

# Retirement Savings Plan

Bellavance Trucking, Inc. offers a 401(k) plan to employees through John Hancock. John Hancock offers a wide selection of investment options and excellent online technology to help you plan better for retirement. Basic plan details are listed below and outlined in more detail in the Summary Plan Description. If you have questions about the plan, you can send an email to [HelpRetire@therichardsgrp.com](mailto:HelpRetire@therichardsgrp.com) to receive assistance from The Richards Group plan advisors. You can also call John Hancock directly at (800) 395-1113 or access your account online at <https://myplan.johnhancock.com/login>.

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| <b>Eligibility Requirements</b> | You are eligible when you are 18 years old and have 2 months of service.   |
| <b>Enrollment Dates</b>         | Once you have met the eligibility requirements, you can join the plan monthly. Unless you opt out, you will be automatically enrolled at a 4% pre-tax contribution.  |
| <b>Employee Contributions</b>   | You may contribute 0 - 100% of your annual pay, not to exceed \$20,500 for the 2022 calendar year. Annual limitations are set by the IRS and are subject to change. If you are at least 50 years old, you can make an additional catch-up contribution of \$6,500.   |
| <b>Roth Contributions</b>       | Your plan permits Roth after-tax employee contributions as well as Pre-Tax contributions. You can also elect to contribute a combination of both Roth and Pre-Tax.   |
| <b>Employer Contributions</b>   | Employer Discretionary Match: Your employer has elected to match 100% of the first 2.5% of compensation for the 2022 plan year. Safe Harbor contributions are 100% vested immediately. To maximize the match, you need to save at least 2.5% to get a 2.5% match.  |
| <b>Vesting</b>                  | You will always be 100% vested in the portion of your account attributable to your employee contributions. Your employer contributions are subject to the following vesting schedule:<br><2 years of service 0%, 2 years of service 20%, 3 years of service 40%, 4 years of service 60%, 5 years of service 80%, 6+ years or more, 100%. |
| <b>Rollovers</b>                | Money from other qualified plans and accounts may be accepted.   |
| <b>Investment Transfers</b>     | Using John Hancock's automated telephone or internet service, you have the ability to review your accounts and transfer funds from one investment option to another, 24-hours a day.   |
| <b>Hardship Withdrawals</b>     | Hardship withdrawals may be taken in cases of extreme hardship as defined by the IRS. They are limited to the amount of the immediate need.  |
| <b>In-Service Withdrawals</b>   | In-service withdrawals are permitted by your plan once you attain age 59.5. Early withdrawals, if taken before age 59.5 may be subject to a 10% early distribution penalty unless certain exceptions apply. Money distributed from the plan may be taxed as ordinary income in the calendar year that the money is received.             |
| <b>Loan Provision</b>           | Loans are available.   |