

401(k) Retirement Plan

401K Retirement Plan	
Provider Name	Fidelity Investment Services
Phone Number	800-294-4015
Website	www.netbenefits.com

Eligibility

You are eligible to enroll in EXCEL's 401(k) Retirement Savings Plan if you are at least 21 years of age and are considered a full time employee and work 30 hours per week.

Administrator

EXCEL's Retirement Savings Plan is administered by Fidelity Investment Services.

Enrollment Periods

Eligible employees have the opportunity to become participants in EXCEL's 401(k) Retirement Savings Plan on January 1, April 1, July 1 or October 1.

Contribution Schedule

Participants are allowed to contribute from 1% up to 50% of weekly gross income into the plan up to the IRS allowable limit. The limit for 2015 is \$18,000. If you are age 50 or older and have reached the maximum allowable IRS limit, then you are eligible for the "catch-up" provision that is allowed by the IRS. The limit for 2015 "catch up" is \$6,000.

Employer Matching Contribution

EXCEL makes pretax matching contributions to those individuals actively enrolled in EXCEL's 401k Retirement plan. This amount is established at the beginning of each year. For 2015, EXCEL will match \$.50 on every dollar of employee contributions based on a maximum deferral of 6% of employee's gross pay. See vesting schedule below for percentage of vesting on employer matching contributions.

Roll Overs

You are permitted to roll over assets into EXCEL's plan from a previous employer's retirement plan or an IRA. In order to roll over your assets into our plan, you must contact your previous employer and request a rollover distribution form. Once you have received your form, contact EXCEL's Benefit Office for additional information.

Vesting Schedule

The term "vesting" refers to the portion of your account balance that you are entitled to under the plan's rules. You are always 100% vested in your:

- employee pre-tax account (weekly contributions)
- rollover account
- and any earnings thereon.

Employer matching contributions and earnings will be vested in accordance with the following schedule:

<u>Years of Service</u>	<u>Vesting Percentage</u>
Less than 2 years	0%
2 years	20%
3+ years	100%

Loan Provision

You are allowed to borrow the lesser of 50% of your vested account balance or \$50,000. The minimum amount you may borrow is \$1,000. Loan repayments (plus interest) are automatically deducted from your pay through after-tax payroll deduction. You may have only one loan outstanding at a time and may make only one loan per year.

Hardship Withdrawals

Hardship withdrawals are allowed from the plan in the event of termination, purchase of primary residence, loss of primary residence, secondary education tuition, and excessive medical costs and are subject to an IRS early withdrawal penalty of 10% and a mandatory 20% federal income tax withholding.

When you apply for a hardship withdrawal, then all weekly 401k contributions will discontinue for at least 6 months. You will be required to re-enroll to have your contributions restarted after the 6 month period.

Fidelity requires that you first exhaust the possibility of obtaining a loan through your vested account balance prior to requesting a hardship withdrawal.

Investment Selection and Changes

Fidelity offers a wide range of investment selections from which to choose from. Information regarding these investments are included on www.netbenefits.com.