

WORK-LIFE BALANCE

C DESIGN recognizes the importance of balancing your career with your personal responsibilities, commitments and lifestyle. Flexible office hours, remote work and half-day Fridays are several of the ways we provide employees the opportunity to create balance in their lives.

Flexible Office Hours

Our core office hours are 9:00am-4:00pm, Monday through Thursday and Friday 9:00am-12:00pm, based on a minimum forty (40) hour work week. Having core work hours enables our team to efficiently communicate, collaborate and take care of our clients. Employees may choose to work earlier or later as long as they are available and working during core hours.

Half-day Fridays

Employees may finish their workweek on Friday at 12:00 noon provided forty (40) hours have been worked and all time-sensitive assignments are complete.

Remote Work

With prior approval, working from a remote location is allowed according to the employee's length of service. The Remote Work allotment matches the amount of Paid Time Off an employee is given.

| | |
|----------------------------------|----------------------------|
| First 36 months (3 years) | 120 hours (15 days) / year |
| 37 to 120 months (3-10 years) | 160 hours (20 days) / year |
| 121 months (10 years) and above | 200 hours (25 days) / year |

Paid Time Off (PTO)

Full-time, salaried employees earn paid time off on an accrual basis from January 1 through December 31 each year.

| | |
|---------------------------------|----------------------------|
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| 37 to 120 months (3-10 years) | 160 hours (20 days) / year |
| 121 months (10 years) and above | 200 hours (25 days) / year |

A total of forty (40) unused hours may roll over from calendar year to calendar year.

Company Paid Holidays

C DESIGN offers eight (8) paid holidays per year. The office closes in observance of the following seven (7) holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

In addition to the holidays listed above, employees may observe one (1) paid floating holiday per year based on personal preference.



HEALTH BENEFITS

Medical | Dental | Vision Insurance

Full-time employees (averaging 30+ hours per week) are eligible for medical insurance on the first day of the month following sixty (60) days of employment. C DESIGN pays the majority of the costs for employee and family health insurance. The following is the current employee contribution per semi-monthly pay period:

| | |
|------------------------|-------|
| Employee | \$40 |
| Employee w/ spouse | \$115 |
| Employee w/ child(ren) | \$125 |
| Employee w/ family | \$225 |

Dental | Vision Insurance

Full-time employees (averaging 30+ hours per week) are eligible 100% company-paid dental and vision insurance. on the first day of the month following sixty (60) days of employment.

Life | Short-Term | Long-Term Disability Insurance

Full-time employees (averaging 30+ hours per week) are eligible for this 100% company-paid insurance beginning on the first day of the month following 60 days of employment. Maternity Leave is covered under the Short-Term Disability Policy.

Personal Wellness Program

C DESIGN will reimburse full-time employees up to \$300 per calendar year for fitness club memberships, personal training, and other approved wellness related activities and competitions.

PROFIT SHARING

401K Plan with Company Match

All employees are eligible to participate in the firm's 401K Plan following sixty (60) days of employment. C Design offers a company match of up to 4% of the employee's salary deferral. The firm's financial advisors are also available to speak with all employees regarding their specific investments and retirement planning.

Bonuses

Based on the firm's profitability for the calendar year, employees may receive a year-end cash bonus.

Incentive Compensation/ Profit Sharing Program

After three (3) years of service and meeting specific performance requirements, employees are eligible for promotion to the Associate level. Benefits include an increased bonus adjustment and professional development allowance, and eligibility for selection for the Incentive Compensation/Profit Sharing Program. This step is considered the first step towards potential ownership in the firm.

Our vision at C DESIGN is to be a national leader in the design profession known for delivering excellent service, creative solutions and superior value to our clients through a partnership that exceeds expectations.



C DESIGN CULTURE

Award-Winning Office Environment

Our office design has been honored with two industry awards, a 2019 AIA Charlotte Interior Architecture Award and a 2019 IIDA Design Award. We designed an open office space filled with natural light, exposed industrial features, useful pin up and layout space and welcoming hospitality areas. From our modest beginnings in 2003, we now have an inspiring space that exudes our values, unifies the organization and creatively showcases our culture. Our office is in the Boxer Building which is located in a vibrant area of uptown Charlotte with on-site company paid parking for employees.

Philanthropy Focus

Giving back to the community through volunteerism and involvement are integral parts of the C DESIGN culture. We feel it's an important part of what we do and a reflection of who we are.

- Select volunteer activities are permitted during work hours.
- C DESIGN sponsors charitable events that like golf tournaments, clay shoots, and 5k runs for non-profit organizations that are significant to our clients and business partners.
- Group outings are planned for company-wide volunteer events.

Comaraderie

C DESIGN encourages a friendly team atmosphere with opportunities to get together outside of work with coworkers, and occasionally their family members. We hold monthly birthday socials, employee-led design presentations & best practice lectures, team-building excursions, seasonal family outings, a year end holiday party, and random celebrations throughout the year to recognize firm or individual accomplishments.

PROFESSIONAL DEVELOPMENT

Continuing Education

All full-time employees are allotted \$300 per calendar year for professional courses and continuing education. Once Associate level is reached, this allotment increases to \$400 per year.

Registration or Accreditation

C DESIGN pays for successful completion of professional licensing exams for Architecture (ARE), Interior Design (NCIDQ), and LEED Accreditation. Additional PTO is also granted for the day of each exam. Annual professional license and NCARB renewals are also company paid.

Professional Memberships

C DESIGN encourages involvement in professional organizations that provide networking opportunities to enrich the work experience. Annual memberships renewals like AIA, IIDA and others are company paid.

Performance Reviews

Performance review conversations are held as a way for employees and supervisors to interactively discuss work objectives, establish professional goals and identify opportunities for improvement. Quarterly check-ins held throughout the year keep the lines of communication open.

