



# U.S. Employee Benefits

2018 Overview



# Welcome: Anylam Benefits

Offering a robust Benefits Program is an integral part to Anylam's culture of investing in its employees' health and well-being. We continually review our benefit offerings to ensure we keep pace with the market and meet the needs of our growing and diverse employee population. We are a company positioned for tremendous growth and investing in our employees is crucial to our success—and ultimately to helping our patients lead better lives.

Our benefit plans are just one of the many ways Anylam helps employees take care of themselves and their family.

We invite you to review this brochure which provides an overview of the benefits available to regular employees.

# Healthcare

## MEDICAL

Alnylam makes your healthcare decision easier by providing a single comprehensive PPO medical and drug coverage plan through Blue Cross Blue Shield of Massachusetts. We offer three premium tiers: Employee Only, Employee Plus One Dependent, and Family. In addition, Alnylam pays for 85% of the plan premiums.

## DENTAL

Alnylam offers a comprehensive dental plan through Delta Dental. The Delta Dental PPO Premier Plus plan provides you with access to two of Delta Dental's extensive national networks - Delta Dental PPO, with more than 207,000 participating dentist locations and Delta Dental Premier, the largest dental network in the country with more than 290,000 dentist locations. Three out of four dentists nationwide participate in one or both of these networks.

## VISION

Alnylam offers a single, comprehensive vision plan through Eye Med. This plan allows you to choose from independent doctors and retail providers, including LensCrafters, Pearle Vision, Sears Optical, Target Optical and JCPenney Optical.

## FLEXIBLE SPENDING ACCOUNTS

You have the option to redirect a portion of your pre-tax pay, through payroll deduction, into Flexible Spending Accounts (FSAs) to help pay for out of pocket medical expenses such as copayments, deductibles, some drugs, and some other health care costs. Alnylam offers a Healthcare FSA and a Dependent Care FSA through Discovery Benefits.

## LIFE/DISABILITY

Alnylam provides employees with company-paid Life and Accidental Death and Dismemberment (AD&D) insurance through Prudential. In addition, employees have the opportunity to purchase supplemental term life insurance for themselves, their spouse and their children.

Alnylam provides a short-term disability (STD) paid leave if you have been disabled due to a non-occupational injury or illness. In addition, Alnylam provides a long-term disability (LTD) paid leave that provides disability benefits extending beyond the 12 weeks of STD. Both STD and LTD are company-paid benefits and offered through Prudential.

# Work/Life

## TUITION REIMBURSEMENT

Alnylam offers tuition assistance to support eligible employees in their pursuit of undergraduate or post-graduate level studies that are related to the employee's current role, or are part of a job-related degree or certificate program. Full-time employees will be reimbursed for tuition, books and required fees for pre-approved courses up to a set maximum.

## TRANSPORTATION PROGRAM

Employees may take advantage of one of three transportation options:

- A company-paid monthly T Pass that allows for roundtrip subway and/or rail transit between the T stop located nearest to your home address and the Kendall Square T stop.
- Company-subsidized parking privileges for one vehicle within the company designated parking facility.
- A monthly benefit of \$20.00/month, added directly to your semimonthly pay, if you bike or walk to work.

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

Kathleen Greer Associates provides professional and confidential counseling 24 hours a day, 7 days a week to individual employees and their household members.

## PET INSURANCE

Nationwide pet insurance provides coverage for veterinary expenses related to accidents and illnesses. Policies available for dogs, cats, birds, and other exotic pets.

## FITNESS BENEFIT

Alnylam has partnered with Cambridge Athletic Club, BodyScapes Fitness and Boston Sports Club to provide discounts on membership rates and enrollment fees. Alternatively, Alnylam will contribute towards the monthly membership rate of other fitness centers.

## CIRCLES CONCIERGE

Alnylam offers Circles Concierge, a personal assistance service, at no cost to regular employees working an average of 30 or more hours per week. From product research to contractor referrals to personal travel arrangements, Circles can help make your life easier.

## EMPLOYEE DISCOUNTS

Alnylam partners with a number of vendors and service providers to bring employees a number of discounts, including:

- Tickets@Work
- Columbia Insurance Agency
- Computer and technology purchases from Dell and CDW
- Cell phone service from AT&T and Verizon
- Kindercare Childcare
- Hubway Bike Share Program
- Local restaurants
- And many more!

# Savings

## 401(K) PLAN

Alnylam offers you the opportunity to participate in a 401(k) Savings Plan through Fidelity Investments in order to help save for retirement or other longer-term financial needs. Both full-time and part-time employees, age 18 or older, are eligible to participate. Through automatic payroll deductions, you may contribute up to 15% of your pre-tax earnings or a maximum of \$18,000 per year for 2017 (\$24,000 for employees age 50 or over) to the Alnylam 401(k) Savings Plan.

Alnylam offers a discretionary 401(k) match of up to 50% of the first 6% of employee contributions to a maximum of \$8,000. The company match is in the form of Alnylam stock.

## STOCK OPTION PLAN

The Company has reserved a designated number of shares of its common stock for issuance to employees under its Incentive Stock Plan. More details are available upon employment.

## EMPLOYEE STOCK PURCHASE PLAN

The Employee Stock Purchase Plan (ESPP) provides all eligible U.S. based employees the opportunity to purchase shares of Alnylam common stock at a discount through payroll deductions. You may choose to withhold up to 15% of your base salary to purchase Alnylam common stock at eighty-five (85%) of the lower of 1) the fair market value per share of common stock on your Entry Date into the offering period or 2) the fair market value per share on the semi-annual purchase date.

# Paid Time Off

## VACATION TIME

Alnylam provides eligible full-time employees with vacation time that accrues at the end of each month based on your length of service with Alnylam.

0-5 YEARS	5+ YEARS
15 days per year	20 days per year

Part-time employees scheduled to work over 20 hours per week will accrue prorated vacation time at the end of each month.

Employees may rollover up to 5 days (40 hours) of vacation time each year.

## FLEX DAYS

Full-time employees are eligible for 3 additional "flex" days that can be used at any point in the year.

## SICK TIME

Regular full-time employees are eligible for up to 5 days per year. Part-time employees scheduled to work over 20 hours per week will be eligible for sick time on a pro-rated basis.

## NEW YEAR'S RECHARGE

Alnylam closes down during the holiday week between Christmas and New Year's to allow employees to recharge and enjoy time with friends and family.

## HOLIDAY TIME

Alnylam provides the following holidays for the 2018 calendar year.

2018 HOLIDAY	DATE OBSERVED
<b>New Year's Day</b>	Monday, January 1st
<b>Martin Luther King Jr. Birthday</b>	Monday, January 15th
<b>Presidents' Day</b>	Monday, February 19th
<b>Memorial Day</b>	Monday, May 28th
<b>Independence Day</b>	Wednesday, July 4th
<b>Labor Day</b>	Monday, September 3rd
<b>Thanksgiving Day</b>	Thursday, November 22nd
<b>Day after Thanksgiving</b>	Friday, November 23rd
<b>Christmas Eve</b>	Monday, December 24th
<b>Christmas Day</b>	Tuesday, December 25th
<b>New Year's Recharge</b>	Wednesday, December 26th - Monday, December 31st