

**ROBERT HALF INTERNATIONAL
EMPLOYEE ASSISTANCE PROGRAM
SUMMARY PLAN DESCRIPTION (SPD)
EFFECTIVE DECEMBER 1, 2022**

INTRODUCTION

The SupportLinc Employee Assistance Program (EAP) offers professional consultation for a variety of problems that may affect your personal well-being and your job performance. This Summary Plan Description (SPD) is an outline of the key provisions of the SupportLinc EAP provided by CuraLinc Healthcare to Robert Half International as of December 1, 2022.

If you have any questions about the SupportLinc Employee Assistance Program (EAP), please contact SupportLinc at 888-881-5462. If you have questions regarding your Robert Half International benefit plans, please navigate to <https://www.roberthalfbenefits.com/>.

ELIGIBILITY

SupportLinc Employee Assistance Program services are available immediately upon employment to full-time and part-time employees of Robert Half and Protiviti. Coverage is available to employees and extends to immediate family (spouse/domestic partners and dependents), as well as to anyone living in the employee's household.

COSTS

The SupportLinc Employee Assistance Program is provided at no cost to employees or their immediate family members.

ACCESSING THE SUPPORTLINC PROGRAM

CuraLinc recommends that plan participants with any mental health or substance use concern access the SupportLinc EAP prior to accessing resources within the benefit plan. To access the SupportLinc EAP, members can access the program by phone or via the internet twenty-four hours a day, seven days a week.

- For telephonic access, call the program's toll-free number at **1-888-881-5462**.
- To access SupportLinc's web-based services, visit **SupportLinc.com**. The usernames for Robert Half are: rmployee and protiviti
- For mobile access, download the eConnect® mobile app for either the Apple/iOS or Android platform.

CONFIDENTIALITY

The services provided by the SupportLinc EAP are completely confidential. No information regarding who accesses services and for what reasons is shared with the Plan or the Company. At no time, except where mandated by law, will information discussed between you and the SupportLinc EAP be released to any other party without your written consent. Your concerns, their source, treatment, and resolution will always be afforded the maximum confidentiality permitted by law.

COUNSELING SERVICES

SupportLinc's Care Advocates, all of whom are licensed masters- or doctorate-level behavioral health clinicians, are available to assist with a variety of concerns, including (but not limited to):

- Addictive Behaviors
- Anxiety
- Anger Management
- Caregiver Counseling
- Depression
- Domestic Violence
- Family and Marital Counseling
- Grief
- Job Stress
- Organizational Change
- Stress Management
- Substance Abuse

At the time of the initial call, the SupportLinc Care Advocate will gather some preliminary information and assess your situation. After the assessment, the Care Advocate will then coordinate an appointment for you to meet with a local counselor, who will work with you to develop a solution-focused plan of action. Short-term counseling, **up to ten sessions** per issue, can be provided by the counselor to assist in resolving the problem. If long term or specialized care is indicated during either the assessment or through the course of face-to-face counseling, a referral will be made to a resource or facility that best meets your needs. The SupportLinc EAP will coordinate with your group health plan and make every effort to provide referrals to treatment providers covered under the plan. If these referrals are necessary, the objective is to recommend the most appropriate level of care for your unique situation.

WORK-LIFE SERVICES: LEGAL ASSIST WITH ID RECOVERY

SupportLinc Legal Assist provides a cost-effective solution to help members who have legal concerns. The following components are included in the SupportLinc Legal Assist program:

- **Unlimited Access:** Members can access the service an unlimited number of times.
- **Free Telephonic Advice:** Legal Assist provides members with unlimited, immediate, free telephonic legal advice with an experienced private practice attorney from the caller's home state.
- **Free In-Person Consultation:** SupportLinc client members have access to a free 30-minute consultation with one of over 20,000 attorneys across the country.
- **ID Recovery:** Provides members with telephonic access to an identity recovery professional that will assess the situation, create an immediate action plan and provide members with the knowledge and tools to implement that plan most effectively.

WORK-LIFE SERVICES: FINANCIAL ASSIST

SupportLinc Financial Assist provides employees and their family members with access to top-rated financial professionals. The following services are included in Financial Assist:

- **Financial Information Line:** Financial counselors can address questions regarding financial management, including debt reduction, home buying, budgeting, foreclosure prevention and bankruptcy prevention. In addition, Certified Financial Planners are available to answer questions about financial planning and long-term goal-setting.
- **Debt Management Plans:** Members can learn how to work with creditors to build repayment plans for unsecured debt.
- **Bankruptcy Prevention:** Specialists ensure that members understand the ramifications of bankruptcy filing and help them determine which other options are more appropriate.
- **Housing Education:** Financial Assist counselors help members in preparing for a home purchase, or options around keeping their home in times of financial distress.

WORK-LIFE SERVICES: FAMILY ASSIST

SupportLinc Family Assist service provides members with a consultative team of experts who offer information and referrals in areas such as child care, adoption, elder care, education, pet care, automotive repair, home maintenance and personal convenience services. During each step, the referrals are reviewed for detail, scope and applicability to the member's original request. All referrals are provided to the member within 24 business hours.

WEB-BASED SERVICES

The SupportLinc website, located at SupportLinc.com, is a one-stop shop for expert information regarding topics from legal and financial questions to personal and family concerns. To access SupportLinc's web-based services, visit SupportLinc.com. The group code is: rmployee or protiviti

MENTAL HEALTH NAVIGATOR

SupportLinc's Mental Health Navigator is a quick and easy emotional fitness assessment for employees and their family members. After completing a short survey, SupportLinc will provide a personalized report that measures overall wellbeing and recommends the best care options within the program, based on survey results. Each report provides clickable links that easily be used to connect with a licensed clinician or explore other resources. Access Navigator by visiting SupportLinc.com. The group code is: rmployee or protiviti

eCONNECT® BEHAVIORAL TELEHEALTH PLATFORM

The eConnect® distance counseling platform provides confidential and secure video, phone and web chat access to short-term counseling for Robert Half employees and benefit-eligible family members. eConnect®, which can be accessed through the SupportLinc website, is serviced by licensed masters- and doctorate-level behavioral health professionals who possess a DCC (Distance Credentialed Counselor certification), as well as experience in distance counseling.

TEXTCOACH®

Textcoach® is an innovative and convenient way to connect with a mental health 'Coach', every day, without appointments or wait times. Exchange text messages, voicenotes and resources to help address concerns like stress, mindfulness, anxiety, resilience, relationship issues and more. All Textcoach® coaches are independently-licensed and experienced clinicians with special training to provide technology-driven care and help resolve issues. Visit SupportLinc.com or download the mobile app to access Textcoach®. The group code is: rmployee or protiviti

ANIMO

CuraLinc's digital behavioral health platform is an innovative online and mobile program that offers evidence-based content, practical resources, and daily inspiration to foster meaningful and last behavioral change. The platform provides a variety of self-directed dynamic resources that improve mental health and overall wellbeing. Access Animo by visiting SupportLinc.com

eCONNECT® MOBILE APP

Available on most smart phone and tablet devices, eConnect® Mobile provides employees and benefit-eligible family members with mobile access to secure and confidential counseling, as well as helpful resources on several wellbeing and productivity-related topics. The app also contains a summary of Robert Half's EAP, as well as the ability to connect immediately with one of SupportLinc's licensed and experienced behavioral health clinicians.

ORGANIZATIONAL SUPPORT SERVICES

SupportLinc Consultants are available around the clock to provide assist managers with challenging employee and organization concerns, as well as aid in development of comprehensive drug free workplace programs and policies. SupportLinc is available as a tool for management / HR to assist and resolve employee concerns through Formal Management Referrals. SupportLinc also provides immediate and organized response to critical events, with customized notification and response process. Organizational development is an additional resource available to Robert Half name through training seminars, online modules, and webinars. Robert Half may elect to use onsite service hours to execute onsite critical response, training, or other onsite activities.

CONTACT INFORMATION

To contact the Plan Administrator and Plan Sponsor:

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