

Employee Benefits at a Glance

September 1, 2023 – August 31, 2024



MaxCyte values its employees' contributions to the progress of the Company and in return provides a high-quality benefits package. Benefits available to full-time (FT) employees are summarized below. Benefits may vary for our global locations. US employees enjoy the benefits below.



Work-Life Balance

Holidays

FT employees are eligible for twelve (12) company-paid holidays effective on their date of hire.

Company Holidays
Day off for New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Day off for Christmas Eve
Christmas Day
Day off for New Year's Eve Day

Paid Time Off (PTO)

Regular FT employees are eligible to accrue PTO beginning on their first day of work. Regular part-time employees (less than 32 hours per week) are similarly eligible to accrue PTO on a prorated basis. PTO is accrued on an employment-anniversary basis.



Professional Development

Education and Professional Development

MaxCyte is committed to providing career development opportunities for its employees including:

Tuition Reimbursement Program: FT employees are eligible for tuition reimbursement. This benefit covers tuition, lab fees, and required books for up to 2 pre-approved job-related or career-related courses per semester. The maximum allowable benefit in any given calendar year is \$5,250 non-taxable. Employees must receive a passing grade to be eligible for reimbursement. Employees must remain employed by MaxCyte for at least six (6) months after completion of the course(s) or they will be responsible for the repayment of all tuition reimbursement. Each tuition reimbursement request must be approved by a supervisor.

Full-Time Employees Earn:

Years of Service	Number of PTO Days	PTO Hours Per Pay Period
0 – 2 years	20 days	6.67 hours
3 – 4 years	23 days	7.7 hours
5 – 6 years	27 days	9.0 hours
> 6 years	30 days	10.0 hours

At the end of each calendar year, Non-California/Colorado resident employees may carry over 5 days (40 hours) of PTO to the following year. California and Colorado employees may accrue only up to the amounts shown above but are not limited in the hours they may carry over into the following year.

Parental Leave

MaxCyte will provide up to 6 weeks of paid parental leave to eligible employees following the birth of a child or the new placement of a child with the employee in connection with adoption or foster care.

Volunteer Time Off

All regular employees may take up to 8 hours (one day) off per calendar year to volunteer time in support of a charity, nonprofit, or local community group. Time is prorated for part-time employees.

Seminars and Workshops: MaxCyte will approve and assume the cost of enrollment and travel related to attendance at job-related seminars. Seminars or workshops must be approved in advance by a supervisor.

Employee Referral Program

It is the policy of MaxCyte to utilize its current employees as a valuable resource for identifying qualified job candidates. All full-time regular posted positions are included in the program. Employees may receive a \$3,000.00 (net) bonus for referring candidates who are hired for eligible positions.



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Health and Wellness

Medical, Dental, and Vision Insurance

The Company offers medical, dental, and vision benefits for employees and their covered dependents for medically necessary treatment. Regular FT employees working 32 hours or more per week are eligible for these benefits beginning the first of the month following employment. Each employee may select one, two, or all of the benefits: medical, dental, and/or vision. MaxCyte pays 90% of the monthly premiums for the standard medical plan and 100% of the monthly premiums for the high-deductible plan. Employee per-paycheck contributions to the cost of insurance benefits are shown below and are deducted pre-tax:

Medical Insurance: United HealthCare			Dental & Vision Insurance: MetLife		
Coverage Level	POS Plan	High Deductible Plan w/ HSA	Coverage Level	Dental	Vision
Employee Only	\$42.73	\$0	Employee Only	\$3.64	\$0.83
Employee and Spouse	\$103.40	\$0	Employee plus One	\$7.40	\$1.56
Employee and Child(ren)	\$77.17	\$0	Employee and Children	\$13.16	\$2.22
Employee and Family	\$142.35	\$0	Employee and Family	\$13.16	\$2.22

Employees must enroll within 30 days of becoming eligible. Employees may only change their benefits selections during open enrollment or upon an eligible life-changing event (e.g., marriage, birth, divorce, death of spouse or dependent). An employee has 30 days to change coverage options when a life-changing event occurs. If an employee does not enroll within the 30-day window, they must wait until open enrollment at year-end and may be required to provide evidence of insurability. Please note that there is no open enrollment period for dental coverage, and late enrollees will be subject to waiting periods.



Finance and Future

Flexible Spending Account (FSA)

FT employees are eligible to participate in Medical and/or Dependent Care FSA plans. A flexible spending account allows employees to set aside money on a pre-tax basis for medical/dental/vision expenses not reimbursed by insurance, including any deductible or co-insurance costs.

The plan year runs from September 1 through August 31. Once enrolled in this benefit plan, employees may not change their contribution amounts for the duration of the plan year unless there is a change in family status. If employees do not use FSA funds that they set aside, they can carry over up to the annual IRS maximum. The remaining balance over the IRS maximum is forfeited.

Health Savings Account (HSA)

FT employees who enroll in the High Deductible Plan are eligible to participate in a health savings account. HSAs are like personal savings accounts, but the money in them is used to pay for health/dental/vision expenses not covered by insurance, including deductible and co-insurance costs. Money is deposited into an HSA on a pre-tax basis. The HSA includes an option to invest the money in mutual funds, and earnings from the HSA are tax-free. Unlike an FSA, any unused money at year-end rolls over to the next year and belongs to the employee indefinitely.

401(k) Plan

All full-time and part-time employees who are at least 21 years of age are eligible to enroll in the MaxCyte, Inc. 401(k) plan. The Plan is administered by Fidelity. Employees may defer up to 80% of their gross pay on a pre-tax or post-tax basis and may not exceed the IRS annual maximum. Employees who are 50 years old or older may be eligible to contribute an additional "catch-up" contribution. Additionally, the Company matches 50% of the first 10% of contributions to the Plan, and the match is 100% vested immediately.

Life and Accidental Death & Dismemberment (AD&D)

The Company provides Basic Life and AD&D coverage at no cost to FT employees in the amount of 1X base salary, up to a maximum of \$100,000. FT employees will automatically be enrolled for this benefit on the first of the month following employment. Employees may purchase additional Life and AD&D coverage for themselves, their spouses, and dependent children.

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Short Term Disability (STD)

STD is a company-paid benefit that provides FT employees with income protection at 100% of their salary during the 90-day disability period. The benefit will be effective beginning on the 8th calendar day following the date of disability. FT employees will automatically be enrolled for this benefit on the first of the month following employment. STD is provided at no cost to the employee. Payment of STD benefits is subject to the certification of disability by the Company's STD administrator.

Long Term Disability (LTD)

LTD is a company-paid benefit that provides FT employees with income protection at 60% of salary during the disability period, up to \$10,000 per month. FT employees will automatically be enrolled for this benefit on the first of the month following employment. The benefit begins after an elimination period of 90 days (i.e., at the expiration of the short-term disability coverage).

Long-Term Care Insurance

The Company provides a fixed Long-Term Care insurance benefit for employees and the option for employees to purchase additional coverage.

Employee Assistance Program (EAP)

FT employees and their immediate family members are eligible to participate in the EAP program. The program provides counseling to alleviate personal or job stress, marital and parenting difficulties, substance abuse problems, etc. The EAP also provides information on legal and financial matters, elder care and daycare resources, adoption information, and school and college assistance. Assistance is available 24 hours a day, 7 days a week via phone. All contact with the EAP is strictly confidential.

Identity Theft Protection

FT employees and their immediate family members are eligible to purchase Sontiq's identity theft protection plan. The plan protects participants from cybercrimes by offering several services, including financial account monitoring, password management, court records monitoring, lost wallet assistance, credit monitoring and restoration, and more.

Employee Stock Purchase Plan

A voluntary program that allows employees to purchase shares of MaxCyte stock at a 15% discount through after-tax payroll deductions.

The above is intended as a brief summary of benefits currently available to employees of MaxCyte, Inc. (or the "Company"). A more complete description of certain benefits is set forth in each summary plan description. The terms of the benefits plans are contained in the formal plan documents. In the event of any discrepancy between this summary and the actual provisions of the plan, the plan documents shall govern. The Company reserves the right to modify or discontinue benefits at any time without notice.