

RRA 401(k) Retirement Savings Program

REVISED: APRIL 2022

Retirement may be years away or just around the corner, but either way, you need to plan for your future financial security. Helping our employees establish a degree of financial security at retirement is important to Russell Reynolds. To help you save for the future, RRA has established the Russell Reynolds Associates Retirement Savings Plan. Your savings combined with the matching contribution and discretionary profit sharing contribution that the firm makes on your behalf, allow us to work together to help meet the firm's goal of financial security for those who make a career with Russell Reynolds.

All eligible employees can begin contributing to the 401(k) plan immediately upon hire. All of the important details about the RRA Retirement Savings Plan are contained in an enrollment guide which will be mailed to your home. Once you have reviewed the materials you can enroll by logging onto www.401k.com or calling 1-800-835-5087.

When determining your RRA contributions, please remember to take into account any contributions that you may have made to a previous 401(k) savings plan earlier in the calendar year at your prior employer. The contribution limit for 2022 is \$20,500.

If you do not enroll during the first 60 days from your date-of-hire you will automatically be enrolled in the plan at a rate of 6% of your earnings. To change this rate or decline enrollment altogether please contact Fidelity prior to this date.

Beginning the quarter following your 1st anniversary with the firm, you will be eligible for the company match. RRA offers a match of 50% of your contribution up to 6% of your annual earnings. In addition at this time, you will become an eligible participant in the discretionary profit sharing contribution that is awarded annually as of December 31st.

Attached you will find a guideline to "getting started with NetBenefits" which will allow you to enroll and update your contributions and investments at www.401k.com.

For the full details and eligibility rules for these plans please refer to the Total Rewards website on @RRA under People > Total Rewards

For questions on this or any of the benefits offered at RRA please contact Bridget Blake, People Team at 212.716.7086 or bridget.blake@russellreynolds.com

Welcome to Russell Reynolds!

As an employee of Russell Reynolds, you will be automatically enrolled in the Russell Reynolds Associates Retirement Savings Plan, provided you are age 21. Our retirement savings plan offers you a convenient, tax-advantaged way to save for the future. It's a benefit that's too good to miss.

Helping our employees establish a degree of financial security at retirement is important to Russell Reynolds. To help you save for the future, RRA has established the Russell Reynolds Associates Retirement Savings Plan. Your savings combined with the matching contribution and discretionary profit sharing contributions that the firm makes on your behalf, allow us to work together to help meet the firm's goal of financial security for those who make a career with Russell Reynolds.

Join a plan that can make a difference in your financial future

Russell Reynolds realizes that sometimes the toughest part of saving for the future is actually getting started. All new employees can join the Russell Reynolds Associates Retirement Savings Plan immediately. All of the important details about the Russell Reynolds Associates Retirement Savings Plan are contained in an enrollment guide, which will be mailed to your home by Fidelity. Once you have reviewed the enrollment materials from Fidelity Investments, you can enroll by logging onto www.401k.com or calling 1-800-835-5087.

When determining your RRA contributions, please remember to take into account any contributions you may have made to a previous 401(k) savings plan earlier in the calendar year at your prior employer.

For the Plan Year 2022, your total 401(k) contributions cannot exceed the individual 402(g) limit of \$20,500 for the entire year. As a result, you must subtract any contributions you made to another plan earlier in the year before you joined Russell Reynolds. Here's how it works:

For illustrative purposes only

• 2022 IRS 401(k) limitation	\$20,500
• Prior 401(k) contributions at ABC Company (January 1 - March 31, 2022)	<u>4,025</u>
• Remaining balance that can be contributed to the Russell Reynolds Associates Retirement Savings Plan for the remainder of the year	\$16,475

An easy way to start saving: the Auto-Enrollment Program

Because sometimes life gets too busy and we don't make time to do the things we should, we have implemented an auto-enrollment program, which will help you begin to save and continue to save.

Here's how it works:

- As a new employee, you will receive an enrollment guide directly from Fidelity which provides the details of the plan and your investment options. *After receiving this information, you may enroll immediately by going on line to Fidelity's NetBenefits® at www.401k.com.*
- *If you do not enroll immediately (after 60 days from your date-of-hire), you will be automatically enrolled at a pre-tax contribution rate of 6% and invested in the Vanguard Target Fund, which is based on your birth date and assumes a retirement age of 65. Please use the guidelines on the next page to determine which Vanguard Fund® your future contributions may be invested in. Keep in mind that the Funds provide asset allocation up to and during retirement, becoming gradually more conservative as each fund reaches its target retirement date. These funds are subject to the volatility of the financial markets in the U.S. and abroad and may be subject to the additional risks associated with investing in high yield, small cap and foreign securities. (For more information on the Vanguard Funds or other investment options, please consult your enrollment guide.)*
- *Under the auto-enrollment scenario (as outlined in the second bullet above), your payroll deductions will begin with the first paycheck following your 60th day of hire.*

	Auto-enrollment
<i>If your date of hire is...</i>	January 15
<i>Your enrollment date is...</i>	March 16
<i>Your contributions will begin</i>	April 15th (Nonexempt staff) April 26th (Exempt staff)

- Once you have been enrolled (either self-enrolled or auto-enrolled), you will receive a confirmation statement from Fidelity notifying you that you have been enrolled in the plan, your pre-tax contribution percent (6%, unless you have made an election to contribute a different percentage) and your investment selection. **Keep in mind, you may discontinue auto-enrollment at any time. If you do not want to be auto-enrolled or would like to change/suspend your contribution percentage or modify your asset allocation, log onto Fidelity NetBenefits® at www.401k.com or call 1-800-835-5087.**

The Default Investment: Vanguard Target Funds

Russell Reynolds wants to remind you that any future contributions to your account that are not directed to a specific investment option in the Plan will be invested in the Target Date Fund® based on the chart below.

This applies only to those participants who do not make an investment election for their contributions.

- Your future contributions will be invested in the Fund that has a target date closest to the year that you reach age 65 based on your date of birth.
- Please use the guidelines below to determine in which Vanguard Target Fund your future contributions may be invested. Keep in mind that the Freedom Funds provide asset allocation up to and during retirement, becoming gradually more conservative as each fund reaches its target retirement date. For more information on the Freedom Funds, log on to Fidelity NetBenefits® at www.401k.com.

Date Of Birth	Retirement Date Range	Vanguard Target Fund®
If no date of birth on file or invalid date of birth on file	N/A	Vanguard Freedom Income Fund®
1/1/1900 – 12/31/1932	Retired before 1997	Vanguard Freedom Income Fund®
1/1/1938 – 12/31/1942	2003 – 2007	Vanguard Freedom 2005 Fund®
1/1/1943 – 12/31/1947	2008 – 2012	Vanguard Freedom 2010 Fund®
1/1/1948 – 12/31/1952	2013 – 2017	Vanguard Freedom 2015 Fund®
1/1/1953 – 12/31/1957	2018 – 2022	Vanguard Freedom 2020 Fund®
1/1/1958 – 12/31/1962	2023 – 2027	Vanguard Freedom 2025 Fund®
1/1/1963 – 12/31/1967	2028 – 2032	Vanguard Freedom 2030 Fund®
1/1/1968 – 12/31/1972	2033 – 2037	Vanguard Freedom 2035 Fund®
1/1/1973 – 12/31/1977	2038 – 2042	Vanguard Freedom 2040 Fund®
1/1/1978 – 12/31/1982	2043 – 2047	Vanguard Freedom 2045 Fund SM
1/1/1983 – 12/31/1987	2048 – 2052	Vanguard Freedom 2050 Fund SM
1/1/1988 –	2053 –	Vanguard Freedom 2055 Fund SM

Keep in mind that if you have designated an investment election for your contributions through Fidelity, this default schedule does not apply.

It's Important to Start Saving Today

Participating in your retirement savings plan can be easier than you think. By contributing even a small amount, when it's combined with the Russell Reynolds matching contribution and profit sharing contribution (which you will be eligible to receive the quarter following your one year anniversary date, provided you are age 21 or older), your savings have the potential to add up.

No matter what your age is, saving for retirement makes good sense. Whether you are 25, 40, or 55, the steps you take today will impact your financial future. Regardless of your current age, we all will face increasing health care costs, longer life expectancies than past generations and the challenges of inflation on our retirement savings. The preparations you make during your working years can help determine your financial security during retirement.

If you have any questions on the Plan, please call Bridget Blake at 1-212-716-7086 or Fidelity Investments at 1-800-835-5087. We look forward to working together and are excited you have joined the Russell Reynolds team.

The investment options available through the Plan reserve the right to modify or withdraw the exchange privilege.

Unless otherwise noted, transaction requests confirmed after the close of the market, normally 4 p.m. Eastern time, or on weekends or holidays, will receive the next available closing prices.

Before investing in any mutual fund, please carefully consider the investment objectives, risks, charges and expenses. For this and other information, call or write to Fidelity for a free prospectus. Read it carefully before you invest.

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