

Eligible Automatic Contribution Arrangement Participant Notice



RUAN, INCORPORATED
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DES MOINES, IA 50309-2506
(800) 845-6675

You are eligible to participate in the RUAN EMPLOYEES' PROFIT SHARING AND SAVINGS PLAN which includes an Eligible Automatic Contribution Arrangement (EACA) for the 2019 plan year. This notice provides you with information to consider before deciding to take no action or to start, continue or change your salary deferral rate.

Eligibility and Entry Requirements

You are eligible to participate in the plan and make Elective Deferral contributions if you:

- Have completed 60 days of employment.

You are eligible to participate in the plan and receive Employer Contributions if you:

- Have completed 1 year of service with the company.

If you are a World Food Prize Tour Guide hired or rehired on or after 7/1/2015 or an Intern, you have different eligibility and entry requirements. You are eligible to participate in the plan and make Elective Deferral contributions, as well as receive Employer Contributions, on the semiannual date on or after you meet the following eligibility requirements:

- Are at least age 21
- Have completed 1 year of service with the company in which you worked 1000 or more hours

Salary Deferral Contribution Plan Provision

You may elect to defer a percentage of your pay each pay period. Your current taxable income is reduced by the amount you contribute through pre-tax salary deferral. This lets you reduce your current federal and most state income taxes. This plan allows you to defer 80% of your pay.

- You may also elect to defer a percentage of your pay each pay period as Roth deferrals, which are after-tax contributions.

Automatic Contribution Arrangement

This retirement plan includes an automatic contribution arrangement that applies to new participants or re-hired participants as they enter the plan. If you are a new participant, you will be automatically enrolled in the retirement plan, meaning 5% of your pay will be deducted from paychecks and contributed to the retirement plan on your behalf unless you elect a different salary deferral percentage. If you are not a new participant, you will maintain your current salary deferral amount unless you elect a different salary deferral percentage.

The retirement plan also includes an automatic salary deferral increase provision. Salary deferral contributions for automatically enrolled participants will automatically be increased by 1% every 7/1 up to 10%.

If you do not wish to be automatically enrolled, you may elect not to defer or to defer another percentage. You can enter into an agreement to change your salary deferral contribution on any date. You will need to complete an election online, if applicable, before the date on which it is effective. Once an agreement (affirmative or automatic) is in effect, salary deferrals will be payroll deducted from your future paychecks. You can terminate your agreement at any time.

If you affirmatively elect to make salary deferral contributions or if you are automatically enrolled and you do not provide direction as to how contributions made on your behalf should be directed, then the contributions will be directed to T. Rowe Price Retirement Trust F, sub advised by T. Rowe Price Associates, Inc.

Internal Revenue Service (IRS) regulations or the retirement plan may limit the annual amount of your salary deferral contributions. Please see below for the annual IRS salary deferral limits. If you meet a salary deferral contribution limit, you may continue to defer up to the catch-up contribution limit if you are eligible to defer catch-up contributions.

Salary Deferral Limits

Internal Revenue Service (IRS) regulations or the retirement plan may limit the annual amount of your salary deferral contributions. If you want to contribute more to your account than would be provided automatically, there are limits on the maximum amount. The IRS and plan limits are described in the Plan's Summary Plan Description (SPD) or can be obtained from your employer.

Pay is defined under the plan as follows:

Code Section 3401(a) wages (wages for purpose of income tax withholding), excluding safe harbor fringe benefits.

Safe harbor fringe benefits are reimbursements or other expense allowances, fringe benefits (cash or noncash), moving expenses, deferred compensation (other than elective contributions), and welfare benefits.

Other Employer Contributions

In addition to the above, other employer contributions may be made to the Plan. You should review the Plan's SPD for details regarding these other contributions.

Vesting Plan Provisions

You are always 100% vested in the part of the account resulting from Salary Deferral Contributions and Rollover Contributions:

You may be vested in a percentage of the account from the following Employer matching contributions and discretionary contributions. The schedule below determines your vesting percentage:

Years of Vesting Service	Vesting Percentage
2	20%
3	40%
4	60%
5	80%
6	100%

Withdrawal Plan Provisions

- Severance from employment
- Death
- Disability
- Attainment of age 59½
- Plan termination
- Hardship withdrawal
- Qualified Reservist withdrawal
- Active Military - Deemed Severance withdrawal
- Rollover

You may elect to withdraw the portion of the account that is a result of salary deferral contributions that were automatically contributed to the plan on or after 3/1/2009 by completing a Permissible Withdrawal Form. The election must be made within 90 days after the pay date of the first automatic salary deferral contribution of an automatic contribution arrangement. Associated matching contributions, if any, will be forfeited. See the "Additional Information" section below for information on who you may contact for the proper form.

NOTE: If you did not have automatic salary deferral contributions for one whole plan year, then the election period may start over from the new, first automatic salary deferral contribution.

Additional Information

For additional information about the retirement plan, please contact:

Ruan Benefits Department
3100 RUAN CENTER
666 GRAND AVENUE
DES MOINES, IA 50309-2506
1-800-845-6675
benefits@ruan.com

An additional copy of the Summary Plan Description can also be obtained from the above stated contact.

This notice includes a brief description of your employer's retirement plan features. While this notice outlines many of the major provisions of your employer's retirement plan, the notice does not provide you with every plan detail. The legal plan document, which governs this plan, provides full details. If there are any discrepancies between this notice and the legal plan document, the legal plan document will govern.

From time to time, your employer may elect to amend the retirement plan provisions. This notice may be updated to reflect proposed amendments to the plan document provisions. Until a plan amendment is adopted, however, the legal plan document will govern. Contact your plan sponsor if you would like more details regarding applicable retirement plan provisions.