# Total Rewards Overview United States

# AUTODESK

This document is a general overview of our Total Rewards programs. Details are available at <u>https://benefits.autodesk.com</u>.

## Compensation

## **BASE PAY**

Autodesk understands the importance of attracting and retaining the best talent, and therefore offers a competitive base salary.

## VARIABLE PAY

## Commissions (Sales Only)

Eligible employees participate in a sales commissions plan. On Target Earnings (OTE) is the targeted cash compensation amount for the achievement of expected levels of performance (i.e., 100% of quota). OTE is comprised of two components: base salary and commissions.

## Autodesk Incentive Plan (Non-Sales Only)

The Autodesk Incentive Plan (AIP) is Autodesk's annual bonus program for eligible employees who do not participate in a sales commission plan. The AIP funding is determined by the Company's business performance as measured by key financial goals. The actual amount each participant receives is determined by the individual's performance (manager's assessment), as well as the employee's eligible time and target earnings for a plan year.

## Recognition

Long service and exceptional performance awards are delivered through our Applause platform. Eligible employees can receive e-thanks, points (that can be redeemed for gifts/gift cards), and cash (Autobucks).

# **EQUITY PROGRAMS**

## **Restricted Stock Units (RSU)**

Employees may periodically receive restricted stock units (RSUs) in recognition of performance or promotions. RSUs are also intended to support the retention of key talent.

## Employee Stock Purchase Plan (ESPP)

The ESPP is a voluntary program which provides eligible employees an opportunity to purchase shares of Autodesk's common stock at a discount to the open market price (min. 15% discount) through payroll deduction and subject to purchasing limits. Employees can elect to contribute up to 15% of eligible pay. Open enrollment occurs twice a year, in March and September. There is a 2-year price lookback feature that begins after the employee's enrollment.

# **Benefits**

Employees scheduled to work 20+ hours per week and their dependents are eligible for healthcare coverage. Autodesk contributes enough towards employees' benefits to purchase a comprehensive benefits package for themselves and subsidizes health insurance premiums for eligible dependents.

## **HEALTH INSURANCE**

# Medical

Autodesk offers three national medical plan choices: a High Deductible Health Plan (HDHP) with a compatible health savings account (HSA), a traditional PPO plan, and EPO plan. An HMO plan is also available in California and Oregon.

# Dental

Autodesk's dental plans cover preventive, basic, and major dental care as well as orthodontia. The two options (PPO or DMO) differ in network providers, coverage levels, and specific plan provisions.

## Vision

Autodesk's vision plans cover exams, lenses, frames, and contacts. The two options (Basic and Plus) differ in coverage levels.

## **Business Travel Medical**

Autodesk provides coverage for employees when travelling on behalf of Autodesk outside their country of residence. Eligible family members are only covered when travel expenses are paid by Autodesk.

# **HEALTH SAVINGS ACCOUNT (HSA)**

The HSA allows employees enrolled in the High Deductible Health Plan (HDHP) to set aside pre-tax dollars to pay for eligible health care expenses - now or in the future. Bonus: For employees who elect the HDHP and HSA, Autodesk makes HSA contributions each pay period - \$50 for individual coverage and \$100 for family coverage.

# FLEXIBLE SPENDING ACCOUNTS (FSA)

Employees may set aside pre-tax dollars, up to the IRS limit each calendar year, to pay for eligible expenses.

## Health Care FSA

Use this plan to pay for medical, dental and vision expenses not covered by health insurance.

## **Dependent Care FSA**

Use this plan to pay for work-related dependent care expenses, such as licensed day care.

## WELFARE INSURANCE

## Employee Life/AD&D (Accidental Death & Dismemberment)

Autodesk pays the premium cost for 1x annual salary for both life and AD&D insurance coverage. Employees may also purchase supplemental coverage up to 7x annual salary - to a maximum of \$2,000,000 each for combined basic and supplemental life and AD&D coverage.

## Dependent Life/AD&D

Employees may elect life and/or AD&D coverage in various amounts for their spouse/partner and child(ren). Eligible children are automatically enrolled in \$10,000 of AD&D coverage at no additional cost.

## Sick Leave

Autodesk does not strictly limit the number of sick days used because we trust employees to use sick leave responsibly. Employees receive normal pay and benefits while on sick leave.

## Medical Leave - Short Term Disability (STD)

When several sick days are not enough, employees will transition to paid medical leave. Autodesk supplements up to 100% of base salary for up to 90 calendar days. Common situations include hospitalization and illness due to a serious health condition, occurring either continuously or intermittently. Medical certification is required.

## Medical Leave - Long Term Disability (LTD)

After 90 calendar days of disability, employees may be eligible for LTD benefits. LTD benefits are coordinated to provide a total monthly benefit of 66.67% of monthly pre-disability earnings up to \$20,000 per month. Autodesk covers the premium cost for LTD.

# **RETIREMENT PLAN**

Employees are eligible to participate in Autodesk's 401(k) Plan effective on their date of hire. The 401(k) Plan offers a wide array of investment funds from which to choose, including target date funds, mutual funds, and a brokerage option.

The components and availability of Autodesk's Total Rewards programs vary by location depending on applicable laws and Autodesk policies and practices. All components of Autodesk's Total Rewards programs are discretionary to the extent not required by law. All discretionary components are subject to cancellation, replacement or change at any time, without compensation, at the sole discretion of Autodesk. Total Rewards programs do not form part of any employee's contractual terms and conditions of employment unless their employment contract expressly states otherwise. If there is a conflict between the information in the Total Rewards Overview and official plan documents/policies, the official plan documents/policies will govern. Note: Not all employees are eligible for each of these rewards programs.

# AUTODESK

## Employee 401(k) Contributions

Eligible employees may contribute up to 75% of eligible compensation on a pre-tax, Roth, and/or traditional after-tax basis, subject to applicable annual IRS limits.

## **Company Matching Contributions**

Autodesk matches 75% of the first 6,000 an employee contributes to the 401(k), for a maximum annual company match of 4,500. Company matching contributions vest immediately.

## Work/Life Quality

## WORKPLACE FLEXIBILITY

As a hybrid-first company, Autodesk's Flex Forward program supports its employees by offering a one-time new hire home office stipend and monthly internet reimbursement.

## **TIME OFF**

## Sabbatical

Eligible employees receive a six-week paid sabbatical every four continuous years of full-time U.S. Autodesk employment. This program is designed to give employees time away from work, returning to work not only refreshed, but also excited about sharing innovative ideas and tackling new challenges.

#### Holidays and Autodays

In addition to major holidays, employees may receive paid Autodays, which are designated by the company each year.

#### Vacation or Discretionary Time Off

Full-time non-exempt employees accrue 10 hours of vacation per month, up to a maximum balance of 200 hours. Exempt employees do not accrue vacation but use Discretionary Time Off for leisure.

#### **Parental Leave**

Eligible employees can take up to six weeks of paid bonding time.

#### Other Leaves & Time Off

Autodesk provides other types of paid leave and time off under company policies and as per local statutory requirements.

## HEALTH AND WELLBEING

## **Employee Assistance Program (EAP)**

The EAP provides confidential counseling services for employees and their eligible dependents, and also provides resources and referrals across a broad range of areas including legal and financial guidance.

#### **Benefits My Way Wellness Reimbursement**

This program gives eligible employees the flexibility to support their physical, emotional, financial, and sustainable wellness goals. Employees may be reimbursed for a wide variety of eligible expenses, up to \$1,000 per year.

#### Health Advocacy Programs

These programs can help employees and their families navigate the health care system and get the most from health care benefits. Services include virtual second opinions, assistance with locating providers, explaining how health plans work, and helping resolve health insurance claims issues.

## Make a Family Program

Autodesk will reimburse up to \$10,000 per calendar year to help offset the cost for eligible family making services unrelated to infertility. Examples include adoption, reciprocal IVF/co-maternity, surrogacy, elective egg/sperm freezing, and associated costs.

#### **Family Support**

From family planning and expecting a newborn, to raising babies, toddlers, and teens, to caring for adult loved ones, this program supports each unique need through 1:1 support and content curated to an individual's needs.

#### Parental Leave Support

Expectant parents have access to 1:1 career coaching before, during, and after parental leave and managers can receive training on how to best support their employees taking parental leave.

#### **Neurodiversity and Parenting Support**

This program can help employees navigate the unique challenges of neurodiversity by providing access to parenting and workplace neurodiversity experts, along with unlimited virtual training courses and resources. In addition, this program supports all parents in a wide range of matters, including behavioral challenges, establishing bedtime routines, and promoting successful study habits.

## **VOLUNTARY PROGRAMS**

#### Group Legal Plan

Enrolled employees have access to a group of attorneys and other resources such as legal representation, telephone advice and consultation, and online resources to assist with legal needs.

#### **Commuter Benefit Program**

Commuter benefits allow employees to pay for their qualified expenses for commuting to and from work using pre-tax dollars.

#### Auto, Home, and Pet Insurance

Autodesk employees have access to favorable pricing on insurance coverage for auto, home, renters, and more. Affordable health insurance plans for dogs, cats, and other pets are also available.

## **LEARNING & DEVELOPMENT**

#### Training

Autodesk believes in the value of investing in employee's development. MyLearning, powered by Degreed, helps employees easily discover various content providers, including our internal Autodesk Learning Central, where employees can register for instructor-led courses.

#### **Tuition Reimbursement**

Employees may receive partial tuition reimbursement upon successful completion of courses\*.

#### **Membership Fees for Professional Associations**

Autodesk reimburses for professional associations membership fees if there is a direct link or advantage for Autodesk and the employee's job\*.

\*Subject to maximums and manager approval.

## **EMPLOYEE IMPACT**

#### **Donation Matching & Volunteering**

The Autodesk Foundation matches up to \$5,000 of an employee's donations to qualified non-profits per year. Employees can also volunteer up to 48 hours per year during working hours. For every 10 hours volunteered, The Autodesk Foundation will give \$100 to a qualified non-profit of the employee's choosing.

## **EMPLOYEE REFERRAL PROGRAM**

We encourage employees to reach out to their network and refer qualified candidates for specific job openings. In return for hiring referred candidates, Autodesk pays a cash award to the employee making the referral.

#### This document was last revised on 1 January 2025

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