

# 2026 Part Time Benefits Guide



**Graham**  
Packaging

This publication contains important information about  
your employee benefit program.

**Please read thoroughly.**

*12-29 Hours Per Week*



### Summary Plan Description and Disclaimer

The Benefits Guide is part of the Graham Packaging Summary Plan Description (SPD). Please read it carefully and keep it for future reference with your copy of the SPD, available online at [www.gpcbenefits.com](http://www.gpcbenefits.com). To request a hard copy of the SPD, please contact the Graham Benefits Center at 877.878.9898.

If there are any differences between this guide and the Plan Document, the Plan Document will govern. The Company may change the level of benefits provided under the Plan at any time without prior notice. If a change is made, benefits for claims incurred after the date the change takes effect will be paid according to the revised plan provision. In other words, once a change is made, there are no rights to benefits based on earlier plan provisions.



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## Eligibility & Enrollment

If you are a part-time Graham Packaging employee who is scheduled to work between 12 and 29 hours a week, you are eligible for benefits effective the first day of the month following 30 days of hire. You have the option to enroll in the benefit coverage that meets the needs of you and your family including:

- ▶ Dental
- ▶ Vision
- ▶ Advantage Benefit Plans
  - Accident
  - Critical Illness

You may be automatically eligible for the following company paid benefits. Eligibility for these benefits are based on the number of hours you are scheduled to work each week:

- ▶ Basic Life & AD&D (**minimum 20 hours**)
- ▶ Short Term Disability (**minimum 20 hours**)
- ▶ Business Travel Accident
- ▶ Employee Assistance Program (EAP)
- ▶ 401(k) Plan with Company Match (Eligibility begins on your date of hire)
- ▶ Tuition Reimbursement
- ▶ Vacation

## Eligible Dependents

You may also enroll your eligible dependents in some benefits, including your:

- ▶ Legal Spouse/Domestic Partner
- ▶ Children Under the Age of 26
  - **Dependent children include:** your biological children, stepchildren, and legally adopted children. Additionally, any child for whom you are responsible under a court order such as a foster child, grandchild, or a child placed in your home for adoption are eligible under the Plan.
- ▶ Disabled Children Over Age 26

**If your spouse or adult dependent works for GPC, you cannot enroll him or her in a GPC benefit plan that he or she elected.** I.e., if your spouse

enrolled in a GPC medical plan you are not able to enroll him or her in your GPC medical coverage. These rules also apply to accident insurance and critical illness. If you have any questions regarding this provision, contact the Graham Benefits Center at 877.878.9898.

## Mid-Year Enrollment Changes

When you have a Qualified Life Event that may affect your benefit coverage, you have 31 calendar days from the event date to make changes. Changes can be made online, via the mobile app, or by calling the Graham Benefits Center. If you don't make a Qualified Life Event change within 31 days of the date of the event, you will not be allowed to make a change until the next open enrollment period. The deadline is not flexible. It's an IRS requirement. **You do not have to wait for the Social Security number to be assigned to enroll a newborn.** Newborns must be enrolled within the first 31 days of their date of birth.

## Qualified Life Events

- ▶ Marriage, divorce, legal separation, annulment, or termination of domestic partnership; The beginning of a domestic partnership;
- ▶ Birth, adoption or placement for adoption, or foster care of a child;
- ▶ Any event that changes your employment status or the employment status of your spouse, domestic partner, or dependent, such as terminating or commencing employment, the beginning or end of an unpaid leave, or change of employment classification (for example, part-time to full-time or vice versa);
- ▶ Your spouse or domestic partner acquires or loses coverage through his or her employer; Your child gains or loses eligibility for your coverage; or
- ▶ Your dependent spouse, domestic partner, or child dies.

The change being made will be effective as of the QLE date, once all required documents are received within the allowed time period. The change must be due to, and consistent with, your QLE. Following notification of the QLE, all payroll deduction changes will be made as soon as administratively possible on a prospective basis. Refer to page 15 in the Appendix to review acceptable dependent verification documents or contact the Graham Benefits Center.

## Dental Plan

### Dental Provider—Delta Dental of Illinois

Your dental plan covers:

- ▶ Diagnostic and preventive care, such as exams, cleanings, and x-rays
- ▶ Basic restorative and major services, such as fillings, crowns, and dentures
- ▶ Orthodontia

#### How the Plan Works

You and your family members can go to any dentist. If you elect to receive treatment from a Delta Dental participating dentist, the dentist will generally submit claims for you and your out-of-pocket costs will be lower.

If you choose a dentist from within Delta Dental's network, you will save the most due to larger discounts.

When you visit an out-of-network dentist, the plan's reimbursement is based on reasonable and customary (R&C) charges. Any charges above R&C are your responsibility. R&C cost is the amount considered to be reasonable in your geographic area for the same service, as determined by Delta Dental.

#### Dental Plan Overview & Costs

PPO	
Deductible (Single/Family)	\$50/\$100
Preventive Care	100%
Basic Services	80%
Major Services	50%
Orthodontia	50%
Orthodontia Eligibility	Dependents to age 19*
Ortho Lifetime Maximum	\$1,500
Annual Maximum	\$1,500
2026 Contributions	
Coverage Tier	Weekly
Employee Only	\$3.17
Employee + Spouse	\$7.34
Employee + Child(ren)	\$6.62
Employee + Family	\$10.47

\* If you are over age 19 and are receiving orthodontia services that have been covered by the company, you may continue treatment to the earlier treatment completion or age 26.



#### ID Cards

- ▶ Employee Only - Members will receive one card.
- ▶ Employee +1 or more dependents – Members will receive two cards.

Members can request additional cards by contacting Delta Dental at 800.323.1743. Members may also download a card via the mobile app or member portal at [www.deltadentalil.com](http://www.deltadentalil.com).

### Did You Know?

Children and adults are at risk for eye strain due to the growing use of digital devices. Computer Vision Strain and/or digital eye strain, are medical issues with serious symptoms that can affect learning and work productivity. It is now the number one computer-related complaint in the US—ahead of carpal tunnel syndrome.

To help protect individuals' eyes against overuse of digital devices, you should get eye exams regularly.

### ID Cards

You will not receive an ID card. At your appointment, simply tell your provider you are enrolled with VSP. There are no claim forms to complete when you see a VSP participating doctor or participating retail chain.

If you do want an ID Card, once enrolled you can print one from [www.vsp.com](http://www.vsp.com).

## Vision Plan

### Vision Provider—Vision Service Plan (VSP)

With VSP, you will receive a great value on your eye care and eyewear. VSP offers personalized care, great eyewear, and a choice of providers.

You'll Like What You See with VSP

- ▶ **High Quality Vision Care.** You'll get the best care from a VSP provider, including a WellVision Exam®—the most comprehensive exam designed to detect eye and health conditions.
- ▶ **Choice of Providers.** The decision is yours to make—choose a VSP doctor, a participating retail chain or any out-of-network provider. If you choose an eye care professional from within VSP's network, you will save the most due to larger discounts, versus going to an out-of-network eye care professional.
- ▶ **Great Eyewear.** It's easy to find the perfect frame at a price that fits your budget.
- ▶ **Featured Frame Brands.** Offers expanded coverage options with an additional \$50 to spend on Featured Frame Brands at VSP network locations or on ANY frame at Visionworks.\* Visit [vsp50foryou.com](http://vsp50foryou.com) to find your nearest VSP network or Visionworks location and start saving today!

### Using Your VSP Benefit Is Easy

Create an account at [www.vsp.com](http://www.vsp.com). When your plan is effective, review your benefit information.

Find an eye care provider who's right for you. To find a VSP provider, visit [www.vsp.com](http://www.vsp.com) or call 800.877.7195.

### Vision Plan Overview & Costs

PPO	
Exam Copay	\$10
Frequency	Once/calendar year
Materials Copay	\$25
Lenses Frequency	Once/calendar year
Frames Frequency**	Once every other calendar year**
Frame Allowance	\$175
Contacts Allowance**	\$175**
2026 Contributions	
Coverage Tier	Weekly
Employee Only	\$1.28
Employee + Spouse	\$2.57
Employee + Child(ren)	\$2.74
Employee + Family	\$4.38

\*Additional \$50 to spend is in addition to employee's base allowance and can't be used in conjunction with other promotional offers.

\*\* Contact lenses are provided in lieu of all other lens and frame benefits per calendar year.



## Basic Life & Accidental Death & Dismemberment (AD&D) Insurance

### Life and AD&D Insurance Provider—Voya

It is important to plan for your family's financial security in case the unexpected happens. Life insurance and accidental death and dismemberment insurance offer you and your family financial support and peace of mind in the face of unforeseen events.

Be sure to list your beneficiaries when you enroll. As personal circumstances change, be sure to keep your beneficiary information up to date.

### Company Paid Basic Life & AD&D Insurance (20-29 hours)

If you are an employee **scheduled to work between 20 and 29** hours per week, the Company will provide basic life insurance and basic AD&D insurance in the amount of \$10,000 each at no cost to you.

### Age Reduction Schedule

Life and AD&D coverage amounts reduce to 65% of original amount at age 70, to 45% at age 75, and to 30% at age 80.

## Voya Funeral Planning Service

Funeral planning services are available to employees and dependents, covered under our Group Life Insurance policy, through our provider Voya in partnership with Everest Funeral Package, LLC. While you can't predict life's outcome, you can prepare for it. For more information and to create an online profile and use Everest's planning tools contact an Everest Advisor toll-free at 1.800.913.8318.

## Business Travel Insurance

Business Travel coverage is provided by the Company at no cost to you. This benefit gives you protection in the event of accidental death or dismemberment while traveling for business purposes.

## Short-Term Disability (STD)

### Short Term Disability Provider—New York Life (20-29 hours)

Disability insurance is designed to pay a benefit for a period of time in the event you cannot work because of an illness, surgery, or injury. This benefit replaces a portion of your income to help you meet your financial commitments. If you are an employee **scheduled to work between 20 and 29** hours per week, the company provides short term disability insurance to you at no cost.

STD	
Accident	0 days
Illness	7 days
Percent of Salary	50%
Maximum Benefit Amount	\$150
Maximum Benefit Duration	6 weeks

## Employee Assistance Program (EAP)

EAP provider—ComPsych

Your emotional and physical well-being is important and because of this, the Company offers the Employee Assistance Program (EAP) **free to all employees and eligible dependents regardless of any other benefit plan participation.**

The Employee Assistance Program provides confidential resources to receive clinical counseling 24 hours a day, 7 days a week. The EAP is staffed with trained professionals who can handle a variety of counseling needs related to work or personal issues. Contact the EAP at 866.511.3359. **All information is confidential and is not shared with the Company.**

The program can provide you with a wealth of information in many areas of your life, such as family and relationships issues, including parenting skills, marriage, divorce, and communicating effectively. Emotional health services are also offered and include things such as alcohol and drug abuse assistance, anger management, stress, and grief and loss counseling. Additionally, you are able to receive support for financial services such as support for budgeting, debt management, and tax issues.

Services provided include:

- ▶ Up to 6 free counseling sessions
- ▶ Unlimited telephone financial counseling and planning
  - Budgeting
  - Debt
  - Credit
  - Tax issues
  - Retirement planning
  - Saving for college
- ▶ Unlimited telephone legal guidance
  - Family law
  - ID theft
  - Custody
  - Real estate
  - Tax questions
- ▶ 24-hour access to Master's-level clinicians
- ▶ Dependent care and eldercare referrals
- ▶ Personal and professional development workshops



### Get Started Today.

Online:

[www.guidanceresources.com](http://www.guidanceresources.com)

Company ID: GRAHAM

Call: 866.511.3359

TDD: 800.697.0353

## Advantage Benefit Plans

The Advantage Benefit Plans will help you be your best and protect what matters—no matter what stage you are in with your career or life. Whether you are buying a home for the first time or looking for coverage for your four-legged friend, there's something here for everyone! You have multiple options to choose from based on your needs and the needs of those you love most.

You can enroll in Accident Insurance or Critical Illness Coverage as a new hire, during certain qualified life events and during Open Enrollment.

### Enrollment

The following plans are enrolled in through the Graham Benefits Portal. For more information and to enroll, visit [www.gpcbenefits.com](http://www.gpcbenefits.com). Enter the site password mybenefits and click "Advantage Benefit Plans".

#### Accident Insurance

Accident Insurance pays you benefits for specific injuries and events resulting from a covered accident that occurs while you are not at work, on or after your coverage effective date. The benefit amount depends on the type of injury and care received, but includes emergency room treatment, x-rays, burns, dislocations and fractures.

#### Critical Illness Insurance

Critical Illness Insurance pays a lump-sum benefit if you are diagnosed with a covered illness or condition on or after your coverage effective date. Covered illnesses/conditions include things like diagnosis of cancer, stroke, coronary artery bypass and heart attack.

Another advantage of Critical Illness Insurance is the plan provides an annual benefit payment if you and/or your spouse/child(ren) complete a health screening test - \$100 for employee, \$100 for spouse, 50% of your benefits for each child with an annual maximum of \$200 for all children.

You have two options to choose from: Low Option and High Option. The high option provides a higher lump sum benefit and costs more.

**To view your weekly rates for the above plans, reference the rate table starting on page 12.**

## Employee Savings Plan for Graham Packaging 401(k)

### 401(k) Service Provider—Principal

It's never too late to start saving for retirement. Graham Packaging provides you with the opportunity to save for your retirement with pre-tax or Roth after-tax dollars.

If you are not already contributing to your 401(k) account, start today by logging into [principal.com](http://principal.com) and begin deferring 401(k) contributions. You may also contact Principal at 800.547.7754 to begin deferring.

If you are contributing, periodically review your savings strategy by signing into your account at [principal.com](http://principal.com) and take advantage of the interactive Retirement Wellness Planner tool. Add external accounts and household inputs to get a complete picture of your financial health in retirement.

#### At few things to note:

- ▶ As a new hire, you will automatically be enrolled in the company's 401(k) plan at 4% of your eligible compensation as soon as administratively possible, unless you elect otherwise. If you don't make an investment election, your contribution will be directed to the Plan's Qualified Default Investment Alternative (QDIA) based on your current age and the Plan's normal retirement date
- ▶ Your contribution will be automatically increased by 1% on January 1 of each year, unless you elect otherwise
- ▶ Graham matches 100% of the first 6% of eligible pay you contribute. Consider saving at least 6% to maximize the match!
- ▶ 50 or older? You can defer up to an additional \$7,500 per year in catchup contributions. Visit [irs.gov](http://irs.gov) for current contribution limits
- ▶ You are immediately vested in your contributions and any contributions made on your behalf by Graham
- ▶ Verify your beneficiaries often and update as needed. Just log in to [principal.com/beneficiary](http://principal.com/beneficiary) and have your beneficiary's name, birthdate, and address available

## Additional Services from Principal

We know there's a lot to think about when it comes to your finances—both now and later. With the right knowledge, you can live well today and plan well for tomorrow. Principal Milestones can help you prioritize and make more informed decisions with financial resources in one convenient place at no additional cost to you.

To get started, visit [www.principal.com/Milestones](http://www.principal.com/Milestones) and check out the holistic financial resources.

You can do all this and more

- ▶ Create a household budget
- ▶ Learn about managing debt
- ▶ Take a course on understanding your credit report, and
- ▶ Watch a short webinar on health savings accounts.

## Estate Planning & Financial Resources

Making a plan for you and your family includes preparing for the unexpected. Along with designating beneficiaries for your retirement accounts, it's a good idea to have legal documents in place to ensure your wishes for the future are carried out.

Take some time to make a plan for your assets, for the care of minor children, and plan who will make financial and medical decisions for you in the event you are unable to. Get started preparing your plan today with the Will & Legal Document Center provided by ARAG.

### Resources for help with legal documents

Having the proper documents in place can help ensure you're still in control in case something happens to you. With access to ARAG's free online resources, you and/or your spouse/domestic partner can prepare these documents:

- ▶ Will Preparation
- ▶ Healthcare Power of Attorney
- ▶ HIPAA Authorization (Health Insurance Portability and Accountability Act of 1996)
- ▶ Durable Power of Attorney
- ▶ Living Will, and
- ▶ Medical Treatment Authorization for Minors

Plus, you can also access:

- ▶ Personal Information Organizer, and
- ▶ Estate Planning and Education Tools

It's easy to get started

Follow these simple steps to start using these resources today at no cost.

- ▶ Visit [www.principal.com/willprep](http://www.principal.com/willprep)
- ▶ Set up your account
- ▶ You're in! Complete the forms or download the materials you need

Need help with registration? Call ARAG Customer Care at 800.546.3718. Or, if you have questions about your Principal account, call Principal at 800.547.7754.

**Disclaimer:** This value-added resource is not a part of any insurance products and plan administrative services provided through Principal Life Insurance Co or affiliated with any company of the Principal Financial Group®. The resource may be changed or canceled at any time. The use of resources provided by ARAG® Services, LLC should not be considered a substitute for consultation with an attorney. Principal ® is not responsible for any loss, injury, claim, liability, or damages related to the use of the ARAG Will & Legal Document Center.

Please remember that the ARAG legal documents are accurate and useful in many situations. Whether or not the document is right for you and your situation depends on your circumstances. If you want specific advice regarding your situation, consult an attorney.

## Vacation

The employee vacation policy provides all part time employees with an opportunity to enjoy leisure time activities and other personal interests through a paid vacation program. We believe vacations play an important role in helping employees maintain health and efficiency. The vacation year is the calendar year-- January 1 through December 31. All credited vacation must be taken within the vacation year.

Employees are eligible for vacation on their 91<sup>st</sup> day of employment. New hires will begin to accrue vacation hours based on of the full time vacation accrual schedule pro-rated based on the part time employees scheduled hours. (Refer to below schedule)

For example, a part time employee scheduled to work 20 hours will receive a monthly accrual of 3.3 hours beginning the 91<sup>st</sup> day of employment following a 90 day waiting period and every subsequent month.

Full-Time Vacation Accrual Schedule	
Length of Continuous Service	Monthly Accrual*
91 <sup>st</sup> day to less than 5 years	6.6 hours per month pro-rated based on scheduled hours
5 years, less than 15 years	10 hours per month pro-rated based on scheduled hours
15 years, less than 25	13.3 hours per month pro-rated based on scheduled hours
25 years or more	16.6 hours per month pro-rated based on scheduled hours

Additional vacation is credited based on years of service as stated above and will be credited beginning on January 1 of the year in which the anniversary date falls.

Employees who have been rehired within 24 months from their last termination date will be credited with their prior service as of their rehire date. Employees who are rehired over 24 months from their last termination date will not receive credit for their prior service and their most recent rehire date will be their new service date for purposes of vacation accrual.

## Educational Assistance Program

Graham Packaging encourages employees with personal and professional development opportunities to further their education for the dual purpose of self-development and increasing their contribution to the growth of Graham Packaging.

The Education Assistance Program is available for eligible employees to obtain additional education or training through participation in courses of study at accredited colleges and universities and organizations specializing in job and career-related education and training in order to increase their competence in their present jobs and to prepare for future advancements within Graham Packaging.

Graham Packaging will reimburse eligible part time employees 50% of eligible expenses up to \$2,625 per calendar year (non-taxable) for pre-approved trade school, associate, undergraduate and graduate level courses that are directly related to Graham's scope of business,

To learn more about Graham's Educational Assistance Program, refer to the full policy in your Employee Handbook.

## Appendix – Rate Sheet

### 2026 Weekly Benefit Contributions

	Dental	Vision
Coverage Tier	Delta Dental of Illinois	VSP
Employee Only	\$3.17	\$1.28
Employee + Spouse	\$7.34	\$2.57
Employee + Child(ren)	\$6.62	\$2.74
Employee + Family	\$10.47	\$4.38

Advantage Benefit Plans	
Accident Insurance	
Coverage Tier	Weekly
Employee	\$0.70
Employee + Spouse	\$1.47
Employee + Child(ren)	\$1.43
Family	\$2.20

Critical Illness Insurance Weekly Rates									
Low Option									
Employee: \$10,000, Spouse: \$5,000, Child(ren): \$5,000									
Tobacco User					Non-Tobacco User				
Age Group	EE	EE + SP	EE + CH	Family	Age Group	EE	EE + SP	EE + CH	Family
Under 25	\$1.61	\$2.71	\$2.07	\$3.17	Under 25	\$1.04	\$1.84	\$1.50	\$2.30
25-29	\$1.73	\$2.88	\$2.19	\$3.34	25-29	\$1.27	\$2.19	\$1.73	\$2.65
30-34	\$1.96	\$3.23	\$2.42	\$3.69	30-34	\$1.38	\$2.36	\$1.84	\$2.82
35-39	\$2.31	\$3.75	\$2.77	\$4.21	35-39	\$1.61	\$2.71	\$2.07	\$3.17
40-44	\$3.00	\$4.78	\$3.46	\$5.25	40-44	\$1.73	\$2.88	\$2.19	\$3.34
45-49	\$4.04	\$6.34	\$4.50	\$6.80	45-49	\$2.19	\$3.57	\$2.65	\$4.03
50-54	\$6.92	\$10.67	\$7.38	\$11.13	50-54	\$3.23	\$5.13	\$3.69	\$5.59
55-59	\$10.96	\$16.73	\$11.42	\$17.19	55-59	\$5.77	\$8.94	\$6.23	\$9.40
60-64	\$15.11	\$22.96	\$15.57	\$23.42	60-64	\$9.11	\$13.96	\$9.57	\$14.42
65-69	\$19.50	\$29.53	\$19.96	\$30.00	65-69	\$11.19	\$17.07	\$11.65	\$17.53
Age 70 - 100	\$22.50	\$34.03	\$22.96	\$34.50	Age 70 - 100	\$16.61	\$25.21	\$17.07	\$25.67

High Option									
Employee: \$20,000, Spouse: \$10,000, Child(ren): \$10,000									
Tobacco User					Non-Tobacco User				
Age Group	EE	EE + SP	EE + CH	Family	Age Group	EE	EE + SP	EE + CH	Family
Under 25	\$2.65	\$4.26	\$3.57	\$5.19	Under 25	\$1.50	\$2.53	\$2.42	\$3.46
25-29	\$2.88	\$4.61	\$3.81	\$5.53	25-29	\$1.96	\$3.23	\$2.88	\$4.15
30-34	\$3.34	\$5.30	\$4.27	\$6.23	30-34	\$2.19	\$3.57	\$3.11	\$4.50
35-39	\$4.04	\$6.34	\$4.96	\$7.26	35-39	\$2.65	\$4.26	\$3.57	\$5.19
40-44	\$5.42	\$8.42	\$6.34	\$9.34	40-44	\$2.88	\$4.61	\$3.81	\$5.53
45-49	\$7.50	\$11.53	\$8.42	\$12.46	45-49	\$3.81	\$6.00	\$4.73	\$6.92
50-54	\$13.27	\$20.19	\$14.19	\$21.11	50-54	\$5.88	\$9.11	\$6.81	\$10.03
55-59	\$21.34	\$32.30	\$22.27	\$33.23	55-59	\$10.96	\$16.73	\$11.88	\$17.65
60-64	\$29.65	\$44.76	\$30.57	\$45.69	60-64	\$17.65	\$26.76	\$18.57	\$27.69
65-69	\$38.42	\$57.92	\$39.34	\$58.84	65-69	\$21.81	\$33.00	\$22.73	\$33.92
Age 70 - 100	\$44.42	\$66.92	\$45.34	\$67.84	Age 70 - 100	\$32.65	\$49.26	\$33.57	\$50.19

## Appendix - Dependent Verification Documents

Dependent Verification Documents Guide	
Dependent	Documentation Required
Spouse	<ul style="list-style-type: none"> <li>▶ Option 1—copy of your government issued marriage certificate and a copy of your Federal Tax Return within the past 2 tax years*</li> <li>▶ Option 2—copy of your government issued marriage certificate AND Proof of Joint Ownership issued within the past 6 months (i.e., Mortgage or Bank statement, Lease agreement, Homeowner's/Renter's insurance, Credit Card statement, Joint ownership of motor vehicle, Property Tax bill/payment, Current-year State tax return or Mortgage insurance)</li> </ul> <p>* If married less than 1 year—copy of your government issued marriage certificate only  ** If providing your tax return, please redact all financial information and only send page 1 listing you and your spouse as your dependent.</p>
Domestic Partner	Domestic Partner Affidavit plus supporting documentation (see affidavit for options)
Child	<p>Natural Child—copy of government issued birth certificate OR Hospital Certificate.</p> <p>Adopted Child—copy of government issued birth certificate AND copy of the Court's final adoption decree placing the child with you, or petition for adoption. (if Court's documents include the child's DOB, the birth certificate isn't required)</p> <p>Step Child:</p> <ul style="list-style-type: none"> <li>▶ Option 1—copy of government issued birth certificate, copy of your government issued marriage certificate, and a copy of your Federal Tax Return within the past 2 tax years*</li> <li>▶ Option 2—copy of government issued birth certificate AND copy of your government issued marriage certificate (if married less than 1 year)</li> <li>▶ Option 3—copy of government issued birth certificate, copy of your government issued marriage certificate, and Proof of Joint Ownership issued within the past 6 months</li> <li>▶ Option 4—copy of government issued birth certificate, copy of your government issued marriage certificate, and Court Order/Decree</li> <li>▶ Option 5—copy of government issued birth certificate, affidavit of common law marriage, AND a copy of your Federal Tax Return within the past 2 tax years*</li> <li>▶ Option 6—copy of government issued birth certificate, affidavit of common law marriage, AND Proof of Joint Ownership issued within the past 6 months</li> </ul> <p>Foster Child—copy of government issued birth certificate and copy of Court's decree (if Court's decree includes the child's DOB, the birth certificate isn't needed)</p> <p>Child for whom you have legal guardianship—copy of government issued birth certificate AND copy of Court's decree (if Court's decree includes the child's DOB, the birth certificate isn't needed)</p> <p>Disabled Child—for children age 26 and older only:</p> <ul style="list-style-type: none"> <li>▶ Biological Child—copy of government issued birth certificate, copy of your government issued marriage certificate, AND a copy of your Federal Tax Return claiming child within the past 2 tax years*</li> <li>▶ Adopted Child—copy of the Court's final adoption decree placing the child with you, or petition for adoption, AND a copy of your Federal Tax Return claiming child within the past 2 tax years*</li> <li>▶ Stepchild <ul style="list-style-type: none"> <li>○ Option 1—copy of government issued birth certificate, copy of your government issued marriage certificate, AND a copy of your Federal Tax Return listing spouse and claiming child within the past 2 tax years*</li> <li>○ Option 2—copy of government issued birth certificate, affidavit of your common law marriage, AND a copy of your Federal Tax Return listing spouse and claiming child within the past 2 tax years* (if spouse is not listed on tax return, please provide Proof of Joint Ownership issued within the past 6 months)</li> </ul> </li> <li>▶ Child for whom you have legal guardianship—court decree of legal custody and a copy of your Federal Tax Return claiming child within the past 2 tax years*</li> </ul>

## Appendix - Benefit Contact Information

Get more information and answers to your questions by calling or going online:

877.878.9898 (M – F 8am – 5pm CT)  
866.832.6325 (fax)  
[www.gpcbenefits.com](http://www.gpcbenefits.com) (24/7 access)



### Dental

Delta Dental Illinois

800.323.1743

[www.deltadentalil.com](http://www.deltadentalil.com)

**Mobile App** – Delta Dental Plans Association

Google Play Store & Apple iOS App Store



### Basic Life & AD&D

Voya

800.955.7736

[www.voya.com](http://www.voya.com)



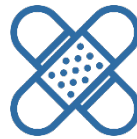
### Vision

VSP

800.877.7195

[www.vsp.com](http://www.vsp.com)

**Mobile App** – VSP Vision Care  
Google Play Store & Apple iOS App Store



### Disability

New York Life

888.842.4462

[www.mynylgbs.com](http://www.mynylgbs.com)



### Retirement Savings Plan 401(k)

Principal

Contract Number: Graham—529101

800.547.7754

[www.principal.com](http://www.principal.com)

**Mobile App** – Principal Mobile

Google Play Store & Apple iOS App Store



### Employee Assistance Program

ComPsych

866.511.3359

[www.guidanceresources.com](http://www.guidanceresources.com)

Company ID: GRAHAM

**Mobile App** – GuidanceResources Now  
Google Play Store & Apple iOS App Store

## Appendix - Enrollment Instructions

To view all of your benefit options in more detail and to enroll, visit [www.gpcbenefits.com](http://www.gpcbenefits.com). Once you review all of your options, under “Part-Time Benefits” click “Enroll Now”. This will take you to Graham Benefits Portal where you are able to enroll and make changes to your benefits during your new hire eligibility period. You may be eligible to change your coverage at other times during the year as a result of an employment status change or a qualified life event, such as a change in marital status or the birth of a child.

If you don't have online access or are having problems enrolling online, contact the Graham Benefits Center at 877.878.9898.

**Reminder:** If you plan to enroll dependents under any benefit plan, be sure to enter them into the dependent screen in the beginning of the enrollment process. You must verify their eligibility within 31 days of your date of hire or qualifying life event or before November 30th (if adding dependents during open enrollment) before their coverage is effective.

### Benefits Support

The Graham Benefits Center is available to respond to questions regarding your benefits eligibility, qualified life event changes, dependent verification, and enrollment. You can talk with a representative by calling 877.878.9898.

For questions relating to claims, appeals, provider network issues, billing disputes, pre-authorizations, and referrals please contact the benefit plan administrator instead of the Graham Benefits Center. You will find a list of Benefit Plan contacts on page 16 of the Appendix.

### New Hire: Steps to Enroll

1. You will receive an email from [grahambenefits@goempyrean.com](mailto:grahambenefits@goempyrean.com) within 3-10 business days of your hire date letting you know you can make your benefit elections.
2. Visit [www.gpcbenefits.com](http://www.gpcbenefits.com) and enter your site password. If you do not know your site code, ask your HR representative.
3. Click on “Part-Time Benefits” to review all benefit materials before enrolling.
4. Once you have reviewed all of your options, click “Enroll Now” which will take you to Graham Benefits Portal, GPC’s benefit enrollment system.
5. Click “REGISTER” to create your user ID and password.
6. Enter your:
  - ❖ First and last name (as shown in SuccessFactors)
  - ❖ Date of birth
  - ❖ Social security number
7. Click “NEXT” when all fields are complete.
8. Add a new user ID (your personal email address, for example).
9. Create a new password that contains at least:
  - ❖ Eight characters
  - ❖ One letter
  - ❖ One number
  - ❖ One symbol (e.g., \*&+##\$)
10. Set a security question and answer to assist you in the event that you forget your password. Your answer should contain at least six characters.
11. Click “NEXT” when finished.
12. Read and review the Terms of Service Agreement. To agree to the terms of service and complete your account registration, click “I AGREE” at the bottom of the page.

If you have issues registering, contact the Graham Benefit Center at 877.878.9898.

## Appendix - For the Hearing or Speech Impaired

Hearing impaired participants will be instructed to use their local area's relay service to contact the Graham Benefits Center. The relay service acts as a translator between the hearing-impaired caller and the customer service representative.

Note: Telecommunications relay services are a way to link telephone conversations between hearing individuals, using a standard (voice) telephone, and individuals with hearing and speech impairments, using a TDD (Telecommunication Device for the Deaf). Relay services allow hearing individuals to call TDD numbers and allow individuals with hearing and speech impairments to call standard (voice) telephone numbers. Calls can be made from a standard (voice) telephone number to a TDD number or from a TDD number to a standard (voice) telephone number.





This Benefit Guide is only intended to highlight some of the major benefit provisions of the Company plan and should not be relied upon as a complete detailed representation of the plan.

Please refer to the plan's Summary Plan Descriptions for further detail. Should this guide differ from the Summary Plan Descriptions, the Summary Plan Descriptions prevail.



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