

Group Universal Life Insurance for Knoll, Inc. Employees and Their Families



Knoll

Underwriter:
Metropolitan Life Insurance Company

Plan Administrator:
Mercer Voluntary Benefits



www.KnollVoluntaryBenefits.com



1-800-578-5696

You Can't Predict The Future, But You Can Prepare.

Although you never know what tomorrow brings, the Group Universal Life (GUL) Insurance program described in this brochure can help protect your financial future against the unexpected. Because this program is offered through Knoll, Inc., you can receive a number of advantages not available through other insurance plans. Take a few moments to find out more, and consider this important choice for yourself and your family.

This brochure contains useful eligibility, rate and coverage information and should be kept in a safe place with your other benefit records.

Table of Contents

Group Universal Life (GUL) Insurance.....	3
Program Benefits.....	4
Cost of Coverage	7
Eligibility and Health Requirements.....	9
Effective Date of Coverage.....	10
Changing and Using Your Plan	10
How to Enroll.....	10

Group Universal Life (GUL) Insurance

Your GUL insurance program, underwritten by Metropolitan Life Insurance Company (MetLife), includes a number of valuable features that make this unique from other insurance programs.

Flexible coverage options

You are guaranteed employee coverage for up to 2 times your base pay (not to exceed \$400,000).¹ You may also elect up to \$10,000 in coverage for your legal spouse/domestic partner² and for each of your eligible children, without providing evidence of good health. By providing evidence of good health, this program gives you the flexibility to purchase additional coverage in \$10,000 increments up to the lesser of 8 times your base pay or \$2,000,000. Payments are conveniently handled through payroll deduction on a post-tax basis. That means you won't need to worry about writing checks or mailing monthly payments.

Coverage For	Guaranteed Coverage	Additional Coverage
You	Up to 2 times your base pay (not to exceed \$400,000)	Up to the lesser of 8 times your base pay or \$2,000,000 (in \$10,000 increments)
Legal Spouse/ Domestic Partner	\$10,000	Up to \$250,000 (in \$10,000 increments) ³
Children	\$5,000 or \$10,000	\$10,000 plan max ³

Group rates

Because you are buying coverage through a group program, your cost may be lower than coverage you could buy on your own.

- For example, a 35-year-old can receive \$100,000 in coverage for as low as \$9.90 per month!

Refer to the rate chart on page 7 to determine your cost of coverage.



Program Benefits

Cash fund that earns tax-deferred interest

You have the option to build cash value that earns interest by contributing to the optional cash fund. Any money you contribute earns tax-deferred interest, meaning your money grows at a faster rate than comparable taxable accounts! Plus, the interest rate is guaranteed to never be lower than 3%!⁴ Contributions are subject to certain limits.⁵

Insurance benefits to help during terminal illness

Additional medical bills, hospice care, and unexpected travel are just a few of the expenses that can come up when you least need extra worry. With the Accelerated Death Benefit,⁶ you can use up to 80% of your coverage amount (to a maximum of \$500,000) if you are diagnosed as terminally ill with a life expectancy of 12 months or less (may vary by state).

Portability

Your GUL coverage is portable,⁷ which means you can keep your coverage, at the portable rates then in effect, if you leave the company, as long as the group plan is in effect. Retirees continue to pay the same, age-based group rates as active employees.

Free Will Preparation⁸

Having an up-to-date will is important—it sets forth your decisions concerning who cares for your children, or who inherits your property and handles your affairs. Without a will, your assets will generally be distributed according to state law.

Now you have access to a critical service to help protect the ones you love. When you have coverage through the GUL Insurance Plan, you have the opportunity to meet with an attorney and prepare a will—for free!

Call 1-800-821-6400 for assistance in locating a participating plan attorney. You will be asked to provide your company name, Social Security number and group #96520.

MassMutual's SpecialCare Program

You have the option to use the services offered through MassMutual's SpecialCare Program. This program is available at no charge to you and provides access to information, specialists and financial products and services that can help improve the quality of life for families with dependents who have a disability or special need.

For more information, email SpecialCare at specialcare@massmutual.com.

MetLife Estate Resolution Services^{SM 8}

This value-added service is for the representative of your estate and assists them in distributing your assets. It provides legal advice, consultation and probate services to beneficiaries who are also executors or administrators of your estate. This service can help alleviate the financial and administrative burden by ensuring the estate representative can distribute your assets.

Digital Estate Planning

With Digital Estate Planning, included at no cost to you⁹, we make it easier than ever to create and execute key estate planning documents¹⁰ all online by answering only a few simple questions. The best part is you can have your estate planning documents witnessed and notarized from the comfort of your home, with real time ID verification and video notary.

Delivering The Promise[®]

Delivering The Promise¹¹ is the Survivor Assistance Program MetLife offers to GUL participants. Many people are not prepared to deal with all of the practical matters and details required following the death of a loved one. With Delivering The Promise, if something happens to you, your legal spouse/domestic partner, or child(ren), a financial service professional will be available to help beneficiaries file claims and other necessary paperwork that can be hard to manage at such a difficult time.

In the event of a death, the beneficiary may contact a specialist by calling 1-877-ASK-MET7 (1-877-275-6387)

Funeral Discount and Planning Services¹²

Through Dignity Memorial, you and your family have access to compassionate counselors as well as discounts on funeral services through the largest network of funeral homes and cemetery providers in North America.

- **Discounts** of up to 10% off of funeral, cremation and cemetery services.
- **Expert assistance** — available 24 hours, 7 days a week, 365 days a year — to help guide you and your family in making confident decisions.
- **Planning Services** — online, over the phone, or by paper — to help make final wishes easier to manage.
- **Bereavement Travel Services** to assist with time-sensitive travel arrangements to be with loved ones.

Prepare your family for life's unexpected outcomes with Dignity Memorial. Visit www.finalwishesplanning.com or call 1-866-853-0954.

Grief Counseling¹³

Life's outcomes can be unpredictable. That's why grief counseling services are offered to help provide comfort, encouragement and hope for you and your loved ones in your time of need — at no additional cost to you. Turn to professional counselors and support services provided through LifeWorks US Inc., to support you and your family moving forward.

To speak with a LifeWorks Counselor, call 1-888-319-7819.

Cost of Coverage

Group Universal Life Insurance

Employee and Legal Spouse/Domestic Partner

Monthly cost of insurance per \$10,000 coverage unit

Employee and Legal Spouse/Domestic Partner	
Age ¹⁴	Rate
Under 30	\$0.63
30-34	\$0.71
35-39	\$0.99
40-44	\$1.52
45-49	\$2.14
50-54	\$3.66
55-59	\$6.07
60-64	\$8.66
65-69	\$16.78
70 and over	Available upon request



Child coverage

Coverage is available for all children age 14 days to 19 years (or age 26 if an unmarried, full-time student).

Coverage Amount	Monthly Cost
\$5,000	\$1
\$10,000	\$2

One rate covers all eligible children, regardless of the number.

When your child is no longer an eligible dependent, he or she can apply for an increase in coverage up to 5 times his or her current coverage amount, as long as the group policy is still in effect. The child will be issued a GUL certificate and will be eligible to contribute to an optional cash fund. The request for coverage must be made in writing to Mercer Voluntary Benefits within 90 days of the date the child is no longer an eligible dependent.



Eligibility and Health Requirements

If you choose to enroll in GUL insurance, these guidelines tell you who is eligible and the amount of coverage you can receive.

Eligibility requirements

Employee

- Must be a regular active employee of Knoll, Inc. working at least 20 hours per week
 - Must be a U.S. citizen or U.S. permanent resident on U.S. payroll
 - Must be actively at work at Knoll, Inc. and able to perform normal activities on both the date the Enrollment Form is signed and the effective date of coverage
- Note:** Employees are eligible after 30 days of continuous active employment.

Legal Spouse/Domestic Partner

- May enroll even if you do not enroll
- May enroll as a legal spouse/domestic partner or employee if also an employee of Knoll, Inc., but cannot enroll as both
- May only have coverage if you are actively at work at Knoll, Inc. and your legal spouse/domestic partner is able to perform normal activities on both the date the Enrollment Form is signed and the effective date of coverage

Child

- Must be your or your legal spouse's/domestic partner's eligible dependent children
- May only have coverage if you or your legal spouse/domestic partner elects coverage, and only one parent may elect children's coverage
- Must be at least 14 days old and under age 19, or age 26 if an unmarried, full-time student
- May only have coverage if you are actively at work at Knoll, Inc. and able to perform normal activities on both the date the Enrollment Form is signed and the effective date of coverage

Note: If a child is insured for term life insurance as a rider to the employee Group Universal Life coverage, Mercer Voluntary Benefits must be notified within 90 days when a child ceases to be eligible in order for the dependent child to take advantage of the Children's Portability Privilege.

Effective Date of Coverage

Guaranteed GUL coverage is effective the first day of the month in which payroll deduction is available after the eligibility period. Coverage requiring evidence of good health is effective on the first day of the month after Mercer Voluntary Benefits receives underwriting approval from MetLife.

Upon approval, you will be mailed a Coverage Verification Page that explains your benefits.

Changing and Using Your Plan

Life is all about change. You're encouraged to periodically adjust your coverage to reflect changes in your life and in your dependents' lives. Certain times also allow you to receive coverage automatically up to certain limits.¹⁵

These times are:

- Within 31 days of becoming eligible for coverage to enroll yourself and/or your dependents
- Within 31 days of marriage/domestic partnership to enroll your new legal spouse/domestic partner
- Within 45 days from birth to enroll your newborn child
- Within 31 days of becoming eligible to enroll your newly eligible stepchild or adopted child

How to Enroll

Simply complete an Enrollment Form and return to the program administrator:

Mercer Voluntary Benefits
P.O. Box 9122
Des Moines, IA 50306-9122

If you have any questions, please visit www.KnollVoluntaryBenefits.com or call Mercer Voluntary Benefits at 1-800-578-5696.

The Group Universal Life Insurance plan is underwritten by Metropolitan Life Insurance Company.

The role of your employer:

Your employer is making available to employees the opportunity to enroll in the Group Universal Life program through the distribution of brochures and other materials prepared by Mercer Voluntary Benefits. While not endorsing the program, your employer will furnish Mercer Voluntary Benefits with necessary records and information to verify your qualification for insurance under the program. Group Universal Life is not intended to be an employer-sponsored welfare benefit plan for purpose of the Employee Retirement Income Security Act of 1974, as amended.

From Mercer Voluntary Benefits:

This brochure is not a contract; it is a brief description of the benefits of the program and contains references to concepts that have legal, accounting, and tax implications. Our comments are intended to convey our general understanding of applicable provisions, but are not intended as a legal opinion. Since we cannot serve as a tax advisor, we recommend that you consult your personal financial advisor. Subsequent developments in the law may impact the benefits described. Please keep this summary of program provisions with your other records. In all cases, the actual insurance policy will govern.

¹You and your dependents must meet eligibility requirements. If you and/or your spouse exceed the guaranteed acceptance coverage amounts or enroll after your initial eligibility date, you must provide evidence of insurability. Any coverage requiring evidence of insurability will take effect on the date MetLife agrees in writing to cover you or your dependents.

²Domestic Partner includes your registered Domestic Partner if you and your Domestic Partner are registered as domestic partners, civil union partners or reciprocal beneficiaries with a government agency or office where such registration is available. It also includes your non-registered Domestic Partner whom you have an insurable interest. By enrolling such Domestic Partner for coverage and signing this enrollment form, you are attesting to your insurable interest.

³Specific note for Texas residents: Spouse and child coverage cannot exceed the employee's eligible coverage amount.

⁴Guarantees are subject to the financial strength and claims-paying ability of Metropolitan Life Insurance Company.

⁵If the funding of the certificate exceeds certain limits, it will become a "modified endowment contract" (MEC) and become subject to "earnings first" taxation on withdrawals and loans. An additional 10% penalty for withdrawals and loans taken before age 59½ will also generally apply.

⁶The accelerated life insurance benefits offered under your certificate are intended to qualify for favorable tax treatment under the Internal Revenue Code of 1986. If the accelerated benefits qualify for such favorable treatment, they will be excludable from your income and not subject to federal taxation. Tax laws relating to accelerated benefits are complex. You are advised to consult with a qualified tax advisor about circumstances under which you could receive accelerated benefits excludable from income under federal tax law.

Receipt of accelerated benefits may affect your eligibility, or that of your spouse or family, for public assistance programs such as medical assistance (Medicaid), Aid to Families with Dependent Children (AFDC), supplementary Social Security income (SSI), and drug assistance programs. You are advised to consult with social services agencies concerning the effect receipt of accelerated benefits will have on public assistance eligibility for you, your spouse, or your family.

⁷To the maturity age specified in your certificate. If your employer replaces MetLife GUL with another group life insurance plan or otherwise terminates the MetLife group contract, your coverage may also be terminated, even after retirement or separation from employment.

⁸Will Preparation and MetLife Estate Resolution Services are offered by MetLife Legal Plans, Cleveland, Ohio. In certain states, legal services benefits are provided through insurance coverage underwritten by Metropolitan Property and Casualty Insurance Company and affiliates, Warwick, Rhode Island. For New York sitused cases, the Will Preparation service is an expanded offering that includes office consultations and telephone advice for certain other legal matters beyond Will Preparation. Tax Planning and preparation of Living Trusts are not covered by the Will Preparation Service. Certain services are not covered by Estate Resolution Services, including matters in which there is a conflict of interest between the executor and any beneficiary or heir and the estate; any disputes with the group policyholder, MetLife and/ or any of its affiliates; any disputes involving statutory benefits; will contests or litigation outside probate court; appeals; court costs, filing fees, recording fees, transcripts, witness fees, expenses to a third party, judgments or fines; and frivolous or unethical matters.

⁹Digital Estate Planning is currently not available for customers situated in FL, GU, MD, NY, PR and VI. For GVUL/GUL plans, Digital Estate Planning is not available if the customer is principally located in NY.

¹⁰Online notary is currently not available for employees that reside in AK, AZ, CT, DC, FL, GA, GU, HI, IN, IA, KY, LA, MD, ME, MI, MO, MS, NC, NY, OH, OK, OR, PA, PR, TN, VT, VA, VI, WA and WV.

¹¹Due to Texas restrictions, MetLife can not offer Delivering The Promise to Texas insureds.

¹²Services and discounts are provided through a member of the Dignity Memorial® Network, a brand name used to identify a network of licensed funeral, cremation and cemetery providers that are affiliates of Service Corporation International (together with its affiliates, "SCI"), 1929 Allen Parkway, Houston, Texas. The online planning site is provided by SCI Shared Resources, LLC. SCI is not affiliated with MetLife, and the services provided by Dignity Memorial members are separate and apart from the insurance provided by MetLife. Not available in some states. Planning services, expert assistance, and bereavement travel services are available to anyone regardless of affiliation with MetLife. Discounts through Dignity Memorial's network of funeral providers are pre-negotiated. Not available where prohibited by law. If the group policy is issued in an approved state, the discount is available for services held in any state except KY and NY, or where there is no Dignity Memorial presence (AK, MT, ND, SD, and WY). For TN, the discount is available for "At Need" services only. Not approved in AK, FL, KY, MT, ND, NY and WA.

¹³Grief Counseling and Funeral Assistance services are provided through an agreement with LifeWorks. US Inc. LifeWorks is not an affiliate of MetLife, and the services LifeWorks provides are separate and apart from the insurance provided by MetLife. LifeWorks has a nationwide network of over 30,000 counselors. Counselors have master's or doctoral degrees and are licensed professionals. The Grief Counseling program does not provide support for issues such as: domestic issues, parenting issues, or marital/relationship issues (other than a finalized divorce). For such issues, members should inquire with their human resources department about available company resources. This program is available to insureds, their dependents and beneficiaries who have received a serious medical diagnosis or suffered a loss. Events that may result in a loss are not covered under this program unless and until such loss has occurred. Services are not available in all jurisdictions and are subject to regulatory approval. Not available on all policy forms.

¹⁴Use age as of the prior January 1 for calculating premium.

¹⁵Eligibility requirements must be met.

Contact Mercer Voluntary Benefits for more information.

Call **1-800-578-5696**

Representatives are available weekdays
from 8 a.m. to 5 p.m. CT
(excluding holidays)

Or visit **www.KnollVoluntaryBenefits.com**

Program Administered by Mercer Health & Benefits Administration LLC
In CA d/b/a Mercer Health & Benefits Insurance Services LLC
AR Insurance License #100102691 CA Insurance License #0G39709

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