



EMPLOYEE BENEFITS

PAID TIME OUT OF THE OFFICE

(All team members working 30 or more hours per week are eligible for full benefits. Benefits for team members working between 20 and 29 hours per week are pro-rated. Most benefits are also pro-rated for new employees according to their start date.)



BEREAVEMENT LEAVE

Up to three days of paid leave for the loss of immediate family members.



BONUS DAYS FOR TEAM MEMBER TRAVEL

Extra paid time off or "bonus days" for travel to revenue-generating client events.



JURY DUTY

Up to five working days with proof of attendance provided by the court.



NEW PARENT LEAVE AND FMLA LEAVE

Leave for new parent(s) and Family and Medical Leave (FMLA). *Please see the Human Resources Director for details.*



QUALIFYING (MILITARY) EXIGENCY LEAVE

FMLA provides up to 12 weeks of unpaid leave within a 12-month period when an eligible team member's spouse, son, daughter, or parent is on (or has been notified of an impending call to) covered active duty in the Armed Forces.



OFFICE CLOSED

AIM offices are closed in recognition of seven holidays: New Year's Day, Labor Day, Fourth of July, Memorial Day, Thanksgiving, the day after Thanksgiving, and Christmas.



PERSONAL DAYS

Three days per year.



SICK LEAVE

Five days per year.



VACATION TIME

Start with 10 days per year and add on a day-per-year-of-service (with a cap of 25 days).



VOLUNTEER TIME

Up to eight hours of paid time off per year to volunteer at a nonprofit organization or educational institution of your choice.



VOTING TIME

Up to two hours during the work day to vote.



EMPLOYEE BENEFITS

ADDED VALUE: FINANCIAL, HEALTH, AND INSURANCE BENEFITS

Type of Benefit	Name of the Provider	Effective Date and Other Details
401(k) Plan	VOYA	First Day of the Month after 90 Days of Employment AIM matches 4% for every dollar contributed by team members to their 401(k) accounts. AIM provides 100% immediate vesting on the employer matched funds and 6-year cliff vesting for profit-sharing contributions made by AIM.
Cafeteria Plan/Flexible Spending Account (FSA)	WEX (Deferrals allowed)	First Day of the Month Following Start Date AIM pays 100% of administrative fees. Non-reimbursable medical—Maximum of \$3,300/year Dependent care—Maximum of \$5,000/year
Dental	Humana	First Day of the Month Following Start Date AIM pays 100% premium for team member; team member may elect coverage at their own cost for their spouses and/or dependent(s).
Health Insurance	Kaiser/WEX High-Deductible HMO with a Health Reimbursement Account (HRA)	First Day of the Month Following Start Date AIM pays 100% premium for team member and funds up to \$825 per year toward the deductible.
Health Reimbursement Account (HRA)	WEX	First Day of the Month Following Start Date AIM funds up to \$825 per year toward non-reimbursable health care expenses for team members and/or dependents. This benefit is also available for team members who opt-out of health insurance coverage.
Life Insurance	Lincoln	First Day of Employment AIM pays 100% premium for each team member.
Short-Term and Long-Term Disability Insurance	Lincoln	First Day of Employment AIM pays 100% premium for each team member working 20 or more hours per week.
Vision	Humana	First Day of the Month Following Start Date AIM pays 100% premium for each team member; they may elect coverage at their own cost for their spouse and/or dependent(s).
Wellness Reimbursement	AIM	First Day of the Month after 90 Days of Employment \$100 reimbursement for any wellness expense.



EMPLOYEE BENEFITS

ADDED VALUE: EDUCATION AND PROFESSIONAL DEVELOPMENT

Name of Benefit	Details
Professional Development	<p><i>All team members of AIM are enrolled as members of American Society of Association Executives (ASAE).</i></p> <p>AIM also covers relevant professional membership in organizations such as International Association of Exhibitions and Events (IAEE), Professional Convention Management Association (PCMA), etc. AIM provides reimbursement for exam preparation and fees for the Certified Association Executive (CAE), Certified Meeting Planner (CMP), and Certified Exhibition Manager (CEM).</p>
Tech Thursdays	<p><i>A lively training and discussion is held monthly about the many technologies used at AIM.</i></p> <p>Lunch 'n Learn events are regularly held throughout the year allowing team members to keep up with the latest trends in the workplace.</p>
Training Opportunities	<p><i>Team members have access to online training via LinkedIn Learning (paid by AIM).</i></p> <p>AIM also covers other relevant expenses associated with other training needs.</p>
Tuition Reimbursement	<p>Up to \$5,250 reimbursed annually with a passing grade.</p>

VOLUNTARY PRODUCTS

Type of Benefit	Name of the Provider	Details
Legal Services	Legal Resources	<p><i>Team Member-Funded</i></p> <p>Legal Resources provides coverage for you, your spouse, and qualifying dependent children for a broad range of legal services, protecting you and your family from the high cost of attorney fees.</p>
SmartBenefits® (Note: "Self-funded." No premium for this benefit.)	Washington Metropolitan Area Transit Authority (WMATA)	<p><i>Team Member-Funded</i></p> <p>SmartBenefits is a commuter benefits program. AIM offers pretax payroll deductions for this Metro fare program and subsidizes the cost for each participant with \$10.00 per month. Annual tax savings may equal \$1,000 or more.</p>
Supplemental Insurance Products	AFLAC	<p><i>Team Member-Funded</i></p>



EMPLOYEE BENEFITS

THE ADVANTAGES OF BEING A PART OF THE AIM TEAM



COMPANY STOCKS

AIM is a 100% employee-owned company. AIM's team members are the company's greatest asset. Everyone is paying it forward by ensuring the longevity of the company through the company stock program.



FLEXIBLE SCHEDULE

The AIM office is open from 8:30 am–5:00 pm on weekdays. AIM team members have the option to adjust their work schedules to best accommodate their needs while still providing superior service to AIM clients.



REMOTE WORK LOCATIONS

More than 30% of AIM team members work outside the greater Washington metropolitan area.



SALARY AND PERFORMANCE/ MERIT BONUSES (DISCRETIONARY)

AIM salaries are based on a conglomerate of salary survey data, which makes AIM competitive with any stand-alone association organization. AIM team members are also compensated for their outstanding work through annual performance bonuses.



YEAR-END BONUS (DISCRETIONARY)

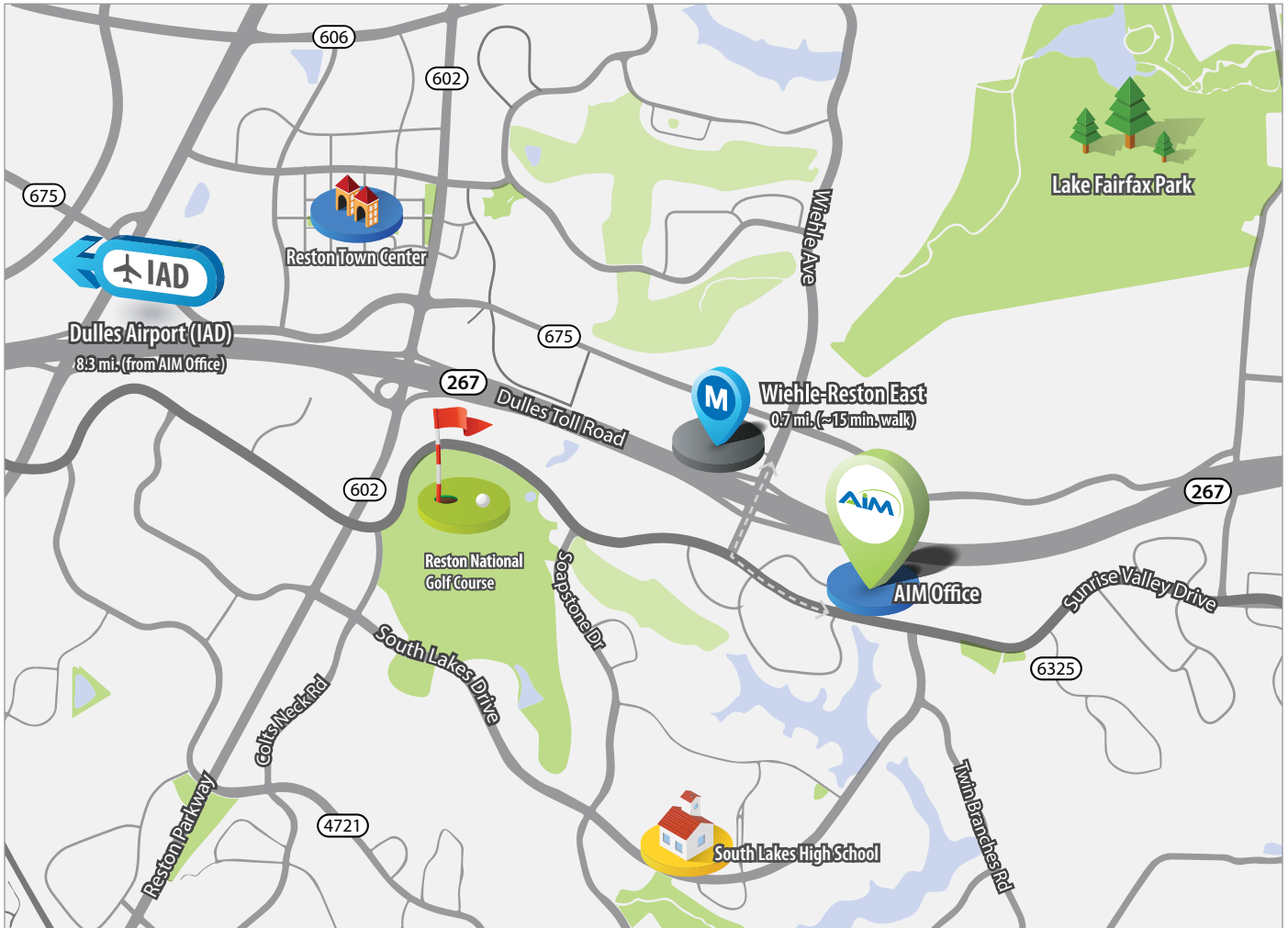
AIM thanks each team member for their contributions and hard work by providing a year-end bonus that starts with one week's salary and adds \$100 per year of service plus an optional amount of \$1,000.



COMMITMENT TO SUSTAINABILITY

AIM promotes sustainability through recycling efforts and green printing practices. Our offices are equipped with energy efficient lighting and electric vehicle charging stations are available on our campus grounds.

AIM OFFICE HEADQUARTERS



OUR HEADQUARTERS

AIM Office HQ Address: 11190 Sunrise Valley Drive, Suite 300, Reston, VA 20191

Our office is centrally located in Reston, Virginia; however, we have team members living in several other locations around the country. AIM provides a well-appointed executive office suite for our on-site team. Team members are provided the latest technology needed to service our clients. AIM's office building offers quality amenities, including a café, fitness center with showers and towel service, and plenty of free parking space. Our office is a short walk to the Wiehle Silver Line Metro stop and AIM offers pre-tax payroll deductions of Metro fare through WMATA's SmartBenefits® program.