

## **ARAMCO U.S. SHORT-TERM DISABILITY PLAN**

Aramco Shared Benefits Company (“ASBCO”) provides certain compensation continuation benefits for a specified period of time for an eligible Employee who is unable to work as a result of illness or injury pursuant to this Aramco U.S. Short-Term Disability Plan (“STD Plan”).

The STD Plan is a Company payroll practice previously maintained by the Saudi Arabian Oil Company (Saudi Aramco) prior to April 1, 2020.

### **WHO IS ELIGIBLE**

The STD Policy covers salaried Employees on the U. S. Dollar payroll of ASBCO and the following Participating Companies (collectively, the “Company”):

- Aramco Services Company
- Aramco Associated Company
- Aramco Overseas Company B.V.
- Aramco Capital Company, LLC
- Saudi Petroleum International, Inc.
- Saudi Refining, Inc.
- Saudi Aramco Energy Ventures U.S. LLC
- Saudi Arabian Oil Company
- Aramco Performance Materials LLC (USA)

Hourly or daily paid employees, leased employees, independent contractors, consultants and supplemental contract workers are excluded. Employees who voluntarily waive participation in the STD Plan in writing are also excluded.

### **COST AND FUNDING**

The Company pays the entire cost of the STD Plan and all benefits are paid from corporate assets directly by the Company to eligible Employees.

### **WHEN BENEFITS ARE PAYABLE**

Employees do not have to be hospitalized to receive STD Plan benefits, but must be ill or injured and unable to report to work. The Company may request medical evidence of illness or injury resulting in any absence from work.

### **Employees working in Saudi Arabia**

During an absence resulting from illness or injury, Employees receive their full Regular Compensation (defined as base salary and, if applicable, including foreign service premium and commodities and services allowance), while they remain in Saudi Arabia. After they leave Saudi Arabia, remaining benefits will be paid for the Benefit Period set out below (“Full Pay Weeks”), after which Employees receive one-half of their regular compensation for the Benefit Period set

out below (“Half Pay Weeks”) or under Saudi Labor Law, a maximum benefit of thirty (30) days of full pay, (60) days of three quarter (3/4) pay and thirty (30) days without pay in any one year period, on a cumulative basis, from the date the employee was granted “M” time, whichever is more beneficial to the employee. The Company does not provide prorated STD benefits based on partial years of service. STD Plan benefits are paid for the days the Employees are absent up to the number of weeks for which they qualify based on their years of service beginning on the date of the absence which results from the illness or injury, as illustrated below.

<u>Years of Continuous Service</u>	<u>Benefit Period of Regular Compensation</u>		Three Quarter Pay Weeks
	<u>Full Pay Weeks</u>	<u>Half Pay Weeks</u>	
1/2 year	4		8
1	4		8
2	4		8
3	6	6	
4	8	8	
5	11	11	
6	14	14	
7	17	17	
8	20	20	
9	23	23	
10 or more	26	26	

Employees working for the Company in Saudi Arabia who become injured or ill and are unable to work will receive their Regular Compensation regardless of the number of his or her years of service so long as they remain in Saudi Arabia. If the Employee leaves Saudi Arabia while injured or ill, their remaining STD Plan benefits (if any) will be determined on the basis of their years of continuous service beginning on the first date of their absence from work resulting from the illness or injury (determined under the above table), less any Benefit Period during which STD Plan benefits were received while in Saudi Arabia.

**Employees working in the U.S.**

During an absence resulting from illness or injury, Employees receive their full Regular Compensation (defined as base salary). The Company does not provide prorated STD benefits based on partial years of service. STD Plan benefits are paid for the days the Employees are absent up to the number of weeks for which they qualify based on their years of service beginning on the date of the absence which results from the illness or injury, as illustrated below.

<u>Years of Continuous Service</u>	<u>Benefit Period of Regular Compensation</u>	
	<u>Full Pay Weeks</u>	<u>Half Pay Weeks</u>
1/2 year	1	1
1	2	2
2	4	4
3	6	6
4	8	8
5	11	11
6	14	14
7	17	17
8	20	20

9	23	23
10 or more	26	26

### **PROCEDURE TO OBTAIN BENEFITS**

If an Employee is unable to report to work as a result of illness or injury, on the first scheduled work day when the Employee will be absent notice of the Employee’s illness or injury should be given to the Employee’s immediate supervisor by telephone with, if possible, an estimate the number of days the Employee expects to be absent. The Employee’s immediate supervisor should also be notified of any subsequent change in the estimated duration of the Employee’s absence from work.

### **REINSTATEMENT OF BENEFITS**

The Benefit Periods for STD Plan benefits are based on the Employee’s years of continuous service beginning on the first day of absence from work as a result of illness or injury. The Benefit Periods do not increase during the time when STD Plan benefits are being received by the Employee. If an Employee who has received STD Plan benefits returns to work for a period of at least 13 consecutive weeks (with no absences due to illness or injury during that time), the Employee will again be entitled to full STD Plan benefits and Benefit Periods equal to the total number of weeks at full and half pay to which their years of continuous service (including the Benefit Period(s) during which the Employee was receiving STD Plan benefits) entitles them. If an Employee who has been receiving STD Plan benefits returns to work but again suffers an illness or injury and is unable to work before satisfying the requirement of 13 consecutive weeks of work without an absence, the Employee will be entitled to the Benefit Periods and STD Plan benefits to which their continuous service entitles them, less any Benefit Periods and STD Plan benefits they received following any prior reinstatement of STD Plan benefits.

### **LIMITATIONS ON BENEFITS**

Benefits payable under the STD Plan are reduced by benefits payable from other employment-based disability income sources, including worker’s compensation, state disability laws, U.S. Social Security and Saudi Arabian Social Insurance law.

STD Plan benefits are not payable for losses caused by or resulting from intentional self-inflicted injury; active participation in any insurrection, war, or act of war; engaging in an illegal occupation; or upon conviction following the commission of a felony. STD Plan benefits are not paid during an unpaid leave of absence.

STD Plan benefits are payable for an illness or injury which occurs while on vacation only if the disability lasts more than three (3) days, if the Employee notifies their immediate supervisor as soon as possible, but not later than the first day they are scheduled to return to work, and if the Employee provides adequate medical evidence of the illness or injury.

STD Plan benefits cease when the Employee has received all benefits to which the Employee is entitled under this STD Plan; when the Employee is no longer an eligible Employee; or when the Employee’s employment with the Company terminates.

### **AMENDMENT AND TERMINATION OF PLAN**

ASBCO reserves the right to amend or terminate this STD Plan at any time; provided, however, that no such amendment or termination shall affect the right to any unpaid STD Plan benefits of an eligible Employee while covered by this STD Plan.

### **ADMINISTRATION**

ASBCO has the exclusive right to interpret the provisions of the STD Plan and to review and approve or deny any claims for benefits. ASBCO's decisions are conclusive, binding and final.