

Frequently Asked Questions

U.S. Employees Reduction in Force

This document is to be used for guidance only and does not form part of the employee terms and conditions.

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PAYROLL

Severance will be paid as set forth in the signed agreement.

As a Non-Exempt Employee, will I be paid for PTO time I earned in the current calendar year, but did not take?

Non-Exempt Employees: Yes, you will be paid for any unused PTO days accrued in the current calendar year as of your termination date, less the usual withholding taxes. You will receive payment for earned but unused PTO in either your last regular paycheck or as part of your severance check. Except as otherwise permitted by State or local law, if you have used more PTO than you have accrued, you will not be required to pay back the value of the unearned time taken.

As a Non-Exempt Employee, what happens to my PTO carry over amounts?

In the event that your employment is terminated, any unused carry over PTO from the prior calendar year will be paid out at the time of termination, or in accordance with applicable law.

As an Exempt Employee, is FTO paid out?

No; however, if you have an accrued but unused paid leave balance (i.e.,PTO), that balance will be paid out.

When will my severance payment commence?

You will receive your severance benefits after you have signed and returned to your severance agreement. Your severance payment is paid based on the same schedule that you previously received your paycheck.

Note: there may be a delay between your final paycheck and your severance check. This delay will be due to the timing between when your final paycheck is issued and your return of the signed severance agreement. Your severance payment is not processed until after your signed severance agreement is returned.

If you participate in direct deposit, your final pay and severance payment will be deposited to your existing bank as usual if severance is paid at the same time as your final pay. If you do not have direct deposit set up, a hard copy check will be mailed to your personal home address on file.

If you sign the severance agreement and it is paid after your final pay, it may be issued as a live paycheck and mailed to your home.

Will my severance payment be considered taxable income and subject to tax withholding?

Yes, the severance payment is considered taxable income. Severance will be taxed at the

legally required supplemental tax rate. In every instance the Company will comply with all tax regulations.

What if I want to change my tax withholdings before my end date?

You may change your tax withholdings at any time; however, if you change them, it will not influence the tax calculations on your severance payment. Severance payments are identified as Supplemental income under federal, state and local tax codes and applied accordingly. If you would like to change your withholding for federal, state or local taxes for any other reason, while still employed, you may update your withholding elections in Workday prior to termination.

What if I have payroll questions after I leave?

In the US, please contact the PeopleCare Advocacy Center 844-737-9659 for any payroll related inquiries.

How do I access/maintain my ADP iPay Statements?

If you have not registered with ADP in the US, you will need to use the following instructions:

- Begin the registration process by using the link <https://online.adp.com/portal/login.html>
- Click 'Create Account'
- Enter Organizational Registration Code **Fortreainc-lbpc**
- Click 'NEXT'
- Click 'YES' on the prompt
 - Fill in First name, Last name and SSN (9 digits) (Note: If registering from an external device, you will be prompted to provide your Workday ID and Date of Birth)
- Click *I'm not a robot*
- Complete reCAPTCHA Challenge question
- Click 'VERIFY'
- Complete any additional verifications
- Click 'NEXT'
- Select 'Register now' to continue
- Complete your contact information, your user ID and password
- Click on 'Register now' to continue

Step by Step instructions with screenshots are available on the Transition site under MY PAY.

We recommend that you use Google Chrome or Microsoft Edge.

If you have any issues with your account or experience any issues, contact the PeopleCare Advocacy Center at 844-737-9659.

RELOCATION, IMMIGRATION AND SIGN-ON BONUSES

Will I be required to pay sign-on and relocation reimbursements back to the Company on my termination date?

A termination of your employment due to a reduction in force will not trigger an obligation to repay all or a portion of your sign-on bonus or relocation expenses paid if you stay through your job elimination date. If, however, you voluntarily terminate your employment prior to the scheduled date your position is scheduled to be eliminated, you may be obligated to reimburse the company. Please note that individual relocation or sign-on bonus may contain specific language governing the obligation to repay. We recommend that you review the actual language and that to the extent that the language conflicts with the information in this FAQ, the language of the actual agreement will control.

What happens if I am in the process of relocating?

If you are an employee in the process of relocating, a member of the Global Mobility team will be in contact with you to discuss the specifics of your situation.

What happens if I am a US Visa Holder, or in the process of obtaining a US Green-Card?

If you are an employee with a US Visa or in the process of obtaining your US Green-Card (Permanent Residence), a member of the Global Mobility team will be in contact with you to discuss the specifics of your situation.

ONGOING EMPLOYMENT

Can I apply for other positions?

You may apply for other positions available among the Fortrea family of companies. Selections for interviews and candidacy will be based on your qualifications for the position as well as a review of your past performance. You can also apply for positions in other sites, though relocation assistance will vary by position, unit and/or location.

If interested in applying, to search job postings, go to: [Careers | Fortrea](#)

Is my employment and confidentiality agreement still enforceable?

Yes, all of the terms of any employment/confidentiality agreements that you signed at the commencement of your employment or thereafter are fully enforceable. Please refer to your agreements to learn more about your post-employment obligation.

Am I eligible to collect Unemployment Insurance?

Yes, you may apply for unemployment benefits with your local unemployment office subject to state and local requirements.

What if I am offered another position in other parts of Fortrea?

If you are offered a new position with Fortrea or one of its subsidiary companies, you will be transitioned into your new role as soon as possible. After you accept a new position, you are no longer eligible to receive severance. You will be considered a re-hire and your benefits would be based off your prior years of service according to the adjusted service date policy.

SEVERANCE DETAILS

How much severance pay will I receive?

Your severance payment is contingent upon you signing a severance agreement and release. The severance agreement will set forth the amount of severance you will receive. Severance pay is based on your level and your length of service (these payments are referred to as your "Severance Payment Period"). The calculation method is described in the US Severance policy.

How long do I have to sign my severance agreement?

Your severance agreement will specify the number of days that you will have to consider signing the agreement. Generally, employees will have either 21 or 45 days, as stated in your severance agreement, to sign. You will have an additional 7 days (or 14 days if you live in Minnesota) from the date you signed the agreement to revoke it. Please read your severance agreement carefully to determine how much time you have in which to exercise your right to revoke the agreement.

You do not have to wait the full 21 or 45 days to sign the agreement. If you do not sign your agreement or if you revoke it after signature, you will not be eligible for severance.

Who can I call if I have questions about my severance agreement?

If you have questions about your **severance agreement only**, please contact your HR representative. S/he will be able to either respond to your question or put you in touch with someone who can. For all other benefits questions, please see the Benefits Contacts List.

What if I get another job during my severance period – do I still get to keep my benefits?

If you get another job **with Fortrea or one of its subsidiary companies**, within your Severance Period, you would be required to repay a prorated portion of your Severance Payment.

Can I show the severance agreement to my spouse, attorney or financial advisor?

Yes, as indicated in the agreement, you can show this to your spouse, your attorney and your financial advisor. In fact, we would encourage you to provide the agreement to your attorney for review. Otherwise, the severance agreement is completely confidential.

BENEFITS AND CONTINUATION OF BENEFITS

What happens to my Fortrea health benefits (medical, dental, vision, and Health Care FSA)?

Your existing coverage under the Fortrea medical, dental, vision, and Health Care FSA will be affected as follows:

Your current coverage under these plans (i.e., your coverage as of your termination date) will end at midnight on the last day of the month during which your employment ends. Your benefit coverage tier *and* your payroll contributions will remain the same during this period.

Please note if you are still employed during the Annual Wellness Screening period, you and your spouse/domestic partner enrolled in the medical plan should participate and complete the Annual Wellness Screening.

If you are reassigned to another job prior to your termination date or rehired within 30 days of your termination date, you would be subject to the Annual Wellness Screening requirements in order to receive the medical plan wellness incentives for the following Plan year.

Following your benefits termination date, your medical, dental, vision, and Health Care FSA are eligible to be continued under COBRA (Consolidated Omnibus Budget Reconciliation Act). In order to continue your medical, dental, vision, and Health Care FSA coverage under COBRA, you must elect coverage by completing the COBRA election form, mailed to your home address, and returning the form to the COBRA administrator by the date noted on the COBRA package.

Please note that wellness rewards are not applicable for COBRA premiums.

Health Care FSA can only be continued through the end of the calendar year in which you terminate.

Please refer to your severance agreement for additional details. Please contact the PeopleCare Advocacy Center at 844-737-9659 with any questions regarding your benefit continuation through COBRA. PeopleCare will not recognize you as terminated until data is passed to them. This may take a few days after your termination date.

What happens to my other benefits?

Life Insurance Plans

Your coverage under the various Fortrea life insurance plans (including Basic Life, Optional Life, Optional AD&D and Dependent Life) will end at midnight on the last day of the month in which your employment ends.

You will be contacted by Prudential and offered the opportunity to convert this coverage to an individual policy. You may also request a Conversion Form by calling the PeopleCare Advocacy Center Monday–Friday, 8 a.m. – 8 p.m. Eastern Standard Time at 844-737-9659. It is your responsibility to submit your request for conversion within 31 days of your termination date.

The Accidental Death and Dismemberment insurance cannot be converted to an individual policy.

What happens to my Equity Awards?

Your equity agreement sets forth the terms and conditions of your grant. The equity agreement will state whether your equity award will fully or partially vest or be subject to forfeiture. If you have questions about the treatment of your equity awards upon separation, please contact Kelly Zimmermann at Kelly.Zimmermann@fortrea.com or Fortrea Stock Compliance at stockcompliance@fortrea.com.

For details on your equity award(s), please visit the Fidelity website at www.netbenefits.com or call at 1-800-835-5095. Your equity awards will be settled within 30 days of separation. Please allow sufficient time before contacting Fidelity. There will be a short period of time where it appears that your Equity Awards are no longer listed on the Fidelity site. The shares will reappear after being updated.

Disability Plans

Your coverage under the Fortrea disability plans (short and long term disability) will end at midnight on the last day of the month in which your employment ends. You may be eligible to convert this benefit to an individual policy. To learn more about your conversion options, call the PeopleCare Advocacy Center Monday–Friday, 8 a.m. – 8 p.m. Eastern Standard Time at 844-737-9659. If you want to convert this benefit into an individual policy, you must request a Conversion Enrollment Form from PeopleCare. It is your responsibility to initiate the conversion process by submitting a completed enrollment to Cigna within 31 days of your termination date.

Health Care Flexible Spending Accounts (“FSA”)

Your Health Care FSA is eligible to be continued under COBRA (Consolidated Omnibus Budget Reconciliation Act) however, your debit card will be inactivated on your termination date. You will be required to file a claim to obtain reimbursement of any eligible expenses. If you enroll in the Health Care FSA through COBRA your *current* contributions (those you are paying as an active employee) will remain unchanged and be billed to you by the COBRA administrator.

If you elect to continue your Health Care FSA under COBRA continuation of benefits, the benefit will end as of the end of the calendar year in which you terminate.

Expenses that are eligible for reimbursement under the Health Care FSA are those that you/your dependents incur up to and including (but not beyond) the period of time you continue the coverage under COBRA. To be reimbursed for eligible expenses, you **must** submit expenses incurred during the plan year by **June 15th of the following year**.

Dependent Care FSA

Your participation under the Dependent Care FSA plan will end at midnight on the last day of the month in which your employment ends. You may not continue this benefit under COBRA.



If you have a balance remaining in your Dependent Care FSA, you must **submit** your claim(s) no later than **March 31 of the following year** to be reimbursed for eligible expenses.

Health Reimbursement Account (“HRA”)

If you are enrolled in an applicable Fortrea medical plan at the time your employment ends, your HRA balance will remain intact as long as you elect medical coverage through COBRA. Eligible COBRA participants are able to complete specified programs and activities to earn additional HRA dollars as long as they are enrolled in an applicable Fortrea medical plan through COBRA.

Please note: If you elect not to continue your applicable Fortrea medical plan under COBRA, you will have access to your HRA account for 12 months after your termination date to submit expenses you incurred while an active employee.

401(k) Plan

Your contributions to the 401(k) Plan and the Employer matching contributions cease as of your termination date (last day worked). Note that you may change your contribution amount at any time up until your termination date.

Log onto Fidelity NetBenefits at www.401k.com or call the Fidelity Retirement Benefits Line at 1-800-421-3844 if you wish to make a change. Please note that it can take one to two pay periods for your change to be reflected in your paycheck.

You are always fully vested with regard to your contributions and Employer matching contributions made under the Fortrea 401(k) Plan beginning with the 2021 Plan Year. You are automatically fully (100%) vested on your termination date regardless of your years of service.

It may take up to 30 days after your termination for your status to be updated at Fidelity to allow for final contributions to be posted to your account.

You may cash out the vested portion of your account (tax penalties may apply) or you may roll over the vested portion of your account to another qualified plan.

The vested amount of your account is payable to you when you leave the company for any reason. If your vested account balance is:

- \$1,000 or less, Fortrea will make a distribution of the value of your vested account in a lump sum without your consent as soon as administratively possible following your severance from employment. You also have the option of rolling over the balance to another employer's qualified plan (if it accepts rollovers) or to an Individual Retirement Account (IRA).
- More than \$1,000 but less than or equal to \$5,000, you may request a distribution or rollover of your vested account balance and if you do not make a request, your entire vested Plan account will be transferred to an IRA on your behalf. Payment will be made in a lump sum.
- More than \$5,000, you may request a distribution or rollover of your vested account balance, or you may leave your account balance in the Plan.

If you leave your 401(k) account in the Fortrea Plan (at Fidelity), you will continue to have access to the plan through Fidelity's toll free number, 1-800-421-3844, and website, www.401k.com. You can also continue to transfer your monies amongst the existing investment options on a daily basis.

As of your termination date you will no longer be able to request loans from the plan. If you have a loan outstanding as of your severance date, you may continue making repayments by contacting Fidelity at 1-800-421-3844, or by accessing Fidelity Net Benefits, www.401k.com, to initiate the Electronic Loan Repayment Service (ACH). Failure to repay your outstanding loan balance for 30-days will result in your loan being treated as a deemed distribution, which will be subject to regular income taxes, and possibly a 10% federal tax for early withdrawal. You should contact Fidelity directly to pay off your outstanding loan.

Non-Qualified Deferred Compensation Plan

If you participated in the frozen Covance Executive Deferral Plan and/or the Fortrea Nonqualified Deferred Compensation Plan, your plan(s) balance will be paid based on the distribution elections you made each year in which you enrolled, beginning the sixth month after your termination date. You should contact Fidelity at (800) 544-9354 with any questions you have on your Fortrea account.

Tuition Assistance

If you have already begun coursework that qualifies you for tuition assistance **prior to your termination date**, you will be able to file for reimbursement benefits upon completion of this coursework. To receive reimbursement, contact the PeopleCare Advocacy Center at 844-737-9659.

Will I be required to pay back the tuition reimbursement I received during the past 12-month period on my termination date as specified in the Tuition Reimbursement Policy?

If your employment is terminated due to a reduction in work force, you will not be required to pay back any tuition reimbursement paid to you within the past 12-month period. If, however, you voluntarily terminate your employment prior to the scheduled date your position is scheduled to be eliminated, you may forfeit your ability to receive tuition reimbursement.

Will I be able to receive reimbursement for coursework that begins after my notification date, but prior to my termination date?

If you have coursework that was approved for tuition assistance prior to the date you were notified of your termination AND the coursework begins prior to your termination date, you will be able to file for reimbursement benefits upon completion of this coursework. To receive reimbursement, contact the PeopleCare Advocacy Center at 844-737-9659 for Tuition Reimbursement processing. ***Please note that you will not be able to receive reimbursement for coursework that was not approved prior to the date you were notified of your termination.***

SUMMARY

What can I expect to receive and when?

- ✓ You will receive an electronic (DocuSign) package to your personal email address within 5 business days of your termination which includes:
 - Severance Agreement and Release
 - If you are over the age of 40, you will also receive documents related to OWBPA (Older Workers Benefit Protection Act).
 - Information to access the Transition website.
 - The website includes information like: Frequently Asked Questions, COBRA rates, ADP access, etc.
- ✓ Employees who have received equity award agreements may be subject to a separate confidentiality/non-solicitation/non-compete agreement. Copies of those agreements can be viewed on the fidelity website at www.netbenefits.com
- ✓ Severance payment dependent upon when you electronically sign and returned your Severance Agreement and Release.
- ✓ Eligible Employees: Payment for accrued but unused PTO that is eligible for cash payout in your last regular paycheck or first severance paycheck.
- ✓ A COBRA “continuation of coverage” enrollment package from WageWorks will be mailed to you within 30 days of the date you terminate.
- ✓ A Fidelity 401(k) “information” package, which discusses your distribution options, will be mailed to you following your termination.
- ✓ A Fidelity loan repayment reminder (if you have an outstanding loan).

What do I have to do?

- ✓ Review and electronically sign your Severance Agreement and Release.
- ✓ Return the COBRA election form (by the date noted in your COBRA package) if you want to continue your participation in the Fortrea medical, dental, vision, Health Care FSA and/or no charge lab testing plans.
- ✓ Contact the PeopleCare Advocacy Center at 844-737-9659 if you wish to port/convert your current life insurance coverage to individual policies within 31 days from your employment termination date.
- ✓ Contact the PeopleCare Advocacy Center at 844-737-9659 to convert LTD coverage to an individual policy within 31 days of your termination date.
- ✓ Submit your Health Care, and Dependent Care Flexible Spending Account (FSA) claims for reimbursement by the applicable dates.
- ✓ Determine what you want to do with your Fortrea 401(k) account.
- ✓ Contact Fidelity at 1-800-421-3844 to settle or continue payment of an outstanding 401(k) loan.
- ✓ Contact Fidelity's Stock Plan Services at 1-800-835-5095 for equity questions.
- ✓ Contact the PeopleCare Advocacy Center at 844-737-9659 to provide any updates or corrections to your home address, now and in the future or if you have additional questions.

- ✓ If you have any additional questions about benefits, you can contact the PeopleCare Advocacy Center at 844-737-9659. In addition, you can contact your benefit providers directly.
- ✓ If you have any further questions not address here in this document, you may contact your Human Resources/Employee Relations representative.

What if I need an employment verification letter?

- ✓ If you require a letter to verify your past employment history (for bank reps, rental agreements, new mortgage loans, etc.), the requestor can contact employmentverification@Fortrea.com
- ✓ At this time, the HR Service Delivery can only accept requests in English and will complete the requested information in English. If requests cannot be submitted and completed in English, please continue to work with your HR or Payroll site contact.
- ✓ This service will provide basic employment information including dates of employment, position title and salary as applicable. We do not provide personal references or comment on performance. Additionally, when verifying past employment, we do not comment on “reason for leaving” or “eligibility for rehire”.

Keeping in touch about changes to your address:

- ✓ If your address changes after you have left the company, please call the PeopleCare Advocacy Center at 844-737-9659 and provide your Name, Employee ID, former and new address to ensure transition services and COBRA can continue without interruption.
- ✓ If you have any questions after terminations, please email: employmentverification@fortrea.com