



RETIREMENT & SAVINGS PROGRAM HIGHLIGHTS

Like the sound of
FREE M**ONEY?**



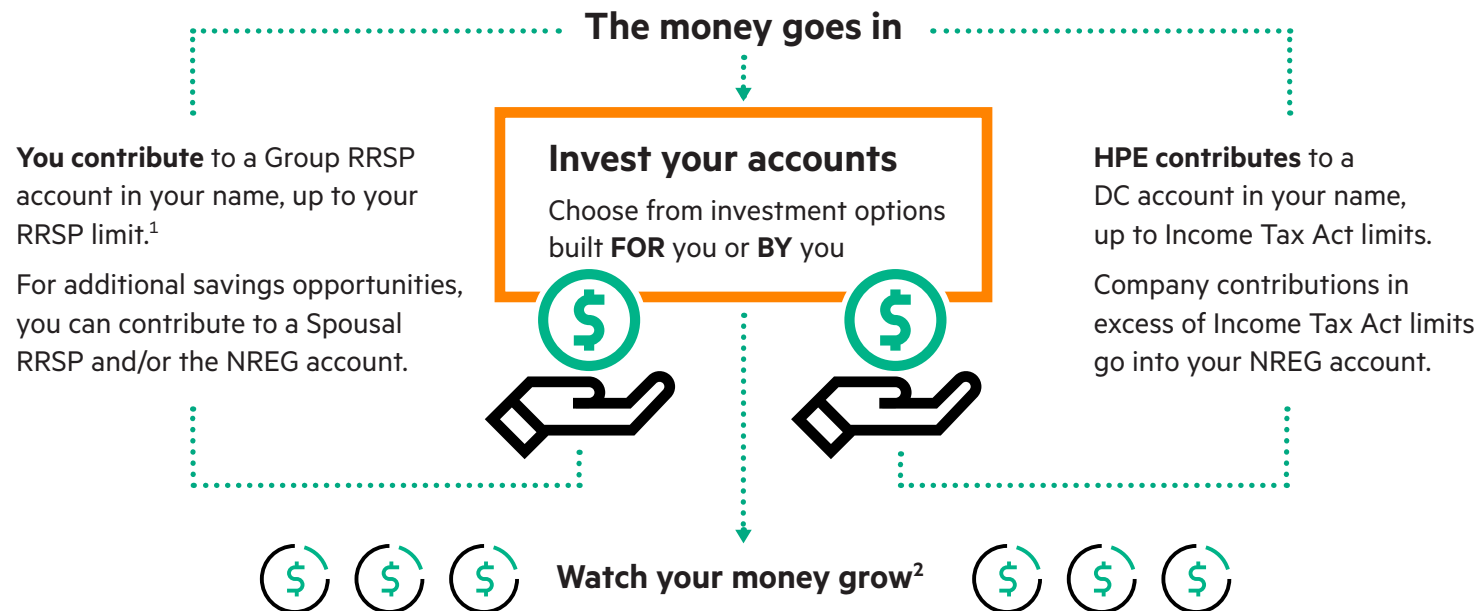
See inside for more information

HOW THE PROGRAM WORKS

The HPE Retirement & Savings Program is an important element of your retirement planning. Together with government benefits and your personal savings, it is designed to help you achieve financial security for the future.

Here's how it works

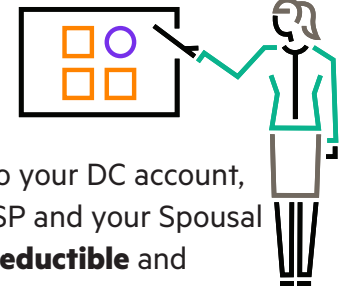
You contribute to the HPE Program via automatic payroll deduction each pay period. You can direct your contributions to the **Group Registered Retirement Savings Plan (Group RRSP)** and/or the **Spousal RRSP**.¹ All company contributions up to Income Tax Act limits are directed to a **Defined Contribution (DC) Pension Plan** account in your name. Any company contributions above Income Tax Act limits, or any contributions you make that exceed RRSP limits, are automatically directed to a **Non-Registered Account (NREG)** in your name.



Learn all about the Program >



Did you know?



Contributions to your DC account, your Group RRSP and your Spousal RRSP are **tax-deductible** and **grow tax-free!**

Contributions to the NREG account are made with after-tax dollars... but you still have access to the same great investment options!

¹Per provincial legislation, members in Quebec must direct the first 5% of their contributions to the DC account.

²Your account balances will depend on how much money goes in and the performance of your investments over time.

THE COMPANY MATCH

When it comes to the HPE Program **5 = 10**

How? HPE provides a dollar-for-dollar company match on the first 5% of **eligible earnings** you contribute to the Program. This means, if you take full advantage of the match by putting in 5%, **you get another 5% from HPE!**

Contribute more than 5% for even more financial growth opportunities (HPE does not match contributions above 5%). The more you put in, the more money you'll have to invest and grow.



Contribution limits

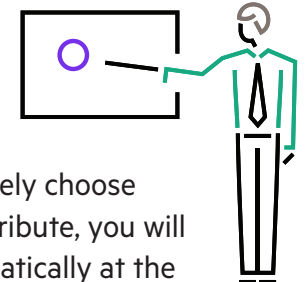
Contributions to the HPE Retirement & Savings Program are limited by the **Income Tax Act**. You can find your maximum RRSP contribution limit for the year in your annual Notice of Assessment or by visiting the *My Accounts* portal on the **Canada Revenue Agency website**.

Visit the **HPE Benefits Enrollment Tool** at any time to change your HPE RRSP contribution rate or update your RRSP contribution room limit. Your contribution room limit is reset to zero each year during annual enrollment, so be sure to update it at this time if you have room. Any contributions you make that exceed your RRSP contribution room limit will be directed automatically to your NREG account.

Like the sound of a **100% return**
on your investment?

Enroll now!

Did you know?



If you do not actively choose how much to contribute, you will be enrolled automatically at the 1% contribution level and will lose out on significant earnings opportunities. If you actively choose to contribute nothing, HPE won't contribute to your pension either.

Be sure to maximize your company pension by contributing at least 5%!

myFiTage™

Setting and achieving your financial goals

When can you afford to retire? How long do your savings need to last?

Use **myFiTage™**, your own personal financial wellness tool, to help you understand and answer these important questions.

With myFiTage™ you can:

- See your retirement in terms of easy-to-understand numbers
- Experiment with changes to your financial strategy to achieve financial independence sooner
- Find out how to make the most of your participation in the HPE Program

And best of all? myFiTage™ is all about you! Take advantage of personalized suggestions and insights, and create a tailor-made financial action plan for you to review with your financial planner.

Have a look
at these
informative
videos



All about myFiTage™



Reducing your FiT AgeSM



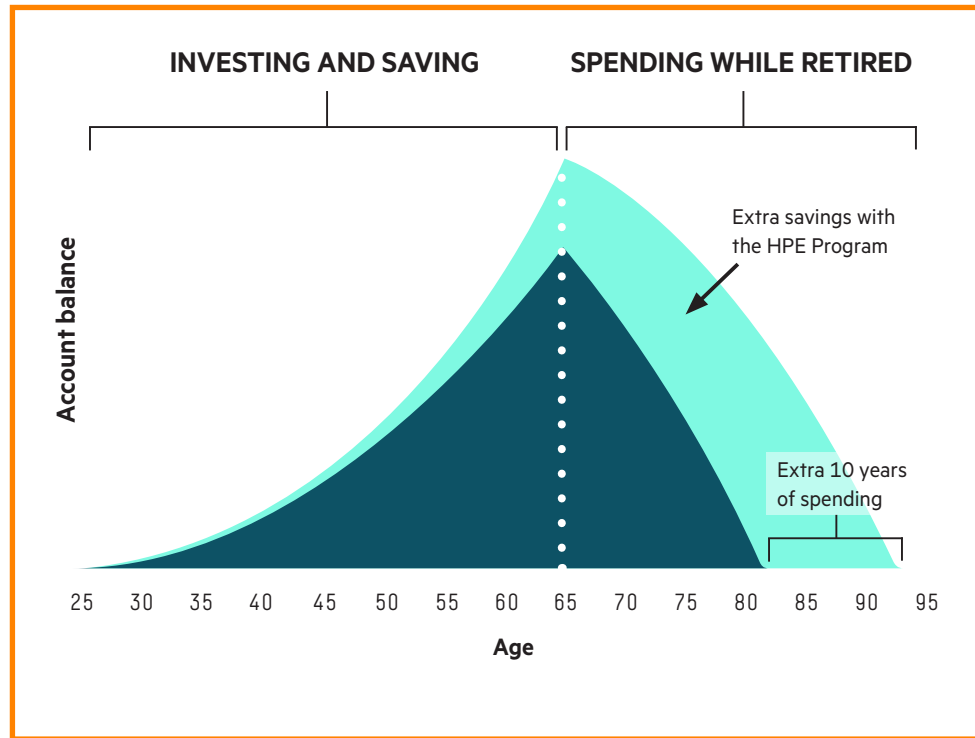
MY INVESTMENT OPTIONS

You control how your DC, Group RRSP, Spousal RRSP and/or NREG accounts are invested, choosing from a range of professionally managed investment options. Each investment option comes with a different management style, level of risk and fund management fee. You decide what's best for you based on your investment strategy and personal risk tolerance.

Why our **LOW fees** are a **BIG deal**

We negotiate special, lower-than-retail fund management fees for the funds we offer under the HPE Program.

The high fees offered at retail financial institutions can eat into your savings, shaving off **as much as 10 years of spending income in retirement!**



For illustrative purposes only. Individual results will vary.

Three ways to invest

- 1 **Target date funds**
- 2 **Pre-built balanced funds**
- 3 **Build your own portfolio**

Whichever option you choose...



It's important to review your investments at least once a year, reassess your needs and goals, and make adjustments according to changes in your financial situation.

Stay up-to-date on funds and fees

Visit www.mysunlife.ca to view the fund options and fees we offer under the HPE Program.

MANAGING MY INVESTMENTS

This sounds like me...



Lower maintenance

“I want a simple investment solution that matches my planned retirement date.”

“I am comfortable with greater risk early on to grow my savings, but I want to move toward safer fund types the closer I get to retirement.”



Middle-of-the-road

“I want a simple investment solution that matches my risk tolerance.”

“I don’t want to select individual funds for my investment portfolio.”

“I’m willing to update my investment selections as my risk tolerance changes over time.”



Hands-on

“I’m comfortable choosing my own investment funds.”

“I’m willing and able to actively manage my investment portfolio.”

“I’m willing and able to actively monitor and make changes to my investment selections to ensure they continue to reflect my investment goals.”

You may want to consider...

Target date funds

Visit www.mysunlife.ca to select the target date fund that works for you.

Balanced funds

Visit www.mysunlife.ca to learn more about and select the balanced funds that work for you.

Build your own portfolio

Consider selecting individual investments from HPE’s fund line-up and building a portfolio of funds that matches your risk profile.

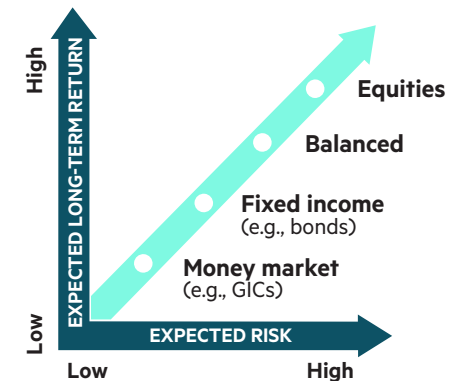
Ready to learn more about your investment options?



Making the most of your investments

Be sure to take the Investment Risk Profiler questionnaire on www.mysunlife.ca as well!

RISK VS. REWARD



We encourage you to seek independent financial advice from a trusted financial advisor.

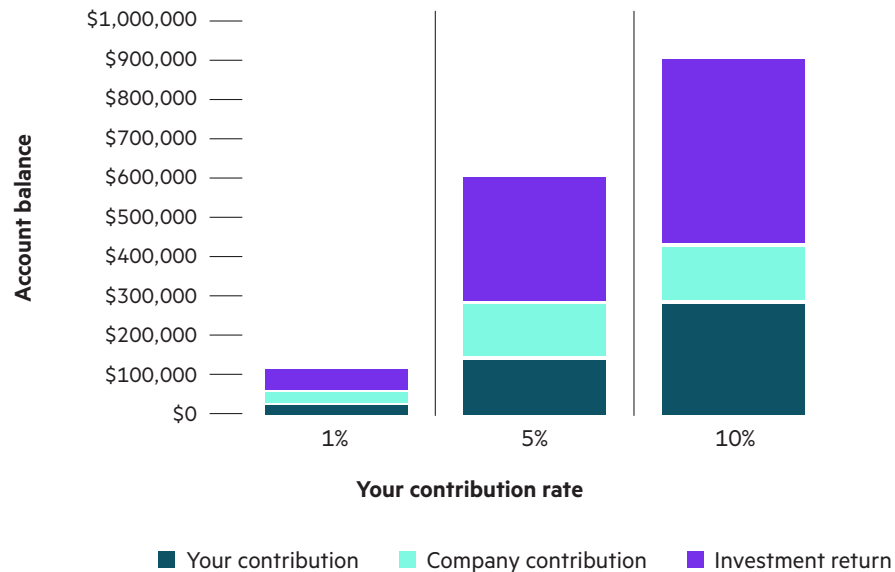
MY ACCOUNT BALANCE OVER TIME

Consider this example: Let's say you earn \$70,000 today, you receive 2% in annual salary increases and you earn a 5% return on your investments each year.

If you maximize the company match by contributing 5%, you'll end up with roughly **half a million dollars more** in your account than if you contributed only 1%.

If you contribute 10%, you'll have about \$900,000 in retirement savings after 30 years!

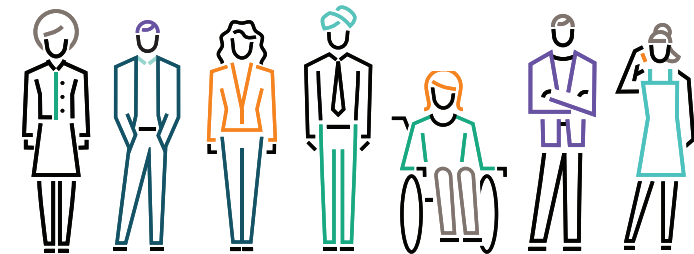
My account balance after 30 years



Of course, your individual results will vary. But the idea is to contribute as much as you can, as soon as you can... because even small changes can lead to dramatic results!

Plan governance

The HPE Retirement & Savings Program is governed by policies and procedures designed to help ensure that the Program is managed effectively and responsibly. The HPE Program is also overseen by a Pension Committee whose primary goal is to monitor the financial interests of Program members and beneficiaries.



The Pension Committee oversees the HPE Program

LEAVING HPE

You are entitled to your DC account balance when you leave the company. Your payment options, subject to applicable pension laws, depend on whether you are eligible for retirement:



55+ Retirement-eligible

You can retire as early as age 55 and receive your DC account balance. You must begin taking a pension by December 1 of the year you turn 71.

If you are retiring, you can choose to:

- Use your DC account balance to purchase an **annuity** from an insurance company
- Move your DC account balance to a **Locked-In Retirement Account (LIRA)** or to a **Life Income Fund (LIF)**



< 55 Not retirement-eligible

If you leave the company before being retirement-eligible, you can:

- Move your DC account balance to a LIRA
- Transfer your DC account balance to another registered pension plan, if that plan allows
- Use your DC account balance to purchase an annuity from an insurance company

Additional options may be available, including a lump sum transfer to a LIF or other permitted vehicles.

Did you know?

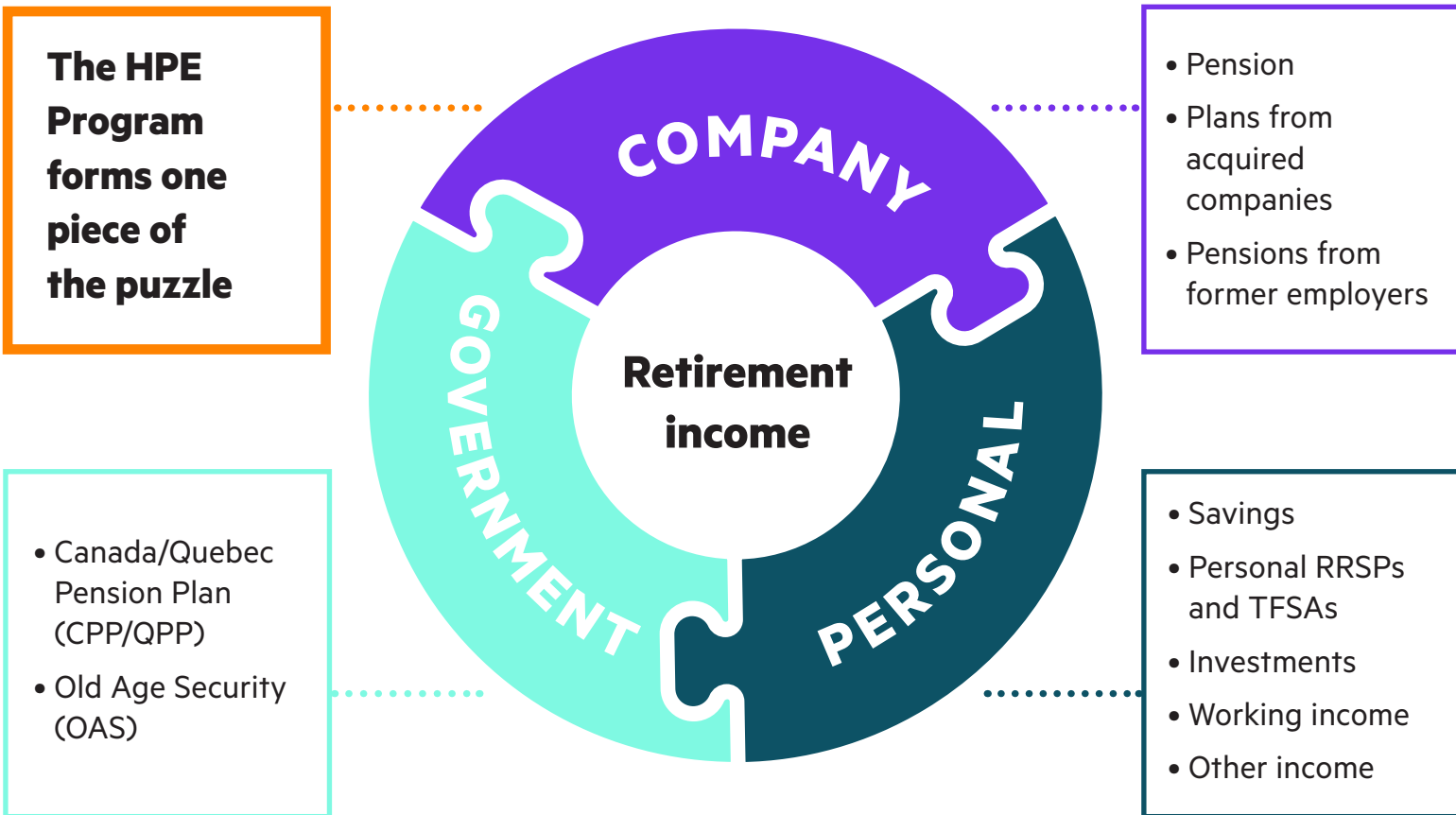


In addition to the options described on this page, you can choose to keep your **DC**, **Group RRSP**, **Spousal RRSP** and/or **NREG** funds in the HPE Program when you leave HPE. You will continue to earn investment income, but the company will not make further contributions on your behalf, nor will it pay any administration fees associated with your account(s).

If you don't make a decision with respect to your Group RRSP, Spousal RRSP and/or NREG funds within 90 days of leaving HPE, these account balances will be transferred automatically to the Sun Life Group Choices Plan. Additional fees may apply.

LEAVING HPE

Retirement income sources



Accessing your RRSP and NREG funds

Withdrawals from your **Group RRSP**, **Spousal RRSP** and **NREG** accounts are permitted at any time, though tax consequences may apply.

If you leave HPE, you can choose to transfer your Group and Spousal RRSP account balances to a personal **RRSP** or a **Registered Retirement Income Fund (RRIF)**.

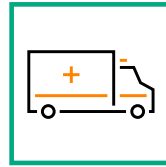
WHAT HAPPENS IF...



...I become disabled?

If you become disabled and you qualify for Short-Term Disability (STD) benefits, both you and the company will continue to contribute to the HPE Program for the duration of your short-term disability.

If you qualify for Long-Term Disability (LTD) benefits, HPE will continue to make company contributions to your DC account, based on your contribution rate and **eligible earnings** in effect at the start of your leave. You may make contributions to the Program if you wish, though you will not be required to do so.



...I die before being eligible to retire?

Your **DC** account

If you have a **spouse** at the time of your death (and your spouse has not waived his/her entitlements), your spouse may be able to purchase an annuity or transfer your DC account balance, tax-free, to a personal **RRSP**. If you do not have a spouse at the time of your death (or your spouse has waived his/her entitlements), then the proceeds of your DC account will go to your **beneficiary** or your estate, if you do not name one.

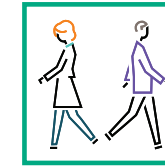
Your **Group RRSP, Spousal RRSP and NREG** accounts

Your beneficiary(ies) (or your estate) will receive the proceeds from your Group RRSP, Spousal RRSP and NREG accounts. Your spouse may also be entitled to the value of your RRSP and NREG accounts if you have designated your spouse as your beneficiary. Specific rules vary by account type and by province. For more information, contact Sun Life at **1-844-546-6488**.



...I go on maternity or parental leave?

If you qualify for maternity or parental leave, HPE will continue to make company contributions to your DC account, based on your contribution rate and eligible earnings in effect at the start of your leave. You can choose to contribute to the Program while you are on leave by making lump sum contributions, though you will not be required to do so.



...my marriage ends?

If your marriage or common law relationship ends, you should obtain legal advice as to how your pension and other savings arrangements may be affected.



Important!

Visit www.mysunlife.ca to name beneficiaries for each of your accounts... and be sure to review your designations regularly!

MY RESOURCES

myFiTage™

- Online financial planning tool
- 24/7 access from any internet-connected device

HPE's Investing in You series

- Online training modules on a variety of financial planning topics
- 24/7 access from any internet-connected device

HPE Program account information

- Account balances
- Investment selections
- Funds and fees
- Other educational tools and resources


HPE Benefits Enrollment Tool

- Entering your RRSP contribution room limit
- Setting your RRSP contribution rate
- Splitting your contributions between your Group and Spousal RRSP accounts


General inquiries and helpful information

Resource


www.myfitage.ca/hpe



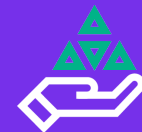
Seven Investing in You modules




Sun Life Financial
1-844-546-6488
www.mysunlife.ca



[HPE Benefits Connect](#)



Benefits Central - www.benefitshpe.ca
AskHR - Submit a case to [AskHR](#)




1 [Making the most of your HPE Retirement & Savings Program](#)



2 [Making the most of your retirement at HPE](#)



3 [Making the most of your investments](#)



4 [All about myFiTage™](#)



5 [Reducing your FIT AgeSM](#)

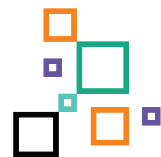


6 [Making your money last in retirement](#)



7 [Enrolling in the Program and getting to know your resources](#)

GLOSSARY



Annuity: a contract with an insurance company to provide a lifetime income in exchange for a given sum. The amount of income that a given sum provides depends on the type of annuity purchased and the interest rates in effect at the time of purchase.

Defined Contribution (DC) Pension Plan a type of pension plan where contributions are defined. Benefits at retirement are determined based on how much was contributed to a member's individual account and the performance of that member's investments over time.

Group Registered Retirement Savings Plan (Group RRSP): a company-sponsored RRSP administered on a group basis. Contributions to the HPE Group RRSP are made through payroll deduction and grow tax-free until they are withdrawn.

Money market: funds such as Guaranteed Investment Certificates (GICs) that provide a guaranteed, though typically low, rate of return.

Balanced fund: a fund that contains a mix of equity and fixed income funds (e.g., bonds) according to a pre-determined investment philosophy. With balanced funds, the ratio of equities to fixed income funds remains relatively fixed over time.

Eligible earnings: your current base salary, including shift premiums and sales commissions (for sales employees only), but excluding amounts such as bonuses and other taxable benefits.

Life Income Fund (LIF): a locked-in investment vehicle that allows you to direct your investments during retirement while drawing a regular income. Minimum and maximum annual withdrawal amounts apply and are prescribed by pension legislation.

Non-Registered Account (NREG): an account under the HPE Retirement & Savings Program that holds your after-tax contributions and related investments gains/losses. This account also holds any company contributions that exceed Income Tax Act limits applicable to your DC account, and any contributions you make that exceed RRSP limits.

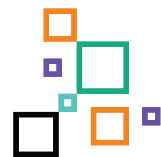
Beneficiary: the person who, upon the death of an employee or retiree, may become entitled to a benefit under the HPE Retirement & Savings Program.

Equities: funds that invest mainly in common stocks.

Locked-In Retirement Account (LIRA): a tax-deferred retirement savings arrangement for locked-in funds that are transferred out of a prior employer's pension plan when a member leaves that plan.

Fixed income funds: funds that hold mainly bonds.

GLOSSARY



Registered Retirement Income Fund (RRIF):

an investment vehicle that holds non-locked-in funds rolled over from RRSPs. A RRIF provides a constant flow of income throughout retirement, while allowing you to continue to invest the balance on a tax-sheltered basis. RRSPs that have not been fully collapsed by age 71 must be rolled over to a RRIF.

Registered Retirement Savings Plan (RRSP):

a retirement savings program enabling investments to grow tax-free until they are withdrawn, subject to maximum annual contribution limits set by the Income Tax Act.

Spousal RRSP: a company-sponsored Group RRSP account in your spouse’s name, which holds your tax-sheltered contributions and related investment gains/losses. To set up an HPE Spousal RRSP, contact Sun Life at 1-844-546-6488 or visit www.mysunlife.ca. You will also need to indicate the percentage of your contributions you wish to direct to your RRSP account versus a Spousal RRSP account.

Target date fund: a fund that holds equities (i.e., stocks) and bonds in varying weights based on a target maturity date that corresponds most closely to your expected retirement date. Target date funds with a longer time horizon to maturity are more heavily invested in equities. As the maturity date approaches, the equity content decreases in favour of lower-risk bonds. The BlackRock LifePath® Target Date Fund is the default investment option for members who do not actively choose their investments in the HPE Retirement & Savings Program.

Spouse: the person to whom you are legally married, or a common law spouse, as defined by legislation in your province.



The fine print

This document provides an overview of the HPE Retirement & Savings Program from Hewlett Packard Enterprise (HPE), highlighting the key provisions of the Hewlett Packard Enterprise Canada Co. Pension Plan and providing an overview of the Group RRSP, Spousal RRSP and Non-Registered Account. The record keeper for the Hewlett Packard Enterprise Canada Co. Pension Plan (the “Plan”) is Sun Life Assurance Company of Canada. The Plan is registered with the Office of the Financial Services Regulatory Authority of Ontario (FSRA).

Although this is an important information source, it is not intended to replace official Plan documents. If any discrepancies exist between this document and the provisions of the official Plan documents, or if any provision is not addressed or only partially addressed, the terms of the official Plan text will govern.

Members have the right to examine the Plan documents and may do so by contacting the administrator. HPE maintains the right to change or discontinue the Plan (including the right to change the Plan record keeper and investment options) in the future. However, the company cannot make any change that would deny or prohibit you from receiving benefits to which you are entitled under the vesting rules of the Plan.

This document is not intended to provide financial advice. Please access www.mysunlife.ca for additional Plan details, tools to help you plan your retirement, and other useful pension-related information.

You are responsible for ensuring your investment choices are right for your individual risk tolerance and retirement planning needs. As such, we strongly recommend that you seek professional, independent financial advice from a trusted source.