



## Welcome to

# Workplace benefits

## Everyone deserves a Guardian

Every day, Guardian gives 26 million Americans the security they deserve through our insurance and wealth management products and services.

We've partnered with your organization to offer you a range of employee benefits. Inside this pack, you'll find the plans your employer thinks you might benefit from.

## Your coverage options



**Life insurance**

Protecting your family's financial future

## Know your benefits

Your benefits support your physical and financial wellbeing, to help keep you and your loved ones protected.

With Guardian, you're in good hands. We've been delivering on our promises for over 150 years, and we're looking forward to doing the same for you too.

- 1 Read through this information.
- 2 Find out more about your benefits.
- 3 Talk to your employer if you need help or have any questions.

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# Life insurance

If something happens to you, life insurance can help your family reduce financial stress.

Life insurance helps protect your family's finances by providing a cash benefit if you pass away. This ensures that they'll be financially supported, and can cover important things from bills to funeral costs. With life policies, you can get affordable life insurance protection for a set period of time.

## Who is it for?

Everyone's life insurance needs are different, depending on their family situation. That's why group life insurance through an employer is an easier and more affordable option than individual life insurance.

## What does it cover?

Life insurance protects your loved ones by providing a benefit (which is usually tax-exempt) if you pass away.

## Why should I consider it?

Life insurance is about more than just covering expenses. Depending on your circumstances, it could take your family years to recover from the loss of your income.

With a life insurance benefit, your family will have extra money to cover mortgage and rent payments, legal or medical fees, childcare, tuition, and any outstanding debts.

Guardian, its subsidiaries, agents, and employees do not provide tax, legal, or accounting advice. Consult your tax, legal, or accounting professional regarding your individual situation.

You will receive these benefits if you meet the conditions listed in the policy.



## Preparing and planning

Jorge's never considered purchasing life insurance, but after being offered it through work, he decides it's a smart way to protect his family.

Jorge has a mortgage, and because his wife is helping to take care of her mother, she only works part-time. In addition, his daughter is about to start college.

Jorge looks at how his family would be affected by losing him.

Average funeral cost: **\$9,000**

Average mortgage debt: **\$202,000**

Average cost of college: **\$17,000 - \$44,000**

Average household credit card debt: **\$8,500**

With life insurance, Jorge can make sure that part of these costs are covered if something happens to him.

This example is for illustrative purposes only. Your plan's coverage may vary. See your plan's information on the following pages for specific amounts and details.



# Your life coverage

## VOLUNTARY TERM LIFE

<b>Employee Benefit</b>	\$10,000 increments to a maximum of \$500,000. See Cost Illustration page for details.
<b>Accidental Death and Dismemberment</b>	Enhanced employee, spouse, and child(ren) coverage. Maximum 1 times life amount.
<b>Spouse Benefit</b>	\$5,000 increments to a maximum of \$100,000. See Cost Illustration page for details.†
<b>Child Benefit</b>	Your dependent children age birth† to 26 years. You may elect one of the following benefit options: \$10,000. Subject to state limits. See Cost Illustration page for details.
<b>Guarantee Issue:</b> The 'guarantee' means you are not required to answer health questions to qualify for coverage up to and including the specified amount, when you sign up for coverage during the initial enrollment period.	We Guarantee Issue coverage up to: Employee \$200,000. Spouse \$25,000. Dependent children \$10,000.
<b>Premiums</b>	Increase on plan anniversary after you enter next five-year age group
<b>Portability:</b> Allows you to take coverage with you if you terminate employment.	Yes, with age and other restrictions, including evidence of insurability and includes AD&D
<b>Conversion:</b> Allows you to continue your coverage after your group plan has terminated.	Yes, with restrictions; see certificate of benefits



# Your life coverage

## VOLUNTARY TERM LIFE

<p><b>Accelerated Life Benefit:</b> A lump sum benefit is paid to you if you are diagnosed with a terminal condition, as defined by the plan.</p>	<p>Yes</p>
<p><b>Waiver of Premiums:</b> Premium will not need to be paid if you are totally disabled.</p>	<p>For employees disabled prior to age 60, with premiums waived until age 65, if conditions met</p>

Subject to coverage limits

† Voluntary Life: Infant coverage is limited based on age.

‡ **Spouse coverage terminates at age 70.**

The Guarantee Issue amount may be subject to reductions by percentage at the ages shown in this summary.

**Annual Election Option** allows employees to increase the amount of their life coverage without a medical exam when they re-enroll in their company's Voluntary Life plan. This option allows employees to step up to an amount of up to \$50,000, up to the Guarantee Issue amount.

## Voluntary Life Cost Illustration:

To determine the most appropriate level of coverage, as a rule of thumb, you should consider about 6 - 10 times your annual income, factoring in projected costs to help maintain your family's current life style.

		Monthly premiums displayed. Cost of AD&D is included.								
Policy Election Amount		Policy Election Cost Per Age Bracket								
Employee		< 30	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69
\$10,000		\$1.30	\$1.42	\$1.65	\$2.21	\$3.16	\$4.81	\$7.14	\$10.65	\$17.68
\$20,000		\$2.60	\$2.84	\$3.30	\$4.42	\$6.32	\$9.62	\$14.28	\$21.30	\$35.36
\$30,000		\$3.90	\$4.26	\$4.95	\$6.63	\$9.48	\$14.43	\$21.42	\$31.95	\$53.04
\$40,000		\$5.20	\$5.68	\$6.60	\$8.84	\$12.64	\$19.24	\$28.56	\$42.60	\$70.72
\$50,000		\$6.50	\$7.10	\$8.25	\$11.05	\$15.80	\$24.05	\$35.70	\$53.25	\$88.40
\$60,000		\$7.80	\$8.52	\$9.90	\$13.26	\$18.96	\$28.86	\$42.84	\$63.90	\$106.08
\$70,000		\$9.10	\$9.94	\$11.55	\$15.47	\$22.12	\$33.67	\$49.98	\$74.55	\$123.76
\$80,000		\$10.40	\$11.36	\$13.20	\$17.68	\$25.28	\$38.48	\$57.12	\$85.20	\$141.44
\$90,000		\$11.70	\$12.78	\$14.85	\$19.89	\$28.44	\$43.29	\$64.26	\$95.85	\$159.12
\$100,000		\$13.00	\$14.20	\$16.50	\$22.10	\$31.60	\$48.10	\$71.40	\$106.50	\$176.80
\$110,000		\$14.30	\$15.62	\$18.15	\$24.31	\$34.76	\$52.91	\$78.54	\$117.15	\$194.48
\$120,000		\$15.60	\$17.04	\$19.80	\$26.52	\$37.92	\$57.72	\$85.68	\$127.80	\$212.16
\$130,000		\$16.90	\$18.46	\$21.45	\$28.73	\$41.08	\$62.53	\$92.82	\$138.45	\$229.84
\$140,000		\$18.20	\$19.88	\$23.10	\$30.94	\$44.24	\$67.34	\$99.96	\$149.10	\$247.52
\$150,000		\$19.50	\$21.30	\$24.75	\$33.15	\$47.40	\$72.15	\$107.10	\$159.75	\$265.20
\$160,000		\$20.80	\$22.72	\$26.40	\$35.36	\$50.56	\$76.96	\$114.24	\$170.40	\$282.88
\$170,000		\$22.10	\$24.14	\$28.05	\$37.57	\$53.72	\$81.77	\$121.38	\$181.05	\$300.56
\$180,000		\$23.40	\$25.56	\$29.70	\$39.78	\$56.88	\$86.58	\$128.52	\$191.70	\$318.24
\$190,000		\$24.70	\$26.98	\$31.35	\$41.99	\$60.04	\$91.39	\$135.66	\$202.35	\$335.92
\$200,000		\$26.00	\$28.40	\$33.00	\$44.20	\$63.20	\$96.20	\$142.80	\$213.00	\$353.60
\$210,000		\$27.30	\$29.82	\$34.65	\$46.41	\$66.36	\$101.01	\$149.94	\$223.65	\$371.28
\$220,000		\$28.60	\$31.24	\$36.30	\$48.62	\$69.52	\$105.82	\$157.08	\$234.30	\$388.96
\$230,000		\$29.90	\$32.66	\$37.95	\$50.83	\$72.68	\$110.63	\$164.22	\$244.95	\$406.64
\$240,000		\$31.20	\$34.08	\$39.60	\$53.04	\$75.84	\$115.44	\$171.36	\$255.60	\$424.32
\$250,000		\$32.50	\$35.50	\$41.25	\$55.25	\$79.00	\$120.25	\$178.50	\$266.25	\$442.00
\$260,000		\$33.80	\$36.92	\$42.90	\$57.46	\$82.16	\$125.06	\$185.64	\$276.90	\$459.68
\$270,000		\$35.10	\$38.34	\$44.55	\$59.67	\$85.32	\$129.87	\$192.78	\$287.55	\$477.36
\$280,000		\$36.40	\$39.76	\$46.20	\$61.88	\$88.48	\$134.68	\$199.92	\$298.20	\$495.04
\$290,000		\$37.70	\$41.18	\$47.85	\$64.09	\$91.64	\$139.49	\$207.06	\$308.85	\$512.72

**Voluntary Life Cost Illustration** *continued*

	< 30	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69
\$300,000	\$39.00	\$42.60	\$49.50	\$66.30	\$94.80	\$144.30	\$214.20	\$319.50	\$530.40
\$310,000	\$40.30	\$44.02	\$51.15	\$68.51	\$97.96	\$149.11	\$221.34	\$330.15	\$548.08
\$320,000	\$41.60	\$45.44	\$52.80	\$70.72	\$101.12	\$153.92	\$228.48	\$340.80	\$565.76
\$330,000	\$42.90	\$46.86	\$54.45	\$72.93	\$104.28	\$158.73	\$235.62	\$351.45	\$583.44
\$340,000	\$44.20	\$48.28	\$56.10	\$75.14	\$107.44	\$163.54	\$242.76	\$362.10	\$601.12
\$350,000	\$45.50	\$49.70	\$57.75	\$77.35	\$110.60	\$168.35	\$249.90	\$372.75	\$618.80
\$360,000	\$46.80	\$51.12	\$59.40	\$79.56	\$113.76	\$173.16	\$257.04	\$383.40	\$636.48
\$370,000	\$48.10	\$52.54	\$61.05	\$81.77	\$116.92	\$177.97	\$264.18	\$394.05	\$654.16
\$380,000	\$49.40	\$53.96	\$62.70	\$83.98	\$120.08	\$182.78	\$271.32	\$404.70	\$671.84
\$390,000	\$50.70	\$55.38	\$64.35	\$86.19	\$123.24	\$187.59	\$278.46	\$415.35	\$689.52
\$400,000	\$52.00	\$56.80	\$66.00	\$88.40	\$126.40	\$192.40	\$285.60	\$426.00	\$707.20
\$410,000	\$53.30	\$58.22	\$67.65	\$90.61	\$129.56	\$197.21	\$292.74	\$436.65	\$724.88
\$420,000	\$54.60	\$59.64	\$69.30	\$92.82	\$132.72	\$202.02	\$299.88	\$447.30	\$742.56
\$430,000	\$55.90	\$61.06	\$70.95	\$95.03	\$135.88	\$206.83	\$307.02	\$457.95	\$760.24
\$440,000	\$57.20	\$62.48	\$72.60	\$97.24	\$139.04	\$211.64	\$314.16	\$468.60	\$777.92
\$450,000	\$58.50	\$63.90	\$74.25	\$99.45	\$142.20	\$216.45	\$321.30	\$479.25	\$795.60
\$460,000	\$59.80	\$65.32	\$75.90	\$101.66	\$145.36	\$221.26	\$328.44	\$489.90	\$813.28
\$470,000	\$61.10	\$66.74	\$77.55	\$103.87	\$148.52	\$226.07	\$335.58	\$500.55	\$830.96
\$480,000	\$62.40	\$68.16	\$79.20	\$106.08	\$151.68	\$230.88	\$342.72	\$511.20	\$848.64
\$490,000	\$63.70	\$69.58	\$80.85	\$108.29	\$154.84	\$235.69	\$349.86	\$521.85	\$866.32
\$500,000	\$65.00	\$71.00	\$82.50	\$110.50	\$158.00	\$240.50	\$357.00	\$532.50	\$884.00

**Policy Election Amount**

Spouse

\$5,000	\$ .65	\$ .71	\$ .83	\$ 1.11	\$ 1.58	\$ 2.41	\$ 3.57	\$ 5.33	\$ 8.84
\$10,000	\$ 1.30	\$ 1.42	\$ 1.65	\$ 2.21	\$ 3.16	\$ 4.81	\$ 7.14	\$ 10.65	\$ 17.68
\$15,000	\$ 1.95	\$ 2.13	\$ 2.48	\$ 3.32	\$ 4.74	\$ 7.22	\$ 10.71	\$ 15.98	\$ 26.52
\$20,000	\$ 2.60	\$ 2.84	\$ 3.30	\$ 4.42	\$ 6.32	\$ 9.62	\$ 14.28	\$ 21.30	\$ 35.36
\$25,000	\$ 3.25	\$ 3.55	\$ 4.13	\$ 5.53	\$ 7.90	\$ 12.03	\$ 17.85	\$ 26.63	\$ 44.20
\$30,000	\$ 3.90	\$ 4.26	\$ 4.95	\$ 6.63	\$ 9.48	\$ 14.43	\$ 21.42	\$ 31.95	\$ 53.04
\$35,000	\$ 4.55	\$ 4.97	\$ 5.78	\$ 7.74	\$ 11.06	\$ 16.84	\$ 24.99	\$ 37.28	\$ 61.88
\$40,000	\$ 5.20	\$ 5.68	\$ 6.60	\$ 8.84	\$ 12.64	\$ 19.24	\$ 28.56	\$ 42.60	\$ 70.72
\$45,000	\$ 5.85	\$ 6.39	\$ 7.43	\$ 9.95	\$ 14.22	\$ 21.65	\$ 32.13	\$ 47.93	\$ 79.56
\$50,000	\$ 6.50	\$ 7.10	\$ 8.25	\$ 11.05	\$ 15.80	\$ 24.05	\$ 35.70	\$ 53.25	\$ 88.40

**Voluntary Life Cost Illustration** *continued*

	< 30	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69
\$55,000	\$7.15	\$7.81	\$9.08	\$12.16	\$17.38	\$26.46	\$39.27	\$58.58	\$97.24
\$60,000	\$7.80	\$8.52	\$9.90	\$13.26	\$18.96	\$28.86	\$42.84	\$63.90	\$106.08
\$65,000	\$8.45	\$9.23	\$10.73	\$14.37	\$20.54	\$31.27	\$46.41	\$69.23	\$114.92
\$70,000	\$9.10	\$9.94	\$11.55	\$15.47	\$22.12	\$33.67	\$49.98	\$74.55	\$123.76
\$75,000	\$9.75	\$10.65	\$12.38	\$16.58	\$23.70	\$36.08	\$53.55	\$79.88	\$132.60
\$80,000	\$10.40	\$11.36	\$13.20	\$17.68	\$25.28	\$38.48	\$57.12	\$85.20	\$141.44
\$85,000	\$11.05	\$12.07	\$14.03	\$18.79	\$26.86	\$40.89	\$60.69	\$90.53	\$150.28
\$90,000	\$11.70	\$12.78	\$14.85	\$19.89	\$28.44	\$43.29	\$64.26	\$95.85	\$159.12
\$95,000	\$12.35	\$13.49	\$15.68	\$21.00	\$30.02	\$45.70	\$67.83	\$101.18	\$167.96
\$100,000	\$13.00	\$14.20	\$16.50	\$22.10	\$31.60	\$48.10	\$71.40	\$106.50	\$176.80
<b>Policy Election Amount</b>									
Child(ren)									
\$10,000	\$1.62	\$1.62	\$1.62	\$1.62	\$1.62	\$1.62	\$1.62	\$1.62	\$1.62

Refer to Guarantee Issue row on page above for Voluntary Life GI amounts.

Premiums for Voluntary Life Increase in five-year increments

Infant coverage is limited for the first two weeks of infant's life.

**Spouse coverage premium is based on Employee age.**

The Guarantee Issue amount may be subject to reductions by percentage at the ages shown in this summary.

**LIMITATIONS AND EXCLUSIONS:**

**A SUMMARY OF PLAN LIMITATIONS AND EXCLUSIONS FOR LIFE AND AD&D COVERAGE:**

You must be working full-time on the effective date of your coverage; otherwise, your coverage becomes effective after you have completed a specific waiting period. Employees must be legally working in the United States in order to be eligible for coverage. Underwriting must approve coverage for employees on temporary assignment: (a) exceeding one year; or (b) in an area under travel warning by the US Department of State. Subject to state specific variations. Evidence of Insurability is required on all late enrollees. This coverage will not be effective until approved by a Guardian underwriter. This proposal is hedged subject to satisfactory financial evaluation. Please refer to certificate of coverage for full plan description.

Dependent life insurance will not take effect if a dependent, other than a newborn, is confined to the hospital or other health care facility or is unable to perform the normal activities of someone of like age and sex.

Accelerated Life Benefit is not paid to an employee under the following circumstances: one who is required by law to use the benefit to pay creditors; is required by court order to pay the benefit to another person; is required by a government agency to use the payment to receive a government benefit; or loses his or her group coverage before an accelerated benefit is paid.

We pay no benefits if the insured's death is due to suicide within two years from the insured's original effective date. This two year limitation also applies to any increase in benefit. This exclusion may vary according to state law. Late entrants and benefit increases require underwriting approval.

GP-I-R-EOPT-96

Guarantee Issue/Conditional Issue amounts may vary based on age and case size. See your Plan Administrator for details. Late entrants and benefit increases require underwriting approval.

**For AD&D:** We pay no benefits for any loss caused: by willful self-injury; sickness, disease or medical treatment; by participating in a civil disorder or committing a felony; Traveling on any type of aircraft while having duties on that aircraft; by declared or undeclared act of war or armed aggression; while a member of any armed force (May vary by state); while driving a motor vehicle without a current, valid driver's license; by legal intoxication; or by voluntarily using a non-prescription controlled substance. Contract #GP-I-R-ADCLI-00 et al. We won't pay more than 100% of the Insurance amount for all losses due to the same accident, except as stated. The loss must occur within a specified period of time of the accident. Please see contract for specific definition; definition of loss may vary depending on the benefit payable.

Guardian Group Life Insurance underwritten and issued by The Guardian Life Insurance Company of America, New York, NY. Products are not available in all states. Policy limitations and exclusions apply. Optional riders and/or features may incur additional costs. Plan documents are the final arbiter of coverage.  
Policy Form # GP-1-LIFE-15



# Electronic Evidence of Insurability (EOI)

Our online EOI forms are an easier, quicker alternative to traditional paper forms, helping you get covered when you need to provide additional information.

There are a few situations where you need to answer health questions, enroll for higher amounts of coverage, or request coverage after the initial eligibility period. In all of these situations, our online EOI form keeps things simple.

## Electronic EOI keeps things simple

With Guardian's electronic EOI forms, your data is kept secure at every stage of the process. And with fewer errors than hand-written forms, and faster submission digitally, it's easier than ever to complete it and get covered.

Electronic EOI can be used for\*:

- Basic life
- Voluntary life
- Short term disability
- Long term disability

\*Applicable to coverage requiring full Evidence of Insurability (not applicable to conditional issue amounts). Electronic EOI is available using most internet browsers.



## How it works

You will receive a letter or email from your employer or Guardian with instructions and a unique link to submit your EOI form online.

First register and create an account on Guardian Anytime. Then simply fill out the form, electronically sign it, and click 'Submit.'

Once we receive the form, we'll contact you with any questions, before notifying you (and your employer if the coverage amount changes).

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# Our commitment to you

Please read the documentation referenced below carefully. The notices are intended to provide you important information about our insurance offerings and to protect your interests. Certain ones are required by law.

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## Important information



### **Notice Informing Individuals about Nondiscrimination and Accessibility Requirements**

Guardian notice stating that it complies with applicable Federal civil rights laws and does not discriminate based on race, color, national origin, age, disability, sex, or actual or perceived gender identity. The notice provides contact information for filing a nondiscrimination grievance. It also provides contact information for access to free aids and services by disabled people to assist in communications with Guardian.

Visit <https://www.guardiananytime.com/notice48> to read more.

### **No Cost Language Services**

Guardian provides language assistance in multiple languages for members who have limited English proficiency.

Visit <https://www.guardiananytime.com/notice46> to read more.

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