

## PARTICIPATING IN THE PLAN

### **Who Is Eligible**

You are eligible for basic life, supplementary life, basic **AD&D** and supplementary **AD&D** insurance under the Life Insurance Plans if you are an **eligible employee** (a regular, active, full-time or part-time, represented employee with at least six months of **net credited service** who works for a **Participating Company**).

If you are an **eligible employee**, you also may enroll your **eligible dependents** for dependent life and/or dependent **AD&D** insurance.

You have an opportunity to change supplementary and dependent life insurance coverages at any time during the year. However, certain changes may only be made each year during **annual enrollment** (see “Coverage Changes”).

### **How to Enroll**

What you need to do to enroll for life insurance depends on whether you are:

- A newly **eligible employee**,
- An employee changing your existing coverage during an **annual enrollment** period, or
- An employee changing your existing coverage during the year due to a **qualified status change** (see “Coverage Changes if You Have a Qualified Status Change”).

### **Newly Eligible Employees**

On the first day of the month in which you meet the eligibility requirements (see “Who Is Eligible”), you are automatically enrolled for basic life and basic **AD&D** insurance equal to one times your **total annual pay**. The Company pays the full cost of basic life and basic **AD&D** coverage to provide you with this valuable protection. You may purchase additional levels of supplementary life and/or supplementary **AD&D** insurance coverage for yourself. You may also purchase dependent life and/or dependent **AD&D** insurance for your **eligible dependents**.

An enrollment letter will be sent to your home address during the month in which you attain four months of **net credited service**. The letter will direct you to the Avaya Healthy Decisions Web site ([www.AvayaHealthyDecisions.com](http://www.AvayaHealthyDecisions.com)), where you will find information about the coverage available for you and your **eligible dependents**, the cost, how to elect coverage for you or your **eligible dependents** and the date by which

you must make your elections (usually within 31 days of when you reach six months of **net credited service**). You can make your enrollment elections online by logging onto the Avaya Healthy Decisions Web site at [www.AvayaHealthyDecisions.com](http://www.AvayaHealthyDecisions.com) or by calling the **Avaya Health and Benefits Decision Center**.

After you receive the letter, you may:

- Elect to purchase supplementary life and/or supplementary **AD&D** insurance for yourself,
- Name a beneficiary (see “Name a Beneficiary”), and/or
- Enroll your **eligible dependents** for dependent life and/or dependent **AD&D** insurance.

Depending on the situation, you may be required to submit a Statement of Health for yourself or your **lawful spouse** or **domestic partner** when you enroll (see “Proof of Insurability”). Once coverage begins, your elections remain in effect for as long as you are eligible or until you make a change (see “Coverage Changes”).

### **Annual Enrollment**

During **annual enrollment**, you will have an opportunity to select the benefits that best meet your needs for the coming year. **Annual enrollment** is held once a year, usually in the fall.

You will receive enrollment information, including the coverage options available to you and your **eligible dependents** under the Life Insurance Plans for the following year.

As long as you have six full months of **net credited service** by January 31st of the following year, elections made during the **annual enrollment** are effective on the first day of the following calendar year or when proof of insurability is approved by the Insurer (see “Important Contacts”), whichever is later.

In addition to **annual enrollment**, you also may make certain changes during the year (see “Coverage Changes”).

### ***If You Do Not Enroll***

If you were enrolled the previous year, but you do not elect to make any changes during **annual enrollment**, the same coverage options you and your dependents (if applicable) had the previous year will continue. However, if the rates increase, you will pay the increased amount. Your cost will also change if your **total annual pay** changes. You should review to ensure all dependents remain eligible for any dependent coverages.

If you are a newly **eligible employee** and you do not make any elections by the date specified in your enrollment letter, you will automatically be enrolled for basic life and basic **AD&D** insurance equal to one times your **total annual pay**. However, you will not be covered for any supplementary life or supplementary **AD&D** insurance and your dependents will not have any coverage. This level of coverage will continue until you make a change. For more information, see “Changing Your Coverage During the Year” and “Annual Enrollment.”

***If You and Your Spouse or Domestic Partner Both Work for Avaya Inc.***

If you and your **lawful spouse** or **domestic partner** work for Avaya Inc. and are eligible for the Life Insurance Plans, both of you may be covered as Avaya Inc. employees up to the maximum coverage allowed (see “Amount of Coverage Available”).

If you and your **lawful spouse** or **domestic partner** elect dependent coverage for your **eligible dependents**, each of you may cover the other as a dependent and one or both of you may cover your **eligible dependent children**.

***Name a Beneficiary***

When you enroll, you will need to submit a beneficiary designation form on which you will choose a beneficiary(ies) to receive the death benefits on your basic life, supplementary life, basic **AD&D** and supplementary **AD&D** insurance. You may also update your beneficiaries online at the Avaya Healthy Decisions Web Site ([www.AvayaHealthyDecisions.com](http://www.AvayaHealthyDecisions.com)). You may choose one or more individuals, your estate, almost any organization, or a trust as your beneficiary. You must choose the same beneficiary(ies) for basic life, basic **AD&D** and supplementary **AD&D** insurance. You must complete a separate beneficiary form for supplementary life insurance, and this beneficiary designation may be different. Your beneficiary designation becomes effective upon receipt of the properly completed form. You may change your beneficiary(ies) at any time (see “How to Change Your Beneficiary” below).

If you name more than one beneficiary, be sure to indicate the share payable to each one. If you do not indicate this, your beneficiaries will share equally.

If you are enrolled in the Supplementary Life Insurance Plan, any balance in your **Cash Accumulation Fund** will be added to your life insurance coverage and paid, tax-free, to your beneficiary(ies).

Generally, death benefits are paid to your **primary beneficiary(ies)**. If none of your primary beneficiaries is living when you die, payment will be made to your **contingent beneficiary(ies)** in equal shares unless you indicated otherwise. If none of your beneficiaries is living when you die, payment may be made to your **lawful spouse, domestic partner**, children, parents, siblings or to your estate.

However, if you have assigned your benefits, refer to the section “Benefits Can Be Assigned.”

You are the beneficiary for any dependent life insurance, dependent **AD&D** insurance and the **AD&D** benefits from your basic and supplementary **AD&D** insurance (other than death benefits).

### ***How to Change Your Beneficiary***

You may change your beneficiary at any time, unless you assign your benefits (see “Benefits Can Be Assigned”).

To change your beneficiary, use the online beneficiary designation form at [www.AvayaHealthyDecisions.com](http://www.AvayaHealthyDecisions.com) or contact the **Avaya Health and Benefits Decision Center** (see “Important Contacts”) for the appropriate form(s). There are separate beneficiary elections for basic life insurance and supplementary life insurance. If you complete a paper form, return it to the Insurer at the address on the form. Your changes take effect on the date your form is received by the Insurer or submitted online. If you have completed a paper form and made beneficiary designations online, the beneficiaries elected most recently will be the beneficiaries of record.