

A composite image showing a blue globe with a white map of the Americas, a bar chart with three bars of increasing height, and a financial table with columns of numbers and text.

401(k) Retirement Plan Statement of Services

With professionals from the Retirement Services Department of Oppenheimer & Co. Inc. (Oppenheimer), we assist corporations with all aspects of their retirement programs. Our independent platform uniquely positions us as an unbiased financial professional to your plan.

We are not bound to any specific product; we work towards providing services and strategies to our clients that match the appropriate plan provider and appropriate fund lineup with a company and its employees.

Founded in 1987, the Retirement Services Department consults on over \$27 Billion in retirement account assets as of December 31, 2022.

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Annual Plan Services

We can be a valuable ally and timesaving resource, helping you to develop and maintain a solid strategy for your retirement plan. We can leverage our experience, knowledge, and resources to help implement, manage and communicate this very important company benefit. Our responsibility is to explore, understand and protect the interests of your company and your employees throughout the life of your plan. You will receive personalized attention and involvement at the level you expect. By working with us you will gain the following benefits:

- An objective evaluation of your company's retirement plan
- Targeted, flexible strategies
- Ongoing education and communication services as well as ongoing support
- Quarterly investment review
- Annual plan review

Documentation of an Investment Policy Statement

We can work closely with you to help develop or review your formal Investment Policy Statement based on the structure of your plan. This is a written statement that provides the fiduciaries responsible for the plan investments with guidelines and instructions concerning the management of these investments.

Investment Information

We can help ensure that you fulfill your fiduciary responsibilities and that your plan's investment options accommodate today's increasingly demanding investors and their long-term financial goals. We can help identify broad and constructive investment choices for your plan. We will:

- Analyze current participant behavior
- Provide adequate representation of investment categories for your participants
- Examine fund investment style to help ensure true asset class diversification
- Advise on final selection of the funds to be included in the plan
- Quarterly review of investment offerings
- Recommend changes or additions to investment offerings

Enrollment Meetings

We are dedicated to raising employee awareness of your company's retirement plan benefits and to encourage employee participation. We can coordinate and conduct initial enrollment meetings and ongoing employee communications and seminars.

Individual Investment Education

As an added benefit to plan participants, we can, at the employer's discretion, be available for one-on-one investment consultation meetings. This should provide your employees with the opportunity to sit down with a financial professional who understands your retirement plan and can explain the plan's benefit to your employees. At your employees'

request and at no additional cost to your company or to the employees, we can provide an overall financial planning consultation where participants ask questions and receive education related to their specific financial goals. Some employees financial education needs may extend beyond basic questions regarding enrollment, participant, and asset allocation. Topics that we can discuss with your employees include:

- Retirement, rollover and distribution planning
- College planning
- Estate planning strategies
- Legacy planning strategies

Re-Enrollment Meetings

Raising employee awareness about the plan's benefit continues after the plan's implementation or conversion. We can work closely with you to assess your plan's needs for re-enrollment meetings and will coordinate and deliver these meetings. The benefits include:

- Increasing employee awareness of plan benefits
- Maximizing employee participation and deferrals
- Exploring appropriate asset allocation
- Preventing testing problems

Quarterly Investment Review

As set forth in your Investment Policy statement, we can provide objective analysis of your investment options to help ensure that your plan's investments remain current and continue to meet the criteria described in your Investment Policy Statement. If your plan's investment options fail to meet these agreed-upon criteria, we can recommend alternative and appropriate investment options. Furthermore, as your company plan evolves, we can help you update your plan's Investment Policy Statement, so it reflects and documents any change to your plan's investment policy.

Plan Provider Review

We can analyze the overall performance of your retirement plan, assessing such factors as overall system usage, employee participation, asset allocation, total assets and how each of these factors are affecting important issues such as the pricing of your plan. We will sit down with you at least once per year to analyze specific plan information, and suggest tools to help you maximize participation, increase deferrals, and improve asset allocation. We can also use this opportunity to help ensure that you are receiving a high level of service and benefits for reasonable fees.

Request for Proposals (RFPs)

When appropriate, Oppenheimer can implement and provide a review of alternative record keepers and service providers who meet the criteria for your plan needs. We can compare and contrast the providers and make appropriate recommendations regarding the implementation of a new plan or replacement of a current plan provider. Our review may also provide data points allowing for a decrease of fees from the current provider.

Fee Disclosure and Review

Our service includes regular fee review and disclosure. We also review the fees received by plan service providers and can provide the company a report that will highlight these fees in contrast to what is normal and appropriate.

Compensation

Depending on the plan complexity and/or size, Oppenheimer can be compensated directly from the fund managers for our services. In this case, Oppenheimer receives the 12b-1 fees offered by the fund companies. Oppenheimer's services may also be done on a fee for service basis with fees being billed to the plan or the employer.