

# Your workplace retirement savings plan at a glance

**Eligibility** Full-time employees – First of the month following one month of continuous employment.

**Participation** Mandatory

**Employee contributions** You're required to make basic contributions according to the following table:

Completed years of employment*	Percentage of earnings
Up to 5 years	3%
At least 5 years but less than 10 years	3.5%
At least 10 years but less than 15 years	4%
At least 15 years but less than 20 years	4.5%
20 years or more	5%

\* Based on the first of the month after your year(s) of employment.

You also have the option to increase your savings by making additional voluntary payroll deductions above the basic required contribution.

In accordance with the Income Tax Act (Canada), the total of all contributions, including company contributions, made to the Defined Contribution Pension Plan (DCPP) in any year cannot exceed the lesser of 18% of your compensation from the company and the money purchase limit, as defined under the Income Tax Act (Canada) for that calendar year. You and your company are responsible to ensure that your contributions don't exceed the contribution limit.

**Company contributions** Your company will match 100% of your basic contributions.

**Transfers** You can transfer in money from other registered plans. Any locked-in money transferred into the plan from another workplace plan, will be administered according to the rules of the applicable legislation.

**Withdrawal rules** Only additional, voluntary unmatched contributions are permitted to be withdrawn or transferred. You can make one free withdrawal/transfer per year. Each subsequent withdrawal/transfer will cost you \$25.

**Vesting and locking-in** Immediate

Vesting refers to the amount of time you must be in the plan before the company's contributions are yours.

**Default fund** If you don't make an active investment choice, your contributions will be invested in the **The Sun Life Granite Conservative multi-risk target date fund that matures closest to, without going past, your 65<sup>th</sup> birthday.**

This is only a highlight of the plan details and isn't intended to replace the plan text. For full plan details, refer to your Member Booklet or the official plan text. Where there is a discrepancy between the plan highlights contained herein and the plan text, the provisions of the plan text shall prevail.