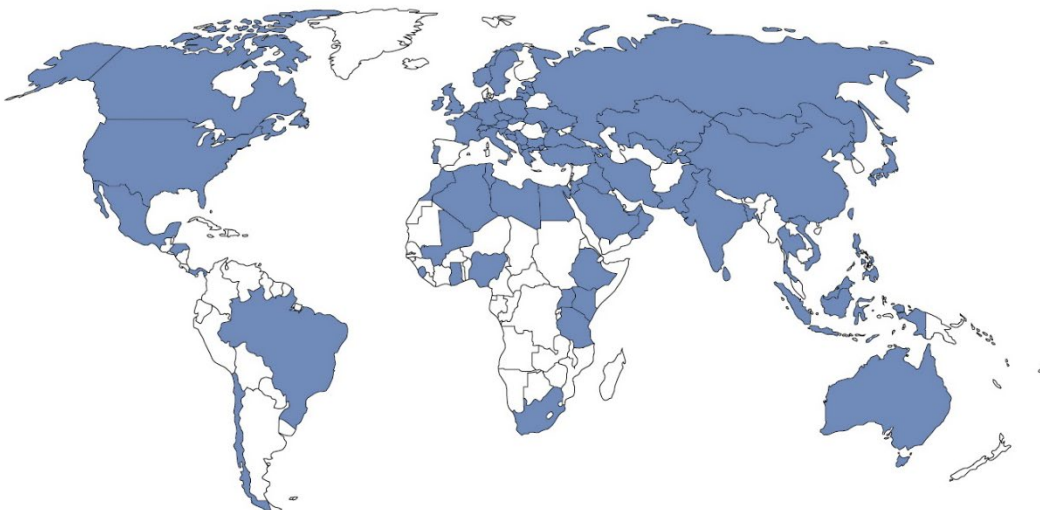
- Montgomery County, MD
- City of Falls Church, VA
- City and County of Honolulu
- Hawaii Department of Transportation

International:

- International Atomic Energy Agency
- Government of Guam

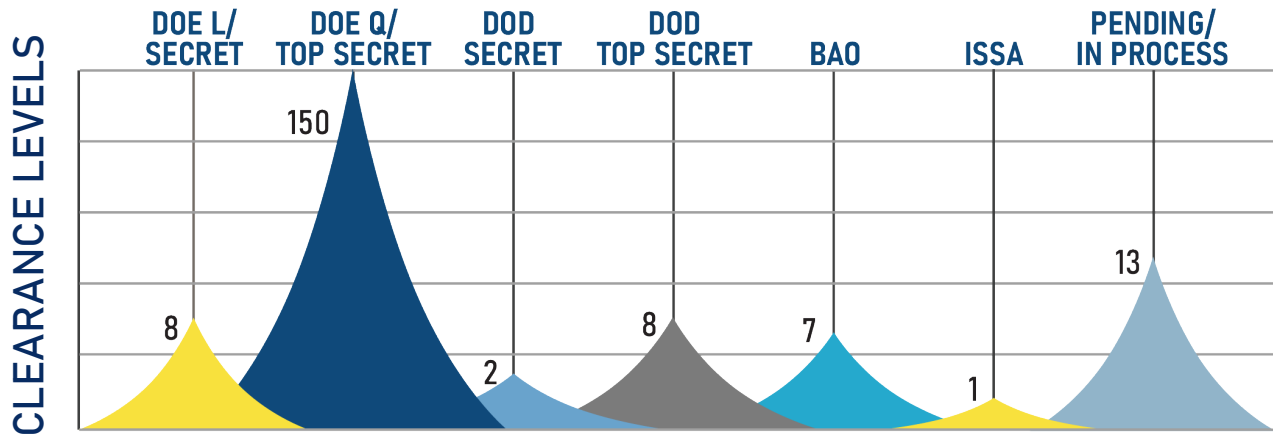
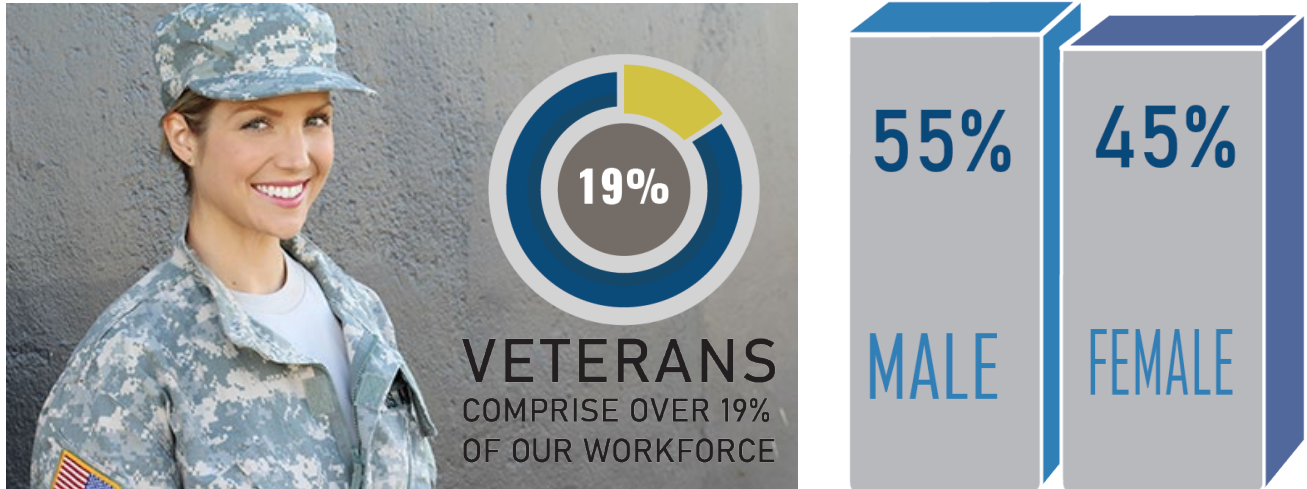
International Presence:

MELE has supported the U.S. Government agencies in international engagements in ***more than 80 countries***. Our work has included training, policy development, systems installations and more. The graphic below outlines our international presence (see those countries shaded below).

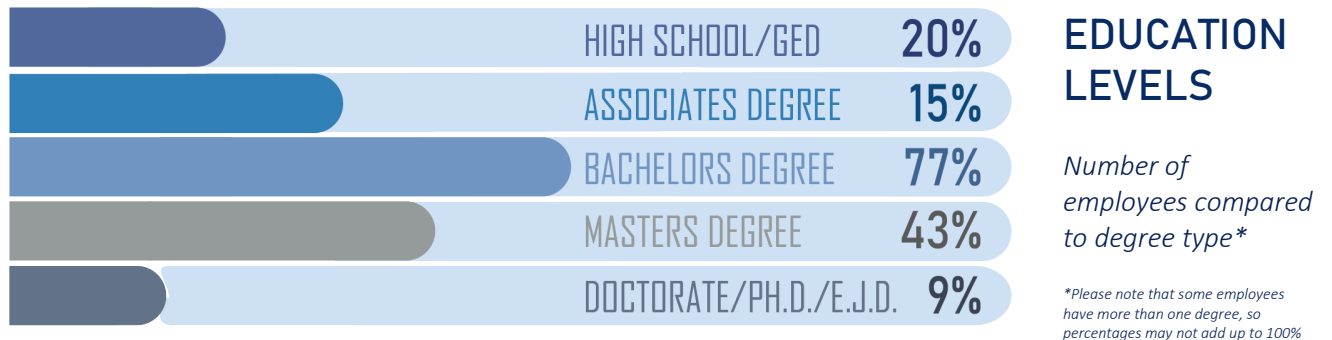


Employee Demographics

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’s workforce is constantly striving to be better - 77% of our employees have a Bachelors Degree, while over 40% have an advanced degree. Our employees also have specific training, certifications, and specializations in addition to their degrees.



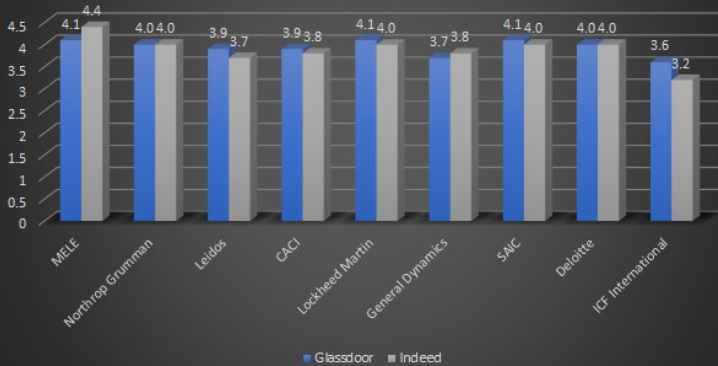
How We Rate



Employee Ratings

Our employees love working at MELE and it shows. As of March 2022, a survey of employee satisfaction conducted by Glassdoor and Indeed showed that MELE matched or rated higher across the board than our large contractor competitors.

Average Corporate Rating vs Large Contractors on Glassdoor & Indeed



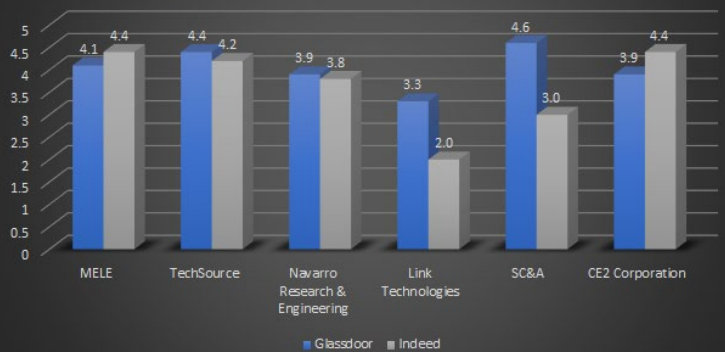
“Great HR staff and very attentive support staff folks. Anytime I have a question about time sheets or travel I get a friendly answer asap. Fantastic company to work as a contractor for!”

Program Analyst, Washington D.C.

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

Senior Program Manager, Rockville, MD

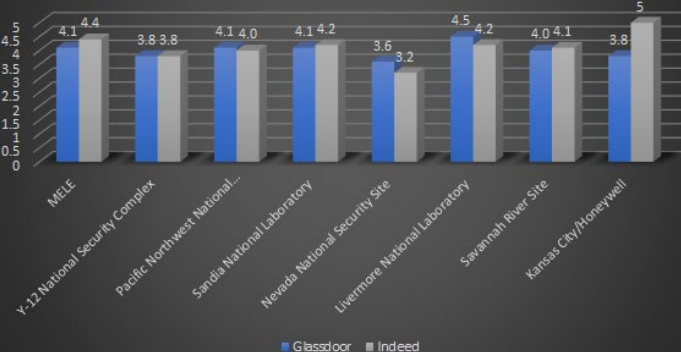
Average Corporate Rating vs Main DOE/NNSA Competitors on Glassdoor & Indeed



“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 employment tasks online
- Employment Eligibility Verification through E-Verify
- Clearance Transfer (if applicable)
- Preparation for Day One communication
- New Employee Orientation

**Offers of employment are contingent upon successful background check results if conducted*



Contact Us

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

Human Resources Team
hr@meleassociates.com

MELE Headquarters: 11 Taft Court, Suite 101, Rockville, MD 20850
Website: www.meleassociates.com
Main Phone Number: (240) 453-6990

Medical Plan

Does MELE offer Medical or Dental insurance?

Yes, we offer *both* to full-time employees. In fact, MELE pays **100%** of employee premium costs.

MELE's plan is administered by The Loomis Company and is a PPO. MELE provides access to the Cigna network.



401(k) Plan

Does MELE offer a 401(k) Plan?

Yes, full-time and part-time employees are eligible to participate on the first of the month following six months of employment with a minimum of 1,000 hours worked.

- ✓ MELE matches **100%** of the first **3%** deferred and **50%** of the next **2%** deferred
- ✓ Immediate vesting in your contributions and MELE's Safe Harbor matching
- ✓ Deductions are automatically taken from paychecks
- ✓ Pre-tax and post-tax options
- ✓ You can make changes anytime
- ✓ 24/7 online account access

Life Insurance: Term Life & Additional Employee-Paid

Does MELE provide Life Insurance?

Yes, **100%** MELE paid premium for term life insurance is offered to all full-time employees.

How much is the benefit worth?

One times your salary up to \$50,000 that goes into effect on the first of the month following 30-days of employment.

Is additional or supplemental Life Insurance above \$50K available?

Yes, MELE also offers an Employee-paid benefit available to full-time employees, their spouses and children as follows:

- ✓ Employee: up to 5x annual salary with \$500,000 maximum benefit
- ✓ Spouse: up to \$250,00 benefit
- ✓ Child: \$10,000 benefit per child

Accidental Death & Dismemberment Insurance

Does MELE provide Accidental Death & Dismemberment Insurance?

Yes, MELE pays **100%** of the premium for AD&D insurance for all full-time employees.

- ✓ AD&D is included with the MELE-provided Life Insurance benefit, which provides a separate additional \$50,000 in coverage
- ✓ You can elect additional employee-paid AD&D coverage if you elect additional employee-paid life insurance coverage. The options for additional AD&D coverage must match the additional life insurance amounts you select for yourself, your spouse, and/or child (within certain limits).



Vision Plan

Are there any provisions for eye exams, glasses, etc.?

Yes, in fact MELE's pays 100% of employee premium costs for the Vision Plan, too!

- ✓ Employee may add spouse and/or dependents to plan at cost to employee.
- ✓ VSP Choice network information available at: www.vsp.com

Long Term Disability (LTD)

Does MELE provide for Long Term Disability?

Yes, MELE provides **100%** paid LTD insurance for all full-time employees.

- ✓ If totally disabled, an eligible employee can receive 60% of basic monthly income up to \$6,000 per month.
- ✓ Effective first of the month following 30-days of employment.
- ✓ Benefit begins after a 90-day waiting period.

Short Term Disability (STD)

Does MELE provide Short-Term Disability?

Yes, full-time employees are eligible to enroll in this employee-paid benefit program.

- ✓ Eligible employees can receive 60% of basic weekly income up to a weekly maximum of \$1,500.
- ✓ Effective first of the month following 30-days of employment.
- ✓ You choose whether the benefit begins after a 30-day or 15-day waiting period.

Bereavement Leave

Does MELE offer any kind of Bereavement Leave?

Yes, MELE provides 3 days of leave per death, with pay provided to all full-time employees in the event of the death of an employee's immediate family member.

Paid Holidays

What paid holidays does MELE recognize?

- | | |
|------------------------------------|--------------------|
| ✓ New Year's Day | ✓ Labor Day |
| ✓ Martin Luther King, Jr. Birthday | ✓ Columbus Day |
| ✓ President's Day | ✓ Veteran's Day |
| ✓ Memorial Day | ✓ Thanksgiving Day |
| ✓ Juneteenth | ✓ Christmas Day |
| ✓ Independence Day | |