### Short-Term Disability (STD)

#### Short-Term Disability At-A-Glance

<table>
<thead>
<tr>
<th>Type of Plan</th>
<th>Payroll Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Providing income replacement if an employee becomes disabled because of outpatient surgery, hospitalization, or is unable to work for more than seven consecutive calendar days due to illness, pregnancy, or injury.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who Pays the Cost</th>
<th>Baker Hughes pays 100% of the cost of your Short-Term Disability coverage</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Employee Eligibility</th>
<th>Employees on U.S.-based payroll who are:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Regular full-time employees</td>
</tr>
<tr>
<td></td>
<td>• Benefits-eligible part-time employees</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When Coverage Begins</th>
<th>Coverage begins on your date of hire or date of transfer (must be actively at work).*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Enrollment Period*</th>
<th>No enrollment necessary</th>
</tr>
</thead>
</table>

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<thead>
<tr>
<th>Coverage</th>
<th>100% of benefits base pay weeks 1 through 6 and 75% weeks 7 through 26. Pay is based on a 5 day, 40-hour week.</th>
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</table>

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<thead>
<tr>
<th>Elimination Period</th>
<th>Benefits begin on the first day of disability due to outpatient surgery or hospitalization, or after seven consecutive days for illness, pregnancy, or injury. <strong>Note:</strong> The elimination period can be satisfied with partial and/or total days of disability</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>When Coverage Begins</th>
<th>Coverage begins on your first day of active work</th>
</tr>
</thead>
</table>

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<tr>
<th>Contact</th>
<th>• To initiate a claim: Call Sedgwick at 1-877-423-8677 or go online at <a href="http://www.sedgwickcms.com">www.sedgwickcms.com</a> (enter Client Number 8504)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• For information about Short-Term Disability, visit <a href="http://www.sedgwickcms.com">myRewards</a>.</td>
</tr>
<tr>
<td></td>
<td>• For questions regarding Short-Term Disability, contact the Benefits Center at 1-866-244-3539 (toll-free in the U.S.) or 1-847-883-0945 (worldwide).</td>
</tr>
</tbody>
</table>

**Note:** Do not rely on this chart alone. It merely summarizes your benefits. Please read the following pages for a more complete explanation of your coverage.

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### What is Short-Term Disability?

Baker Hughes Short-Term Disability (STD), administered by Sedgwick, allows you to continue to receive a percentage of your benefits base pay when you’re unable to work as a result of an illness or injury that occurs either on or off the job. Short-Term Disability also pays benefits when you’re unable to work as a result of pregnancy or illness. If you’re eligible, Baker Hughes will automatically enroll you for coverage, and your coverage will begin on your first day of work. This benefit does not cost you anything; Baker Hughes pays the full cost.

**Definition:** **Disabled or Disability** means that either:

- You’re prevented from performing the material and substantial duties of your regular occupation and you aren’t working in any occupation that you are qualified to do based on your level of education, training, or experience,

- You’re working, but due to injury or sickness, you are unable to earn more than 80% of your regular pay in any occupation for which you are qualified based on your level of education, training, or experience.

To be disabled, you must be under the regular care of a physician. Your physician must be someone other than you or a family member, and his or her specialty or expertise must be appropriate to treat your disability.

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If you remain approved for disability benefits for more than 26 weeks (the 26-week elimination period equals 180 days total), Sedgwick may transition you to Long-Term Disability coverage with MetLife, if eligible. See the *Long-Term Disability Plan* section of this SPD for more information.
What is the Cost of Short-Term Disability?

You do not contribute anything to receive STD coverage. Baker Hughes pays 100% of the cost of the benefit.

When Does Coverage Start?

Baker Hughes provides you with STD coverage on the first day you report to work. No enrollment is necessary.

The elimination period begins on the day you become disabled. The elimination period is a period of continuous disability which must be satisfied before you begin receiving STD benefit payments. The elimination period can be satisfied with both partial and/or total days of disability. You can use your sick leave until your STD benefit payments begin.

If your disability is a result of a hospitalization or outpatient surgery, payment of the STD benefit begins on the day that you are admitted into the hospital or outpatient facility. If your disability is a result of illness, pregnancy, or injury, STD benefit payments will begin after seven consecutive calendar days.

**Definition:** Elimination Period means a period of continuous disability that must be satisfied before you will begin to receive disability benefit payments. Your elimination period begins the day you become disabled.

### STD Schedule of Benefits

<table>
<thead>
<tr>
<th>Minimum benefit payment:</th>
<th>None</th>
</tr>
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<tbody>
<tr>
<td>Amount of benefit:</td>
<td>100% of benefits base pay for weeks 1 through 6 75% of benefits base pay for weeks 7 through 26</td>
</tr>
<tr>
<td>Elimination period:</td>
<td>None for hospitalization or outpatient surgery 7 days for illness, pregnancy, or injury</td>
</tr>
<tr>
<td>Maximum period of coverage:</td>
<td>Up to recovery, 26 weeks (the 26-week elimination period equals 180 days total), or the date you are no longer disabled, whichever is earlier</td>
</tr>
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</table>

**Note:** Your Short-Term Disability benefits may be reduced by other disability income benefits. See below for an explanation of other disability income benefits.

**Note:** If you are receiving workers’ compensation benefits due to an occupational disability and the amount of your workers’ compensation award is less than your regular pay, you may also be eligible to receive STD benefit payments.

All STD benefit payments are taxed as ordinary income. Deductions normally taken from your paycheck will continue to be deducted from your STD benefit payments. If your STD benefit payment is not enough to cover the entire cost of your benefit deductions, the benefit deduction will go into arrears and be recovered from your pay when you return from STD.

### Other Disability Income Benefits

Your STD benefit payments may be reduced (offset) by other disability income benefits you’re eligible to receive, such as:

- State disability benefits;
- Social Security disability benefits for either you or your dependents;
- Workers’ compensation benefits; and
- Damages for loss of income that you recover from a third party as a result of your disability — such as no-fault auto insurance.
Paul is an STD eligible employee. He wakes one day, not feeling well and running a temperature. After notifying his boss, he doesn’t go to work. Two days later, after not feeling any better, Paul visits his physician and is told that he has bacterial pneumonia and can’t return to work for another three weeks. After speaking with his boss, Paul contacts Sedgwick to apply for Short-Term Disability. Sedgwick confirms the disability, approving benefits for a three-week disability duration. Paul is away from work a total of three weeks.

Paul’s regular biweekly pay when he becomes disabled is $1,800. Because his disability results from an illness, his STD benefits start after he is unable to work for seven days. Paul receives $1,800 total in STD benefits.

<table>
<thead>
<tr>
<th>First 7 days</th>
<th>STD waiting period (If Paul is an hourly employee, he can use sick pay, no pay, or vacation during this time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next 7 days</td>
<td>$900 weekly benefit</td>
</tr>
<tr>
<td>Final 7 days</td>
<td>$900 weekly benefit</td>
</tr>
<tr>
<td><strong>Total STD benefit payment to Paul</strong></td>
<td><strong>$1,800</strong></td>
</tr>
</tbody>
</table>
Mental Illness and Substance Abuse
If your disability is approved, Short-Term Disability pays benefits for mental illness or substance abuse for a maximum of 26 weeks.

Recurrent Disability
A recurrent disability is one that is related to an earlier disability for which you received a benefit. A recurrent disability is considered part of your earlier disability claim if, after receiving STD benefits, you:

- Return to your regular job on a full-time basis for less than 15 days, and
- Perform all the regular and essential duties of your job.

If you return to your regular job on a full-time basis for 15 days or more and then become disabled again, this will be treated by Sedgwick as a new period of disability. If your disability is a result of an illness, injury, or pregnancy, you must complete another seven-day elimination period.

Light Duty and Workplace Modification
During your disability, you may be able to return to work through participation in light duty or workplace modification. During this time, you will continue to receive 100% of regular pay for time worked and up to 100% of benefits base pay for time off (STD benefits) from weeks 1 through 6. From weeks 7 through 26, you will continue to receive 100% of regular pay for time worked and up to 75% of benefits base pay for time off (STD benefits).

Note: Short-Term Disability does not pay benefits if you refuse to participate in light duty or workplace modification.

How Long Will STD Benefit Payments Continue?
STD benefit payments continue up to recovery or (the 26-week elimination period equals 180 days total), whichever is earlier, or until the date of the first of the following:

- You fail to furnish proof that you’re continuously disabled;
- You’re no longer under the regular care of a physician;
- You refuse to be examined, if an examination is required;
- You return to any work other than work approved by Baker Hughes;
- You refuse to participate in light duty or workplace modification; or
- You die.

Continuation of Benefits While on STD
Your H&W benefits will continue while you are receiving STD benefit payments except in the event of termination of employment. Deductions will be taken as usual. If your employment with Baker Hughes is terminated while you are receiving STD benefit payments, your H&W benefits will also terminate. You may be eligible to continue your benefits through COBRA if you had coverage before your disability began. Refer to the Benefits Rights section of this SPD for more information.

If you have questions regarding your benefits or benefit deductions while you are receiving STD benefit payments, please contact the Benefits Center at 1-866-244-3539 (toll-free in the U.S.) or 1-847-883-0945 (worldwide).
STD Exclusions

What Is Not Covered
Short-Term Disability does not pay benefits if your disability is caused by, contributed to, or resulting from:

- Committing or attempting to commit a felony;
- Suicide or self-inflicted injury; or
- Elective plastic surgery unless related to gastric bypass or lap band surgery and any subsequent medically necessary skin removal or augmentation. Complications related to plastic surgery are a covered benefit.

In addition, benefits are not payable for any period during which:

- You are confined to a penal or correctional facility;
- You are not under the care of a physician; or
- You are not eligible for coverage under Short-Term Disability.

Short-Term Disability Process

Step 1: Call Sedgwick at 1-877-423-8677 or go online at www.sedgwickcms.com (Enter Client Number 8504)

You will need to provide Sedgwick authorization to access your medical information by completing a Medical Authorization for Release of Information form and providing a copy to both Sedgwick and your physician.

Step 2: Sedgwick will ask you for the following information:
- Employee name, Social Security Number, date of birth, date last worked, date of hire
- Employer’s name, address and telephone number
- Manager’s name and telephone number
- Physician’s name and telephone number
- HR representative’s name and telephone number
- Description of illness or injury
- Description of job or occupation

Step 3: Once your claim is approved by Sedgwick, Short-Term Disability payments will be made during your regular pay period until recovery, or up to 26 weeks, whichever is earlier.
Termination of Coverage

Your STD coverage will end when:

- You do not provide requested medical information to Sedgwick;
- Baker Hughes stops providing Short-Term Disability;
- Your employment ends;
- You retire; or
- You cease to be eligible for coverage.

How Do I File a Short-Term Disability Claim?

Call Sedgwick at 1-877-423-8677 or go online at www.sedgwickcms.com (enter Client Number 8504) as soon as possible to file an STD claim.

When you call to file your claim, Sedgwick will ask you for the following information:

- Name, Social Security Number and/or Employee ID with leading zeros, date of birth, date last worked, and date of hire
- Employer’s name, address, and phone number
- Manager’s name and phone number
- Physician’s name and phone number
- HR representative name and phone number
- Description of illness or injury
- Description of job or occupation

Note: If you are unable to call, a family member, close friend, or your HR manager can make the call for you.

Sedgwick will review the requested information and determine whether your claim is approved or denied. If your claim is approved, bi-weekly STD benefit payments will be made directly to you through the Baker Hughes payroll.

Periodically, Sedgwick may request additional information about your disability. Remember, it is ultimately your responsibility to ensure all requested information is provided to Sedgwick. Your physician’s failure to provide necessary medical documentation may result in a delay or suspension of your STD benefit payments.

You will not receive benefit payments until your claim is approved.

Medical Authorization

When filing a claim for STD benefits, you must provide Sedgwick authorization to access your medical information by completing a Medical Authorization for Release of Information form and providing a copy to your physician.

You can obtain the Medical Authorization for Release of Information form by calling Sedgwick at 1-877-423-8677.
Responding to Your Disability Claim

Sedgwick will notify you whether your claim has been denied within 45 days of receiving your claim. This period can be extended for another 30 days if you are notified (before the end of the original 45-day period) that the extension is necessary due to matters beyond the control of Sedgwick.

The 30-day extension period can be extended for an additional 30 days if you are notified (before the end of the first 30-day extension period) that the extension is necessary due to matters beyond the control of Sedgwick. Any notice for an extension will explain:

- The reason for the extension and when Sedgwick expects to rule on your claim;
- Standards on which the right to a benefit is based;
- Unresolved issues that prevent a decision on the claim; and
- Additional information needed to resolve those issues.

If an extension is required because you need to provide the information necessary to resolve claim issues, you will have 45 days from the time you receive the extension notice to provide the additional information.

Disability Claims Denial Notice

You will receive written notice of Sedgwick’s claim decision. If your claim is denied, the notification will include:

- Specific reasons for the denial;
- Specific provisions on which the decision is based;
- A description of any additional material or information necessary for the claim to be completed, as well as an explanation of why such material or information is necessary;
- A description of the review procedures and their applicable time limits;
- A description of any internal rules, guidelines, protocols, or other similar criteria instrumental in the decision-making, or a statement that the decision was based on the applicable items mentioned above. In this case, Sedgwick provides you with copies of the applicable material upon request (free of charge); and
- An explanation of the scientific or clinical judgment used in the decision regarding medical necessity, experimental treatment, or similar exclusion or limit. The decision applies the terms of the benefit to your medical circumstances, or you will receive a statement that an explanation will be provided upon request (free of charge).

Appealing a Denied Disability Claim

Appeals must be in writing and should be submitted to the Appeals Unit address below:

Sedgwick
Appeals Unit
P.O. BOX 14446
Lexington, KY 40512-446
Complete the Baker Hughes STD Appeal Form and include the following information:

- Claim Number
- Employee name
- Address
- Telephone Information
- Physician Information
- Reason(s) for requesting the appeal
- Additional documentation in support of the request. This includes objective medical information relevant to the issues and time period surrounding the claim.

The appeal decision will be communicated directly to you and/or your duly authorized representative.

You, or your authorized representative, will have 180 days after receiving notice that your disability claim is denied to appeal the decision in writing to Sedgwick, as well as submitting any information relevant to the claim (e.g., written comments, documents, records).

In addition, Sedgwick provides you with reasonable access to, and copies of, all documents, records, and other information relevant to the claim.

At the first level of appeal the claimant submits additional proof of disability to the original claims adjuster. If this additional information changes the decision of the denial, then the claim resumes payments. If not, then the claim would go to the second step of appeals as outlined below.

A plan fiduciary, who had no role in the initial claim denial, reviews your appeal. The review is independent and will not give the original denial any special consideration.

If a medical judgment is involved, the reviewer will consult with a health care professional who has appropriate training and experience in the field of medicine involved and who had no role in the initial claim denial.

Sedgwick notifies you of the appeal decision within 45 days after Sedgwick receives your request for review. If there are special circumstances requiring delay, you will be notified of the final decision no later than 90 days after your request for review is received.

**How Short and Long-Term Disability Benefits Work Together**

Short-Term and Long-Term Disability benefits work together. Short-Term Disability benefits are payable for the first 26 weeks of disability, and then, if you continue to be disabled, Long-Term Disability benefits take over. Each has different provisions, but both are offered to protect you and your family from loss of income in the event of an injury or illness that does not allow you to work. Sedgwick will transfer your information to MetLife at 18 weeks or the point where your claim could extend beyond 26 weeks. You do not need to initiate an LTD claim; it is done automatically.