



CANADA FAQs

People Operations

PTO and Holidays

- **Is PTO advanced at the beginning of the year?**
We will retain the current Raytheon PTO process and schedule for 2022.
- **Will our pre-booked annual leave dates for 2022 be honoured by Vertex?**
Yes, pre-booked annual leave dates will be honoured.

Compensation, Benefits and Retirement

- **Will my RTX company service credit be honoured with Vertex?**
We will provide transitioning employees full credit for the length of service with RTX for the purposes of eligibility and vesting under benefit plans and policies.
- **Will we receive a formal offer letter from Vertex outlining compensation before the transition?**
All employees will be transferred to a legal entity that is transferring to Vertex and do not require offer letters. Employees in Canada will receive a formal offer letter prior to the transition. Employees in the UK will transition in accordance with TUPE requirements.
- **Will employees be expected to renegotiate their compensation package prior to the transition to Vertex?**
No- all transitioning employees will transition at their current pay rates.
- **Vertex has performance bonus incentive programs in place for eligible employees. Who are the eligible employees?**
Vertex will consider all of the current employees participating in a performance bonus incentive program as the initial eligible pool for consideration. Transitioning management will be informed of the nomination process for employees to be considered for 2022 performance.
- **Will you share an employee handbook? Will benefits be effective on day 1 of employment?**
We do not use an Employee Handbook model. All transitioning employees will be provided access to all applicable policies, procedures, and processes.
- **How do Vertex benefits compare to Raytheon in total aggregate value?**



The types of benefits offered during Open Enrollment are substantially comparable between Vertex and Raytheon. Any other offerings will differ based on our policies that will be available for employees to review prior to open enrollment in 2022.

- **What are the staff benefits/perks at Vertex? Do they also have a Corporate Perks discount scheme?**

Vertex does offer Corporate Perks. More information will be available after close.

- **Is there a backup plan in place in case payroll is not ready to go in Dec?**

Vertex is ready to take over payroll for December 2021

Onboarding

- **Will Vertex conduct new hire orientations?**

Yes—details of the new hire orientation we will be communicated on 7 December 2021.

- **Will you share an employee handbook? Will benefits be effective on day 1 of employment?**

We do not use an Employee Handbook model. All transitioning employees will be provided access to all applicable policies, procedures, and processes.

- **When and how is Vertex going to communicate the process and schedule for transitioning employees including transfer of employment?**

We created an external onboarding page that provides new employees required onboarding information, POC's, Q&A's, etc. The site address is below. Payroll and benefits for all transitioning employees will remain on RTX systems and benefits, with the exception of UK and Canada employees, through 2022. The schedule and on-boarding process for each employee group will be communicated to each employee and posted on the following website: <https://vtxco.com/careers/welcome-new-teammates/>

Culture

- **What are the programs and policies at Vertex related to Diversity, Equity & Inclusion?**

We value a culture of diversity, equity and inclusion while promoting its core values. We have policies and processes in place, are an equal opportunity employer, and prioritize an inclusive environment welcoming people of all backgrounds. The Vertex Difference is empowering diversity and being a team of one: One Team – One Fight!



- **What is the meaning of the company's name "Vertex"? Is it based on the definition of a vertex as either the highest point (i.e summit) or use in geometry of the point of intersection?**

The word *vertex* has several meanings, including "the point opposite to and farthest away from the base in a figure." Another meaning is, "A high point or a summit (i.e. the *vertex* of the hill)." Both definitions fit our company. We are extremely proud of our legacy and our core business supporting Department of Defense and other government agency contracts. While we have deep roots to our legacy and core competencies, we have expanded our boundaries in commercial and international business pursuits, like the first definition above, we have extended to a point beyond this base. Also, just as the word *vertex* is synonymous with the word *summit*, we are at a summit, a high point in our company's evolution, with plans to reach even higher.

Divestiture Status

- **When will we officially become Vertex employees?**

You will become a Vertex employee immediately after the close of the sale; 6 December 2021.

COVID-19

- **What is the Vertex policy on requiring COVID vaccinations?**

We require all employees to obtain a COVID vaccine as a condition of employment. Transitioning employees are expected to be fully vaccinated by January 18, 2022. Employees may request a medical or religious accommodation. If approved, non-vaccinated employees will be required to submit to weekly testing and must wear an approved face mask while at the work location.

Future Opportunity

- **What are the advancement opportunities for RTX employees at Vertex?**

We understand our most valuable asset is our people. Vertex has a "Performance-Based" company culture where people understand their job and what is expected of them. Vertex has a very diverse business portfolio with opportunities for skilled artisans, exempt professional subject matter experts and management growth opportunities. We provide internal employees a preferential opportunity for advancement before hiring externally.

- **Does Vertex have an Engineering Fellow program? A technical network/technology interest group in place for reach back to subject matter experts?**

Vertex does not currently have an Engineering Fellow program in place but is open to evaluating the benefit of a future program.



- **How does Vertex help the professional development and career planning of employees?**
Vertex has a Learning Management System (LMS) that has hundreds of voluntary development courses, in addition to annual required courses such as ethics and compliance. We will incorporate other applicable department and/or business unit recurring, certification, and training courses.

Compliance

- **Will transitioning employees be expected to sign a non-compete agreement with Vertex? What are the Vertex conditions for employment?**
Some positions may be required to sign the Vertex Proprietary Information, Non-Solicitation, Innovation, & Return of Property Agreement, and/or a non-complete agreement. For employees in those positions, the terms of the agreement will be discussed at that time.
- **What is the Vertex policy regarding inventions by employees? Does Vertex retain IP?**
Some positions may be required to sign the Vertex Proprietary Information, Non-Solicitation, Innovation, & Return of Property Agreement.
- **What time keeping system do I use? Where do I find my new charge number?**
Continue to charge your existing charge numbers setup today in the Raytheon/or their existing respective ERP/time-keeping system.
- **Does Vertex, within their HR systems, have categorization at the personnel level such as Labor Grade or Labor Category?**
We have established salary grades for all positions Direct/Indirect classifications are identified. These will be mapped to RTX salary grades and classifications.

Finance

- **Do I continue to use my current Raytheon credit cards for business expense? And how do I get reimbursed?**
Yes-continue to use your Citibank/or Raytheon assigned Credit Cards and continue to follow same process for reimbursements.
- **How do I make reservations and book my company travel?**
Continue to work with Raytheon Travel team to book travel tickets/no change in the process.
- **Does Vertex policy allow employees to use personal aircraft for business travel?**
No- Finance Policy VTX.FN.P.001 states "Personal, Leased, and Charter Aircraft – Employees of the Company may not use or pilot a privately owned, borrowed, rented or leased aircraft on Company business. Use of charter aircraft when necessary for business reasons and/or



where the use of a charter aircraft is more economical than rates for commercial flights must be approved by Company Executive leadership prior to incurring any such expense.”

- **What time keeping system do I use? Where do I find my new charge number?**
Continue to charge your existing charge numbers setup today in the Raytheon/or their existing respective ERP/time-keeping system.
- **Does Vertex, within their HR systems, have categorization at the personnel level such as Labor Grade or Labor Category?**
We have established salary grades for all positions Direct/Indirect classifications are identified. These will be mapped to RTX salary grades and classifications.
- **What is the Vertex fiscal year?**
Our annual operating plan is on a calendar year fiscal year. Programs and/or contracts may have a fiscal year that differ from Vertex’s fiscal year.

Business Operations

- **Vertex seems heavy in government how does commercial training fit in to the bigger picture?**
The diversity of the portfolio was one of the primary reasons that Vertex pursued this transaction. We are very excited about the training capabilities that exist within the Commercial Training and Defense Training segments. We see a variety of opportunities to improve the efficiency of its existing programs and improve the competitiveness of its offerings for new business utilizing the excellent training competencies and capabilities that exist within the transitioning business.
- **Can you share organization charts of the functions at Vertex?**
Organization charts with points of contact will be provided after close.
- **What is Vertex's plan for providing facilities or workspace for programs that are not covered by sub-leases or lease transfers?**
We will ensure that company provided facilities or approved workspaces are available.
- **Does Vertex plan to close any of the former RTX facilities after the divestiture?**
We will continue to execute the existing business at each of the sites and intend to utilize the capabilities of those sites to pursue and win new business.
- **Will we have a special Vertex logo for our division? Will we be able to affix the logo to products?**
Vertex approved logos will be provided after the close.



- **Does Vertex plan to close any of the former RTX facilities after the divestiture?**
We will continue to execute the existing business at each of the sites and intend to utilize the capabilities of those sites to pursue and win new business.
- **Does Vertex use any particular management decision process approach? For example, we use a Raytheon Integrated Product Development System (IPDS) that defines our decision gates but there are others like the Advanced Product Quality Planning (APQP) process that they might be using. If they are using something, we can begin to plan how we might or will adopt but if not then we can plan how we want to modify our IPDS process.**
Employees will continue to use the IPDS practices and processes currently used.
- **Is Vertex certified for compliance with CMMI Level 3?**
We are not currently certified to CMMI at any level, but we will initiate the certification process in the near future.

Information Technology

- **Will we have access to our UK and CAD systems?**
Access for UK and CAD employees that are joining the Vertex team will remain consistent and access systems as usual. The impacted employees will continue to work in the same systems and manner in which they operate today. In some cases, applications may need to have data pulled via a "Human Proxy".
****Human Proxy Definition – In instances where the system has comingled data between Raytheon and Vertex that does not have the ability to separate, data requests will need to be made manually.*
- **Does Vertex offer remote work?**
A core competency of the Vertex culture is our agility and responsiveness. We have found that it is maximized when we are able to work synergistically in an in-person environment. Remote work is authorized by position requirements or other approved circumstances.
- **Will I have a new Email address, and will I continue to receive Emails sent to my previous RTX Email address?**
Yes - Employees Email address will be changed to @vtxco.com at closing. You will need to advise those you email with of your new Email address and change you signature profile if it includes your Email address.
**Note - You will still receive Emails sent to your previous RTX Email address until otherwise notified.*



- **Will I have access to my current and archived Email .pst files?**
Yes - Employees will have access to current and archived .pst file.
- **Will I be able to access my current business specific work applications, data and business specific SharePoint sites?**
Yes - Employees will have access to all current business specific applications, data and SharePoint sites.
- **Will there be a new Helpdesk number?**
Employees will continue to use the same call-in number to reach the Helpdesk for issues with login, access or other computer/laptop/phone needs.
- **How will free and open-source software be handled under Vertex? Will there be a need to resubmit software for approval?**
All software installed on the Vertex network needs to be approved by InfoSec regardless of the cost.
- **What will the process be to acquire new licenses for software under Vertex?**
You will continue to use the Raytheon Service Desk while we are on the TSA.
- **Does Vertex have any sort of Risk & Opportunity tracking tool? Or if they use excel spreadsheets for example?**
Vertex offers various R&O tracking tools. More information will be provided upon request from the Raytheon Service Desk.
- **Does Vertex use anything different than Microsoft project for schedule planning?**
Yes-Vertex uses Smartsheet for schedule planning.

Global Trade Compliance

Shipping

- **I am at a OCONUS location and need to send an item back to the US. What do I do?**
Alert GTC, and GTC will create a manual Commercial Invoice and return to you to complete the shipping documents. Once packet is approved by GTC the item can be shipped.