

Mozilla Corporation-Canada

2010-2011 Addendum to the Employee Handbook

About the Addendum

This addendum supplements your Employee Handbook and the TriNet Employee Benefit Insurance Plan (TEBI) Guidebook by outlining some of the benefits and services specific to your company.

This addendum is not intended to be a comprehensive resource on the benefits available to you, nor does it cover all the rules and restrictions that may apply to those benefits. Please see the *TEBI* Guidebook and TriNet's "Ask Benefits" knowledgebase to ask benefits questions online and search for comparable health plan information on HR Passport. Both "Ask Benefits" and the *TEBI* Guidebook are available on TriNet's secure portal, HR Passport under menu item *Myself > My Benefits*.

You may have already received an email inviting you to explore HR Passport. If you haven't, here's how:

1. Visit www.hrpassport.com.
2. The "Personal Identifier Type" provides three options, allowing you to enter your Employee ID number, your Social Security number, or your custom ID to enter HR Passport.
3. The first time you enter, select and use either your nine-digit Social Security number or your Employee ID number in the "Personal Identifier" field. After logging in your first time, you can even create your own 'Custom' ID.
4. Your default password is the last four digits of your Social Security number. Enter those digits into the "Password" field.

A screen requesting that you set up a new password will appear next. You will also be asked to enter a "shared secret" which means you'll provide some information that only you know allowing you to retrieve your password if necessary.

Enrolling in Benefits via HR Passport

You may enroll in benefits via HR Passport after your first date of benefits eligibility, provided that your hiring manager has submitted your data to TriNet.

Enrolling is easy. HR Passport features a user-friendly online enrollment process that will help you every step of the way.

Important Deadlines

TriNet's benefit plan year is October 1, 2010 through September 30, 2011. Please complete your benefit enrollment by the designated deadline:

New Employees: within 30 days of hire date. If no election is made within this time, you will be assigned default coverage.

Life Status Changes: within 30 days of the qualifying event (60 days for a birth, adoption, placement for adoption, new guardianship or SCHIP event). If you do not report your life status change within 30 days of the event you will be unable to make benefit changes.

TriNet's default coverage: If you do not make a benefits election within 30 days of your Benefit Eligible Date, default benefits coverage is assigned. If you are defaulted, you cannot add dependents to health coverage or participate in Flexible Spending Accounts. The default coverage and any related premiums will be effective for the remaining benefit plan year unless you experience a Life Status Change.

If your company is headquartered in Florida and you do not make a benefits election within 30 days of your Benefit Eligible Date, the default coverage of "no medical benefits" is assigned. If you are defaulted, you cannot participate in Flexible Spending Accounts.

To review default coverage assignments, please see the "Eligibility" section of the *TEBI* Guidebook.

New Employee Orientation

Your New Hire Orientation is formatted as a complete course on Employee Development.

Please complete the course within your first 30 days of hire. The course is found on the Homepage of HR Passport, www.hrpassport.com, under the "Resources" Common links. You may complete the course in one sitting or on an intermittent basis.

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Please use the following link to review more details on how to participate:

<http://www.trinet.com/newhireorientation.htm>

Are You Eligible for Benefits?

Regular full-time employees are generally eligible for all benefits described in this addendum. You are a regular, full-time employee for benefit purposes if you are regularly scheduled to work at least 30 hours a week. Part-time employees who work less than 30 hours a week are not eligible for health benefits; including group short and long-term disability and group life insurance.

Regular part-time employees are eligible for the following prorated time off benefits: Vacation/ Sick.

Temporary Employees are individuals hired for a specific period of time, typically less than 3 months, and are generally not eligible for any company benefits described in this addendum. Some exceptions may apply depending on State and Local regulations. Please contact your Company or TriNet if you have specific questions.

Consult your TEBI Guidebook and TriNet's "Ask Benefits" available via TriNet's HR Passport. Log in at www.hrpassport.com for more details about coverage and eligibility for you and your dependents.

Company Sponsored Benefits

Waiving Health Coverage: If you already have current group medical coverage, you may choose to waive or opt out of TriNet's group health benefits. To waive coverage you must make an active election on HR Passport specifying that you decline medical benefits. You will also be asked to provide evidence of other group health care coverage. If you are a full time employee and don't submit an enrollment specifically waiving coverage with supporting documentation, you will be assigned TriNet's default coverage. If your company is headquartered in Florida and you don't submit an enrollment specifically waiving coverage with supporting documentation, you will be assigned TriNet's default of "no medical benefits" will be assigned.

Employees who waive health coverage are eligible to enroll in optional plans and flexible spending accounts.

If you are employed in the state of Massachusetts or Hawaii, you must fill out the appropriate form attesting that you have other coverage and return it to your employer.

Health Plans and Optional Benefits

For details about your health plans and optional benefits consult the **TEBI Guidebook** on HR Passport. In addition, please see "Ask Benefits" available on the home page of HR Passport.

For all plans, you may verify your eligibility, network, and locate providers by visiting HR Passport and navigating to Myself > My Benefits on HR Passport.

Optional Plans Available at Employee Expense

Flexible Spending Account (FSA) Plan: Healthcare and dependent daycare FSAs are designed to put money right back in your pocket. Important rules, regulations, and deadlines apply for this pre-tax benefit period; Consult the TEBI Guidebook and "Ask Benefits" for more details.

Optional MetLife Supplemental Term Life or Group Variable Universal (GVUL) Life Insurance:

You may apply for one type of Supplemental Life, but not both. You may apply for Term Life in one through six (1 - 6) times multiples of salary or apply for GVUL in increments of \$10,000 with minimum coverage of \$30,000. These optional plans are subject to underwriting. A Statement of Health Form is required when enrolling, except during your initial 30-day new hire period, when the first \$300,000 is guaranteed issue for Term Life and \$250,000 is guaranteed issue for GVUL. You may also purchase Supplemental Term Life or GVUL insurance for your spouse, domestic partner or dependent children, but not both.

Optional Accidental Death and Dismemberment Insurance: You may apply for this coverage in amounts of \$25,000, \$50,000, \$100,000, \$250,000, \$500,000 or \$750,000. Consult the TEBI Guidebook for more details.

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Optional Long-Term Disability Insurance: You may apply for this optional plan; consult the TEBI Guidebook for more details. A Statement of Health Form is required when enrolling except during your initial 30-day new hire period.

Aflac Supplemental Insurance: TriNet works with Aflac to provide supplemental insurance benefits for New Hires at your company. Aflac supplements but does not replace existing benefit plans. TriNet's offering of Aflac gives employees options to lower their out-of-pocket premiums, as well as giving new ways to provide protection. Most Aflac products are offered on a pre-tax basis, potentially providing savings for employees. Aflac enrollment must occur during an employee's first 30 days of employment or during Open Enrollment.

Plans vary by geographic region. For more information please visit Aflac's custom website for TriNet employees at www.aflacclients.com/trinet. The password is trinet1.

MetLife Voluntary Benefits: TriNet has partnered with MetLife to offer a suite of optional products and services. These programs afford employees group rates and the convenience of automatic payroll deductions. Benefits options include:

- * Group Long-Term Care Insurance: Enrollment in this plan is available on a Guaranteed Issue basis during a new employee's first 90 days of employment.
- * Group Legal Services Plan: Enrollment available within first 30 days of a new employee's hire date.
- * Group Auto and Home Insurance
- * MetLife Bank Services, which provide higher-than-market, interest rates.
- * Veterinary Pet Insurance.
- * MetLife Retirement Products: MetLife provides rates for these products and services. Enrollment is available at any time subject to the terms noted above and is completed on the MetLife "My Benefits" website via HR Passport or at www.metlife.com/mybenefits. For more information and to sign up, visit HR Passport and select > Myself > My Benefits > MetLife Benefits (log in at www.hrpassport.com) or call 1 800 GET-MET8.

Pre-Tax Commuter Benefits: An optional program that can save you up to 40% on vanpools, public transit, and parking costs. Passes can be delivered

right to your home, or you can simply submit monthly receipts for reimbursement. For more information, visit HR Passport HR Passport (log in at www.hrpassport.com, then select > Myself > My Benefits > Benefits Overview, and click on "Commuter Benefits".)

Other Services

Credit Union Membership: You and your family are eligible for membership in Corporate America Family Credit Union. As a member you may take advantage of money-saving and convenient services such as no annual fee VISA cards, free checking accounts, mortgage loans, Toll-Free 24 Hour Loan By Phone, online account access, and much more. Visit www.caacu.org to find the nearest branch location, or call 800-359-1939 for more information.

Direct Deposit: Direct deposit of your paychecks is available for up to five US bank accounts. Employees who participate in Flexible Spending Accounts can direct deposit their reimbursement checks into an existing account. You can set up, verify, and maintain your direct deposits via TriNet's HR Passport. Log in at www.hrpassport.com, then select Myself > My Payroll > Direct Deposit.

Theme Parks, Hotels, and other Discounts: Discounts are available for vacation destinations, hotels, car rentals, and much more. To explore what's available, visit HR Passport and select > Myself > My Benefits > TriNet Perks at www.hrpassport.com.

Work/Life Solutions: All employees and their family members may access free, confidential counseling, legal assistance, financial counseling, dependent care information and referral services. For more information, log in at www.hrpassport.com, then select Myself > My Benefits > Employee Counseling or call 800-630-4847.

Pay and Hours

Your pay period is semi-monthly from the 1st through the 15th and the 16th through the last day of each month. Regular paydays will occur on the 15th and the Last Day of each month.

Your regular office hours are from . Where required by law or contract for overtime purposes, the workday

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begins at 12:01 a.m. and ends at midnight each day. The workweek begins at 12:01 a.m. Sunday and ends midnight Saturday.

If the regular pay date is scheduled on a holiday or weekend, your paycheck will be dated the business date prior. Copies of your paychecks are available on TriNet's HR Passport (log in at www.hrpassport.com, then select Myself > My Payroll > Earnings Statements).

Time Off

Vacation Time credit for full time and part time employees is calculated on regular hours worked each pay period according to the following schedule.

Months	Hours Accrued	Max Hours
0 to 12	160	240
13+	160	240

Each multiple of eight hours equals the equivalent of one workday. Once the limit of "Max Hours" is reached, all further accruals will cease. Vacation Time accruals will recommence after time off is taken and the balance of accrued time off is less than the "Max Hours".

There is no waiting period before you may utilize Vacation Time.

Usage and scheduling of time off is subject to the direction and approval of your supervisor.

No payment for unused Vacation Time is made upon termination unless required by law. Some states require payment of accrued but unused Vacation Time upon termination.

Your accrued balance of Vacation Time and Sick Leave (current as of your most recently completed pay period) can be viewed from the Myself > My Payroll section of HR Passport (log in at www.hrpassport.com).

Health Benefits and Unpaid Leave

As of the first of the following month, you must elect COBRA coverage if you want to continue benefits during your leave. At that time, you will be offered the

right to continue your medical, dental, vision, and medical flexible spending account (FSA). You will be offered the right to convert your life insurance plans into individual plans. All other supplemental benefits will continue or terminate, based on the provider's requirement.

ONLY FOR COMPANIES WITH 50+ EES

Family Medical Leave Act: Provisions of the Federal Family and Medical Leave Act (FMLA) with similar statutes that have been enacted by 11 states (California, Connecticut, Hawaii, Maine, Minnesota, New Jersey, Oregon, Rhode Island, Vermont, Washington, and Wisconsin) and the District of Columbia. Note that states may have other statutes that affect an employee's right to leave for particular purposes such as pregnancy, attendance at school activities, organ or blood marrow donations, worker's compensation, and disability. States also may regulate by separate statute or regulation leave and related provisions for employees of state, county, and other governmental agencies.

For additional information on eligibility for mandated Leaves of Absence contact your Human Resources Representative or TriNet Human Capital Consultant.

Americans With Disabilities Act: The Company is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified individuals with disabilities. All employment practices and activities are based on a non-discriminatory basis.

The company does not discriminate against qualified individuals with disabilities. The Company will reasonably accommodate the disabilities of qualified candidates or employees, including modifying work areas and equipment, unless undue hardship would result. Reasonable accommodation is available to all disabled employees, where their disability affects the performance of the essential job functions. All employment decisions are based on performance as defined in the position job description, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as organizational changes/structure, job assignments, classifications, position descriptions, promotion, and seniority. Medical records/reports will be kept separate and confidential.

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This policy is neither exhaustive nor exclusive. The Company is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal state, and local laws.

Company Holiday Schedule

The holiday calendar is published annually and is available for full time and part time employees.

Your paid holidays can be found on HR Passport, under menu item My Company > Policies > Holiday Calendar.

Employee Help and Information

TriNet's HR Passport (log in at www.hrpassport.com) contains important content that can answer many of your benefits and payroll questions. Our Solution Center can also assist you from Monday through Friday, 9 a.m. - 9 p.m. Eastern Time, 8 a.m. - 8 p.m. Central Time, 7 a.m. - 7 p.m. Mountain Time and 6 a.m. - 6 p.m. Pacific Time.

Solution Center
employees@trinet.com
800-638-0461
Online "chat" via HR Passport

This document contains an abbreviated summary of employment benefits. Please refer to the Employee Handbook, TEBI, and Summary Plan Descriptions for additional detailed information. These resources are available online through HR Passport (log in at www.hrpassport.com). All information in this Addendum is subject to applicable laws and regulations described in the plan documents and other legal provisions. The material provided here is for informational purposes only. If there is any discrepancy, the plan documents govern.