



Total Rewards Overview
For employees in Denmark

Benefits are an important part of your total compensation, and we're proud to offer a comprehensive, balanced, and competitive benefits package. Keysight's programs address the immediate needs that you and your family may have, such as health coverage, as well as your long-term needs, such as saving for retirement. In addition, Keysight offers programs that acknowledge the need, and importance, of having time away from work.

We have prepared this brochure to help you and your family understand some of the policies and benefits that affect your employment at Keysight.



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Compensation

Classification

Keysight uses a classification model based on the complexity of different positions. Jobs are grouped into Individual Contributor 'A' (ICA), Individual Contributor 'B' (ICB) and People Managers (PM), each with a Generic Factor chart outlining a level definition and the skills and knowledge required. Jobs that involve work of a similar nature have been grouped in broad Functions and Job Families. The Job Families themselves have been written in a Job Family Matrix. Each Job Family Matrix has one generic primary function and then outlines a general descriptor plus typical education and experience required to operate at each level. Promotion is based upon organisational need and possession of required skills, knowledge and experience etc.

Salary Review

Base pay increases are determined once per year for all employees, during the Annual Reward Planning cycle in November. If increases are awarded, this normally takes effect 1 December.

Keysight Results Bonus (KRB)

All regular employees are eligible to participate in Keysight Results Bonus (KRB), with the exception of senior managers participating in the Pay-for-Results (PfR) Program. KRB is one part of the Keysight Variable Pay -program (KVP) which is calculated every six months and is based on Keysight Performance Metric (KPM) that will determine the KVP payout. KPM is the combination of two key metrics: 1) Operating Margin (OM) %: Measures our operational excellence and profitability (Formula: operating profit divided by revenue) and 2) Revenue Growth (RG) %: A key indicator of our success in achieving growth in our markets.

Individual Performance Bonus (IPB)

This is another part of the Keysight Variable Pay program and is used to reward individuals for outstanding performance. Managers participating in the PfR Program are not eligible to receive IPB payments. Funding of this program is also based on KPM with payments delivered twice a year (December and June) to top performing employees.

Ranking/Performance Evaluation

Ranking is done on an annual basis during the Annual Reward Planning cycle, which takes place worldwide in November and effective 1 December. There is a formal link to pay.



Equity

Employee Stock Purchase Plan (ESP)

The ESP is a voluntary employee stock purchase plan and entitles each regular employee to buy Keysight shares with a 15% discount. Employees can contribute up to, but not exceeding, 10% of base earnings, exclusive of all bonuses, pay for overtime work, and other extra compensation, max \$25k a year. Purchases are made every 6 months.

Restricted Stock Units (RSU's)

Restricted stock units are awarded to key individual contributors and managers for reward and retention. RSUs are a taxable benefit, The annual RSU program operates in December.

Benefits

Pension Arrangement (Keysight Technologies Pension Plan)

All permanent employees are eligible to join a defined contribution pension scheme provided by Nordea. Employees contribute with 5% of salary and the Company contributes with 10% on the employee's behalf.

Life Assurance

Employees will, through the pension plan, however subject to medical approval, be covered by a life insurance.

Keysight Health Care Insurance

Keysight provides an option to sign for Lifeline Plus, a health insurance, provided by Skandia. This insurance provides fast access to professional treatment at private facilities. The monthly employee contributions for this insurance are processed directly through payroll.

Business Travel Insurance

This global program covers employees for urgent medical care, disability and life assurance whilst travelling on Company business.

Paid Sickness Absence

The company pays full salary during sickness to all employees. Further information is available in the Absence guideline in Meidas.

Holiday entitlement

All full time permanent employees are eligible to 25 days' vacation each year plus additionally max 5 floating holidays can be granted based on the employee hire date. This includes the max 5 Company fixed days in connection with the Christmas shut down. A maximum of 5 floating holidays can be carried over to the next year or paid out according to the Danish Holiday Act.

Statutory Occupational Injury Insurance

This insurance covers injuries (disability, permanent damage, loss of ability to work) and deaths that occur as a result of accidents during working hours or work-related injuries. Please contact HSE no later than 3 days after the accident.

Disability Pension

Employees will, through the pension plans, however subject to medical approval, be covered by disability pension that will secure the employee a sum each month, if the employee loses his/her ability to work due to illness or an accident.

Certain Critical Illness

Employees will be covered in case of certain critical illness, through the pension plans, subject to medical approval. The pension plans contain standard one-time payment subject to yearly adjustment that the covered employee will receive if diagnosed for a defined critical illness. On an optional basis, this amount can be increased at the employees own expense.



Collective Full-Time Accident Insurance

Employees are covered by a 24-hour collective accident insurance. This insurance covers the employees in case of various personal damages caused by an accident.

Company car/ Cash Allowance

Employees who are 'Business Need' drivers (are in customer facing sales or support roles/ or regularly transport heavy or bulky equipment as part of their daily role) may take this benefit in form of either a company car or a cash allowance. For all other eligible employees, the benefit is provided in the form of cash allowance only.

Other Benefits

Mobile Phones

Eligibility for a company phone is based on business need and managers approval.

Hardware

Managers will determine in which jobs/ roles a laptop is needed. Laptops need to be ordered through Points.

Company Credit Cards

Employees with regular business expenses are entitled to receive a company credit card. Employees are required to adhere to Company policies and their organizations' budget/ spending plans. All business expenses must be submitted through Concur in a timely manner with receipts.

Further Education Assistance

An employee may request leave or financial assistance to pursue educational studies. The relevance of the subject, length of studies, the business needs and the amount of personal commitment by the employee will be taken into account when the managers are considering such requests.

Membership in Professional Associations

The Company will support membership of one relevant professional body per employee.

Work Environment

Cafeteria and Lunch Allowance

Free coffee and beverages are available in our offices.

The employee paid cafeteria contribution is DKK 425 / month and is deducted from the monthly salary.

Flexible working hours

Employees may have the possibility to work flexible working hours in support of work/life balance. Normal working hours are 37 hours/ week.

Variable Work Patterns

Keysight Technologies offers variable working patterns e.g. part time or variety of full time patterns.

Maternity, Paternity and Parental Leaves

For mothers the Company pays 100% target salary during the first 14 weeks. Mothers are also entitled to 4 weeks paid prenatal leave before date of birth. For the fathers the Company pays 100% target salary for a 2 weeks paternity leave during the first 14 weeks. For parental leaves, the Company pays 100% target salary for 10 weeks. This same arrangement applies for adoptions.

Paid Special Family Events

In connection with special family events, employees are entitled to paid days off as follows;

- 1 paid day for employee wedding
- 2 paid days for death/ funeral in closest family
- 1 paid day for taking care of an ill child
- 1 paid day for move of home and
- 1 paid day for taking an exam.

