



2024 | Robert Half Inc.  
401(k) Plan for Contract Talent

# Welcome

The Robert Half 401(k) Plan makes it easy to save and invest for retirement. You contribute to the 401(k) Plan right from your paycheck, so you get to save some of your money before you have the chance to spend it. This brochure contains key details about how your 401(k) Plan works. Read on to learn more.

## When you can enroll

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### Enroll in the 401(k) at any time.

There is no waiting period to enroll in the 401(k) Plan. In general, you are eligible if you are a Robert Half Contract Talent Employee and your Robert Half earnings in the prior calendar year are equal to or less than the annual IRS compensation limit for determining “highly compensated employees” (\$150,000 in 2023).

Please read [page 3](#) for details.



### Ready to enroll?

Read this brochure, then enroll online or by phone.

[netbenefits.com/easyenroll](https://netbenefits.com/easyenroll)

(800) 835-5097

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**QUESTIONS? Call (800) 835-5097 Monday through Friday from 8:30 a.m. to 8:00 p.m. ET.**

# Facts about participation

Participating in the 401(k) Plan lets you invest some of what you earn today to help fund your dreams for tomorrow.

## Benefits



### Tax savings now

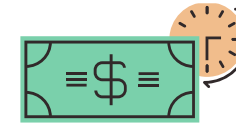
Your pretax contributions are deducted from your pay *before* income taxes are taken out. This means you can actually lower the amount of current income taxes you pay each period—and it could cost you less to save than it would if you saved in a taxable savings account. Please note, however, that Social Security and Medicare taxes, as well as state disability insurance, are withheld from your contributions.

What's more, you pay no taxes on any of your investment earnings until you withdraw them from your 401(k) Plan account. As a result, you can keep more of your money working for your future.



### Portability

Your 401(k) Plan account is yours to keep. If you decide to leave Robert Half, you generally can roll over your vested account balance to another employer's retirement plan or to an Individual Retirement Account (IRA).



### Convenience

Your contributions come out of your paycheck automatically.



### Easy ways to invest

The 401(k) Plan makes it easy to invest. You can choose one or more investments on your own or direct your entire account to a Fidelity Freedom® Blend Fund – Class K based on the year you expect to retire. Or, for a fee, try Fidelity® Personalized Planning & Advice and hand over the day-to-day investment decisions to professionals at Fidelity. **Please see [pages 7 – 9](#) for more details.**

## Facts about participation (continued)

Participating in the 401(k) Plan lets you invest some of what you earn today to help fund your dreams for tomorrow.



## Considerations

### “Highly compensated employees” are not eligible

At Robert Half, your compensation in the prior calendar year is one of the key factors in determining whether you are eligible to participate in the 401(k) Plan.

As an employee, you are eligible to contribute to the 401(k) Plan if your Robert Half compensation for the prior calendar year was less than the amount set by the IRS in its definition of a “highly compensated employee.” For 2024, a “highly compensated employee” is a person who earned more than \$150,000 in 2023. This means that you are eligible to contribute to the 401(k) Plan in 2024 if you earned \$150,000 or less from Robert Half in 2023.

As long as your annual Robert Half compensation remains below the “highly compensated employee” limit, you will be eligible to contribute to the 401(k) Plan in the following year (subject to your continued employment). Eligibility is determined on a year-by-year basis and may fluctuate.



### Market fluctuations

All investing involves some risk, regardless of the state of the economy, and no investment is protected completely from loss. When you choose investments, take into account how much risk you can tolerate.

You can get free, one-on-one help with your investment decisions from the professionals at Fidelity. Just call a Fidelity representative at **(866) 811-6041**.



### Enrollment effective on the first of the month

When you enroll in the 401(k) Plan, your contributions will begin on the first pay period of the following month.

# How the 401(k) Plan works

Feature	How it works
Eligibility	<p>You are eligible to participate in the 401(k) Plan if you are a Robert Half employee and your total Robert Half compensation for the prior year (base plus bonus, if any) is equal to or less than the annual IRS compensation limit for determining “highly compensated employees” (\$150,000 in 2023).</p> <p>If you have questions about eligibility, write Human Resources at <a href="mailto:hrrsolutions@roberthalf.com">hrrsolutions@roberthalf.com</a></p>
Contributions	<p>If you are under age 50, you can contribute from 1% to 60% of your eligible pay, up to the 2024 IRS pretax limit of \$23,000. If you are age 50 or older, you can contribute up to 75% of your eligible pay, up to the 2024 IRS pretax limit of \$30,500.</p> <p><b>Note:</b> Eligible pay includes base salary and bonuses.</p>
Vesting	<p>You are always 100% vested in your own contributions and any related earnings.</p>
Enrollment	<p>You may enroll in the 401(k) Plan or make changes to your account at any time.</p>
Investments	<p>You invest your 401(k) Plan contributions and can choose from a wide range of funds. If you do not choose investments for your 401(k) account, your contributions will be invested in the Fidelity Freedom® Blend Fund – Class K6 closest to the year you reach age 65. These funds make it easy to invest by giving you a mix of investments that automatically adjust over time.</p> <p>Like all investments, each Fidelity® Freedom Blend Fund – Class K6 is subject to the volatility of the financial markets, including equity and fixed income investments in the U.S. and abroad, and may be subject to risks associated with investing in high yield, small cap, commodity-linked and foreign securities. Principal invested is not guaranteed at any time, including at or after the fund’s target date.</p> <p>For additional details, please see the investment menu starting on <a href="#">page 7</a>.</p>



# How the 401(k) Plan works (continued)

Feature	How it works
Loans	Although your 401(k) Plan account is intended for the future, you may borrow from your account for any reason. You can hold one outstanding loan at a time, choosing from either a general purpose loan or a home loan. The minimum loan amount you can borrow is \$1,000, and the maximum is 50% of your vested account balance or \$50,000, whichever is less. You have up to five years to complete repayment on a general purpose loan and up to 10 years for a home loan.
Withdrawals	In general, you can take a withdrawal from the 401(k) Plan when you retire, reach age 59½ or become permanently disabled as defined by the Plan. You may also be able to take an early withdrawal if you have a financial emergency. You will pay ordinary income taxes on your withdrawals. If you take a withdrawal before age 59½, you may also pay a 10% early withdrawal penalty.
Changes	You can request changes to your contributions or investments at any time. To make changes to your account by phone, just call <b>(800) 835-5097</b> , or log on to <a href="http://www.netbenefits.com">www.netbenefits.com</a> and select <i>Contribution Amount from the Quick Links</i> menu next to the 401(k) Plan name.
Rollovers	In general, you can roll over eligible pretax contributions from an IRA or another qualified retirement plan, such as a 401(k), 401(a), 403(b) or governmental 457(b) retirement plan.
Taxes	A mandatory 20% federal tax is withheld at the time of the withdrawal, and state and local taxes may also apply. You may owe more or less when you file taxes. Distributions before age 59½ also may be subject to a 10% early withdrawal penalty.

# Investments

The 401(k) Plan has options for every kind of investor. You can direct your entire account balance to a Fidelity Freedom® Blend Fund – Class K6 or create and manage your own investment mix.

Prefer to let someone else do it for you? For a fee, try Fidelity® Personalized Planning & Advice and hand over the day-to-day investment decisions to investment professionals. **See [page 9](#) for details.**

If you do not choose investments, your account will be invested in the Fidelity Freedom® Blend Fund – Class K6 closest to the year you turn 65.

## Target date investment options

Designed for investors expecting to retire around the year indicated in each fund's name.

Fidelity Freedom® Blend Income Fund – Class K6  
 Fidelity Freedom® Blend 2005 Fund – Class K6  
 Fidelity Freedom® Blend 2010 Fund – Class K6  
 Fidelity Freedom® Blend 2015 Fund – Class K6  
 Fidelity Freedom® Blend 2020 Fund – Class K6  
 Fidelity Freedom® Blend 2025 Fund – Class K6  
 Fidelity Freedom® Blend 2030 Fund – Class K6

Fidelity Freedom® Blend 2035 Fund – Class K6  
 Fidelity Freedom® Blend 2040 Fund – Class K6  
 Fidelity Freedom® Blend 2045 Fund – Class K6  
 Fidelity Freedom® Blend 2050 Fund – Class K6  
 Fidelity Freedom® Blend 2055 Fund – Class K6  
 Fidelity Freedom® Blend 2060 Fund – Class K6  
 Fidelity Freedom® Blend 2065 Fund – Class K6

The investment risk of each Fidelity Freedom® Blend Fund – Class K6 changes over time as the fund's asset allocation changes. These risks are subject to the asset allocation decisions of the investment Adviser. Pursuant to the Adviser's ability to use an active asset allocation strategy for the Freedom Funds, investors may be subject to a different risk profile compared to the fund's neutral asset allocation strategy shown in its glide path. The funds are subject to the volatility of the financial markets, including that of equity and fixed income investments in the U.S. and abroad, and may be subject to risks associated with investing in high-yield, small-cap, commodity-linked, and foreign securities. Leverage can increase market exposure, magnify investment risks, and cause losses to be realized more quickly. No target date fund is considered a complete retirement program and there is no guarantee any single fund will provide sufficient retirement income at or through retirement. Principal invested is not guaranteed at any time, including at or after the funds' target dates.

## Investments (continued)



### General investment options

#### MONEY MARKET

Fidelity® Government Money Market Fund – Premium Class

#### BOND

Fidelity® U.S. Bond Index Fund  
Baird Core Plus Bond Fund Class Investor

#### BALANCED

Fidelity® Balanced Fund

#### INTERNATIONAL/GLOBAL

Fidelity® Diversified International K6 Fund  
Fidelity® Total International Index Fund

#### DOMESTIC EQUITY

##### Large cap

Columbia Dividend Income Fund Institutional Class  
Fidelity® 500 Index Fund  
Fidelity® Growth Company Fund - Class K6  
T. Rowe Price Dividend Growth Fund

##### Mid cap

Fidelity® Extended Market Index Fund  
Janus Henderson Enterprise Fund Class N  
Allspring Special Mid Cap Value Fund – Class R6

##### Small cap

American Beacon Small Cap Value Fund – Class R5  
Fidelity® Small Cap Growth K6 Fund

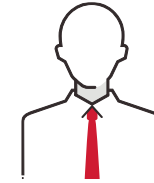
*You could lose money by investing in a money market fund. Although the fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. An investment in the fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Fidelity Investments and its affiliates, the fund's sponsor, have no legal obligation to provide financial support to money market funds and you should not expect that the sponsor will provide financial support to the fund at any time.*

Fidelity's government and U.S. Treasury money market funds will not impose a fee upon the sale of your shares, nor temporarily suspend your ability to sell shares if the fund's weekly liquid assets fall below 30% of its total assets because of market conditions or other factors.

**Before investing in any mutual fund, please carefully consider the investment objectives, risks, charges and expenses. For this and other information, call or write Fidelity for a free prospectus or, if available, a summary prospectus. Read it carefully before you invest.**



## Investments (continued)



### Fidelity® Personalized Planning & Advice

*Designed to provide professional investment management for a fee.*

Through Fidelity® Personalized Planning & Advice, you can delegate the day-to-day management of your workplace savings plan account to professional investment managers—no more researching and choosing investments or rebalancing your account.

#### HOW IT WORKS

Based on your age, expected retirement date, savings amount, risk tolerance, and financial situation, the investment professionals at Fidelity choose an investment strategy using the 401(k) Plan’s investment options. They will then revisit your portfolio several times a year to address changes in the market, the 401(k) Plan’s investment lineup or your personal or financial situation.

#### FEES

You pay a target net advisory fee of 0.50% on your first \$100,000; the fee declines as your balance increases.\* The advisory fee is deducted from your account so it doesn’t affect your take-home pay. You can opt out of the service at any time with no cancellation fee.

#### HOW TO ENROLL

To enroll, go to [netbenefits.com/plan](https://netbenefits.com/plan).

The advisory fee for your account does not include underlying fund expenses charged at the individual fund level for any funds in your account. These are the standard expenses that all mutual fund shareholders pay. For more information on advisory fees, including a detailed fee schedule, please call Fidelity at **(866) 811-6041**.

Shareholders may be subject to certain short-term trading fees. Please consult the prospectus for more information.

Fidelity® Personalized Planning & Advice at Work is a service of Fidelity Personal and Workplace Advisors LLC and Strategic Advisers LLC. Both are registered investment advisers, are Fidelity Investments companies and may be referred to as “Fidelity,” “we,” or “our” within. For more information, refer to the Terms and Conditions of the Program. When used herein, Fidelity Personalized Planning & Advice refers exclusively to Fidelity Personalized Planning & Advice at Work. **This service provides advisory services for a fee.**

## Want more details



Call a Planning Consultant at **(866) 811-6041**



Learn more at [fidelity.com/professionalmanagement](https://fidelity.com/professionalmanagement)

\*The annual target net advisory fee is expected to fall between 0.05% and 0.65% of your average account balance, based on the gross advisory fee applicable to your plan. However, your net advisory fee will vary over time based on the investments in your account and other factors. Please see the terms and conditions of the service for additional information. The advisory fee for your account does not include underlying investment option expenses charged at the individual investment option level for any investment options in your account. These are the standard expenses that all investment option shareholders pay.

# Frequently Asked Questions

## Who is eligible for the 401(k) Plan?

In general, you are eligible to participate in the 401(k) Plan if you are a Robert Half Contract Talent employee and your total Robert Half compensation for the prior calendar year (base plus bonus, if any) is equal to or less than the IRS limit for determining “highly compensated employees” (\$150,000 in 2023). If you have questions about eligibility, write Human Resources at [savings.plans@roberthalf.com](mailto:savings.plans@roberthalf.com).

## When can I enroll?

The 401(k) Plan has no waiting period for enrollment, so you can enroll at any time. Your contributions will begin with your first paycheck following the month you enroll.

## How much can I contribute to the 401(k) Plan?

If you are under age 50, you can contribute from 1% to 60% of your eligible pay, up to the 2024 IRS pretax limit of \$23,000. If you are age 50 or older, you can contribute up to 75% of your eligible pay, up to the 2024 IRS pretax limit of \$30,500.

## Can I change the amount I contribute?

Yes. You can change the amount you contribute at any time by logging on to [www.netbenefits.com](http://www.netbenefits.com) and selecting *Contribution Amount* from the *Quick Links* menu next to the 401(k) Plan name. You can also make changes by phone—just call **(800) 835-5097**.

## Is there an easy way to increase my contributions each year?

Yes. You can sign up for automatic increases and choose to have your contributions increase each year by 1%, 2% or 3%. Once you sign up, your contributions will increase by that amount each year until you decide to stop the increases.

# Frequently Asked Questions (continued)

## Do I have to re-enroll each year?

No. If you are currently contributing to the 401(k) Plan, your contributions will continue into the new year.

## When can I change my investments?

You can change your investments at any time by logging into your account at [www.netbenefits.com](http://www.netbenefits.com) or calling **(800) 835-5097**. This includes exchanging current balances and adjusting the way your future contributions are invested.

## Can I take a loan from my account?

Yes, loans are available from your 401(k) Plan account. You can choose from a general loan or a home loan.

- You can have only one outstanding loan at a time, and loan repayments will be deducted from your paychecks.
- The interest on your loan will be the prime rate at the time of your loan request plus 1%.
- The minimum loan amount is \$1,000; the maximum is 50% of your vested account balance or \$50,000.

To request a loan, log on to [www.netbenefits.com](http://www.netbenefits.com) or call the Retirement Benefits Line at **(800) 835-5097**.

## What are my options for receiving my money?

Generally, you can withdraw from your account when you retire or reach age 59½, or if you have experienced permanent disability as defined by the 401(k) Plan. Withdrawals for hardships may also be available.

## How are withdrawals taxed?

Your 401(k) Plan withdrawals are taxed as ordinary income when they are distributed to you and subject to mandatory withholding of applicable federal, state and local income taxes. If you are under age 59½ when you take your withdrawal, you may also pay a 10% early withdrawal penalty.

## Frequently Asked Questions (continued)

### **What if I have more than one account held in different Robert Half or Protiviti 401(k) plans?**

Recordkeeping and administrative fees will continue to be deducted from any and all of your account balances due to your participation in more than one 401(k) plan offered by Robert Half or Protiviti. In order to prevent being charged recordkeeping and administrative fees due to your participation in multiple 401(k) plans, you have the option of requesting that your existing 401(k) account balances be transferred into one 401(k) Plan, so that you only have to pay recordkeeping and administrative fees for one plan. The same investment options are available under all of the 401(k) plans offered by Robert Half and Protiviti which means that you may transfer the account balances from your other 401(k) plans “in kind” based on your current investment selections. Please contact Fidelity at (800) 835-5097 to transfer your account(s) or for more information. If you do not take any action, you will continue paying the recordkeeping and administrative fees charged by each of the 401(k) plans in which you have an account balance.



# How to enroll

Three steps, one minute. That's all it takes to enroll in the 401(k) Plan.

1	<p><b>Go to <a href="http://www.netbenefits.com/easyenroll">www.netbenefits.com/easyenroll</a>.</b> If you prefer, you can enroll by phone at <b>(800) 835-5097</b>.</p>
2	<p><b>Choose the percentage you want to contribute.</b> Eligible pay includes base salary and bonuses. Your contributions will be invested in the Fidelity Freedom® Blend Fund – Class K6 closest to the year you turn age 65. If you prefer to choose your own investments, follow the link to <a href="http://www.netbenefits.com">www.netbenefits.com</a>.</p>
3	<p><b>Name a beneficiary.</b> To name a beneficiary for your 401(k) Plan account, log on to <a href="http://www.netbenefits.com">www.netbenefits.com</a> using your Fidelity username and password. (No username or password? Click <i>Register Now</i>.) Click on <i>Beneficiaries in the About You section of Your Profile</i>.</p> <p>If you prefer, request a paper form at <b>(800) 835-5097</b>.</p>



## Accessing your account



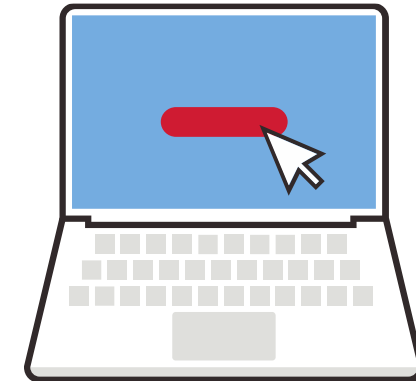
Enroll online at

[netbenefits.com/easyenroll](https://netbenefits.com/easyenroll)



Questions and help  
with enrollment

**(800) 835-5097**



Change contributions  
or investments

[www.netbenefits.com](https://www.netbenefits.com)

### **If you have more than one account held in different Robert Half or Protiviti 401(k) plans:**

Recordkeeping and administrative fees will continue to be deducted from any and all of your account balances due to your participation in more than one 401(k) plan offered by Robert Half or Protiviti. In order to prevent being charged recordkeeping and administrative fees due to your participation in multiple 401(k) plans, you have the option of requesting that your existing 401(k) account balances be transferred into one 401(k) Plan, so that you only have to pay recordkeeping and administrative fees for one plan. The same investment options are available under all of the 401(k) plans offered by Robert Half and Protiviti which means that you may transfer the account balances from your other 401(k) plans “in kind” based on your current investment selections. Please contact Fidelity at (800) 835-5097 to transfer your account(s) or for more information. If you do not take any action, you will continue paying the recordkeeping and administrative fees charged by each of the 401(k) plans in which you have an account balance.

### **Keep in mind that investing involves risk. The value of your investment will fluctuate over time and you may gain or lose money.**

Nothing in the 401(k) Plan shall be construed to limit in any way the right of any employer participating in the Plan to terminate your employment at any time for any reason; nor shall it be evidence of any agreement or understanding, express or implied, that any employer will employ you in any particular position or will ensure participation in any incentive programs.

This document summarizes the main features of the 401(k) Plan, but it is not a comprehensive description. The official Plan Document will govern in the case of any conflict between this Summary and the 401(k) Plan. Robert Half reserves the right to terminate, alter or amend these benefits at any time; however, no amendment or termination of the Plan will adversely affect the amount in your account before or as of the effective date of such amendment or termination.

This document is intended for the use of Robert Half Contract Talent Employees only and would not apply for Corporate Services Employees, Talent Solutions Employees, and Full-Time Engagement Professionals.