

## Mineral® Essential

Mineral Essential includes access to Mineral Platform™, Mineral Intelligence™, Mineral Experts™, HR Compliance Library, Smart Employee Handbook, Notifications, Learn, Core Courses, and Benefits Document Creator.

| Product                          | Description                                                                                                                                                                                                                                                                        | Packaging |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Mineral Experts™</b>          | Mineral Experts provides unlimited access to team of experts, ready to answer your HR and compliance questions.                                                                                                                                                                    | ✓         |
| <b>Core Courses</b>              | The Core Courses catalog for Learn fosters continuous learning, improves workforce skills and helps increase employee engagement by providing courses covering the basics of compliance, human resources, customer service, cybersecurity, professional development and much more. | ✓         |
| <b>Mineral Platform™</b>         | Mineral Platform provides the tools, resources and easy-to-understand actionable information you need to stay on top of your HR and compliance challenges.                                                                                                                         | ✓         |
| <b>Mineral Intelligence™</b>     | Mineral Intelligence provides proactive alerts tailored to your business, to help you stay on top of changing HR and compliance regulations.                                                                                                                                       | ✓         |
| <b>Smart Employee Handbook</b>   | Guided interface to create, manage and maintain a federal and single state compliant handbook. Continuously update and quickly incorporate policy updates as laws and regulations change to stay proactively compliant.                                                            | ✓         |
| <b>Learn</b>                     | Easily assign, track and schedule employee training in a single location. Start by uploading in-house training and add optional premium course upgrades to enrich and expand the curriculum.                                                                                       | ✓         |
| <b>HR Compliance Library</b>     | Access to federal and state laws and regulations, paired with a robust document library containing how-to guides, actionable checklists, sample letters as well as government forms to address HR questions and needs.                                                             | ✓         |
| <b>Notifications</b>             | Notifications, through in platform alerts and emails communications, of important updates to laws and regulations specifically impacting each business.                                                                                                                            | ✓         |
| <b>Benefits Document Creator</b> | Create benefits documents, including a premium only plan (POP) document to comply with IRS requirements and a Wrap summary plan description (SPD) to meet ERISA disclosure requirements.                                                                                           | ✓         |