New Employee Welcome Packet

We are owners. We are innovators. We value quality. We are unpretentious.
Welcome to Gentex Corporation!

We're pleased that you have joined our dynamic company and will be a part of the Gentex team. Gentex is a company that offers a unique culture, and I'm excited to share some of the major differences with you. Gentex truly is one-in-a-million, as I believe you'll soon find out as you start to integrate with our unique team and culture.

We have four cornerstones that serve as the basis for the company’s culture, that together are known as The Gentex Foundation. There are four basic areas including Ownership Mentality, Unpretentious Management, Devotion to Quality, and Devotion to Innovation. What do all of these mean? Our employees understand how their individual performance affects the big picture, and we encourage employee ownership of Gentex’s stock so that they act and do their jobs like owners, and have a vested interest in the company’s success. Our senior management team is humble and believes in treating ALL employees with respect.

Gentex is committed to achieving the highest quality possible when producing any of its products. The term “continuous improvement” was in vogue for many years and many companies simply paid lip service to it while Gentex was actually implementing it. We have a somewhat restless culture and are never satisfied with the status quo, as we know that there’s always room for improvement in everything that we do. Our underlying goal is to be our customer’s reference point for quality. And last, but certainly not least, is Gentex’s commitment to innovation…which includes the creation of new, high-tech automotive and fire protection safety features, and our employees are encouraged to seek creative solutions that may exceed their job description. Our people are encouraged to think outside of the box as we continually strive to have the most innovative and cost-effective products and production processes around the world. Those things are the lifeblood of ensuring that Gentex maintains the strong leadership position it has held for many years.

I believe you will find Gentex to be a challenging and rewarding place to work. We have worked hard to create a very informal and open environment, where people can enjoy their work and fulfill their career passions without most of the bureaucracy that you often find in companies our size.

Once again, welcome to Gentex. We are excited about our products and growth prospects, and are pleased that you are on board to share in our successes.

Best regards,

Fred T. Bauer
Chairman of the Board and Chief Executive Officer

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GEN013017
Job Offer Packet Enclosures

This job offer packet contains the following documents:

- **First Day Reminder**
- **Campus Map**
- **Confidentiality, Non-Compete and Non-Solicitation Agreement** (a copy for your records)
  
  Please review this agreement and call with any questions. Human Resources will have a copy of this agreement for you to sign on your first day. Due to the length of this agreement, we would encourage you to read this prior to your meeting with Human Resources.

- **Preventing Insider Trading**
  
  Please review this form and call with any questions. Human Resources will have a copy of this agreement for you to sign on your first day. Due to the length of this agreement, we would encourage you to read this prior to your meeting with Human Resources.

- **Guidelines for Disclosure and for Trading the Company’s Stock and Signature Page** (a copy for your records)

- **Benefits Package Summary** (medical, prescription and additional benefits information)
  
  This is a summary of the benefits package offered by Gentex. Complete details will be given to you on your first day.

- **I-9 Employment Eligibility Awareness**
  
  You will be asked to provide documents on your first day that shows your identity and authorization to work in the U.S. Please review this form to understand which personal documents are allowed.

  If you have any questions regarding these documents, call Katie Adams, our HR Specialist, at 616.772.1590 ext. 5465.

- **Gentex Corporation Company Profile and Foundations**

- **A Smarter Place to Work and Live**
First Day Reminders

- **Contact your manager to arrange a start time and meeting place for your first day**

- **Payroll sign-up**
  
  Katie Adams, our HR Specialist, will help you sign up for payroll on your first day. Your manager will coordinate the time with her.

- **Direct deposit**
  
  Gentex uses direct deposit. Please bring your bank account and routing number, which typically can be found on a personal check.

- **I-9 employment eligibility**
  
  Reminder to bring your two required I-9 documents (see list of acceptable documents).

- **Parking**
  
  A campus map is provided in this packet which shows the appropriate parking lots for your building.

  If unsure, please feel free to park in visitor parking on your first day and your manager will show you which parking lot/entrance is closest to your work area.

- **Drug screen**
  
  New employees are required to complete a drug screen within 24 hours of their first day. You will be provided additional information on how to complete the process on your first day.

- **Food**
  
  Gentex cafeterias have refrigerators, vending machines and microwaves. We don’t have a full cafeteria service.

  If you have any further questions, please contact your hiring manager or your recruiter.
Confidentiality, Non-Compete and Non-Solicitation Agreement

This Confidentiality, Non-Compete and Non-Solicitation Agreement ("Agreement") is made and entered into as of _________________, 20___, by and between Gentex Corporation ("Company") and _______________________ ("Employee") (collectively, the "Parties"). In the course of employment with the Company, Employee will have access to Confidential and Proprietary Information, as defined below. Employee understands that the Company has a legitimate business interest in protecting its relationships with customers and suppliers and its Confidential and Proprietary Information. Accordingly, in consideration of employment, participation in any future salary, benefit adjustments, or promotions, and other valuable consideration, the receipt and sufficiency of which is acknowledged, the Parties agree as follows:

1. Employment At-Will. Employee’s employment is at-will, which means either Employee or the Company, in their sole discretion, may terminate the employment relationship at any time, with or without cause, and with or without prior notice or warning. Nothing in this Agreement shall be construed to constitute an agreement to employ Employee for any particular period of time or alter in any way the at-will employment relationship.

2. Confidentiality Obligations. Employee acknowledges that during the course of his/her employment, Employee will be given access to Confidential and Proprietary Information as defined below, and agrees that disclosure of any Confidential and Proprietary Information to any other person or entity would be highly detrimental to the legitimate business interests of the Company. Therefore, Employee agrees that during and forever after Employee’s employment with the Company, he/she will not disclose any of the Company’s Confidential and Proprietary Information to any other person or entity (other than to appropriate persons in the Company) for any reason or purpose whatsoever, nor will Employee use any such Confidential and Proprietary Information for his/her own benefit, or for the benefit of any other person or entity, except the Company.

(a) For purposes of this Agreement, the term "Confidential and Proprietary Information" includes, but is not limited to, the following:

(i) All information concerning the Company’s products and designs, including any records, data, facts, knowledge, trade secrets, know-how, devices, formulas, methods, improvements, drawings, photographs, work instructions, processes, techniques, specifications, materials, research and development, inventions, discoveries, patents pending, technology and equipment, computer software and including, as to specific processes or products, information relating to the formulation, composition, methods, potential uses or other technical or scientific features;

(ii) All information concerning the Company’s financial matters and practices, including pricing information, pricing/sales policies, strategies, structures, techniques, concepts, costs, sales, income, profits, profit margins, business plans, internal operating reports, billing reports, and forecasts;

(iii) All information concerning the Company’s customers, vendors and other business relationships, including marketing information, promotional materials, market/service development plans and strategies, customer surveys, lists and databases of present and prospective customers and vendors, customer and vendor information including contact information, information pertaining to customer needs, requirements or expectations, and information pertaining to service, delivery, bids, proposals, and other related information;
(iv) All information concerning the Company’s training and development which relate to the business, customers, vendors, employees, operations, services and products of the Company and all third parties to which the Company has an obligation of confidentiality, including the Company’s personnel information, employment and payroll records, manuals of operation, management methods and systems, administrative manuals and documents, and other related documents; and

(v) Any other information of the type described above which the Company treats or designates as proprietary or confidential, whether or not owned or developed by the Company, whether written or oral.

(b) Employee acknowledges that the above-mentioned list is non-exhaustive, and that other Confidential and Proprietary Information may exist or arise in the future. Employee agrees that Confidential and Proprietary Information is and shall remain the sole property of the Company. If Employee has any questions about whether any information constitutes Confidential and Proprietary Information, Employee must confer with the Company and receive the Company’s express written consent before disclosing or using the information.

(c) Upon termination of employment (for any reason), Employee agrees to immediately return to the Company all documents, data, materials, device(s), and information (including electronically stored information), which is the property of the Company or which contains any Confidential and Proprietary Information. Employee may not retain copies of any Confidential and Proprietary Information.

(d) After termination of employment (for any reason), Employee agrees not to engage in any activity that involves or results in the use or disclosure of any Company trade secrets, Confidential and Proprietary Information (as defined above), or intellectual property. Notwithstanding the foregoing, Employee may be entitled to immunity and protection from retaliation under the Defend Trade Secrets Act of 2016 for disclosing a trade secret under certain limited circumstances, as set forth in Company’s “Notice Under the Defend Trade Secrets Act,” which is available on the Gentex Intranet site.

3. **Inventions, Ideas, and Patents.** Employee agrees that any invention, improvement or any copyrightable material which Employee may conceive, make, invent, or suggest, either solely or jointly with others, during employment by the Company, relating to any matter or concept which may be connected in any way with Employee’s work or the business of the Company, existing or anticipated, shall be the exclusive property of the Company. Employee further agrees that all such works are considered a “Work Made for Hire” for the benefit of the Company under any applicable United States and foreign intellectual property laws; and in the event any work so created is not found to be a “Work Made for Hire” for the benefit of the Company, Employee hereby assigns all of his/her rights therein to the Company immediately upon creation and further waives any moral rights or rights of attribution therein. In addition, Employee agrees to provide reasonable notice to the Company of the existence of such works and to execute and deliver to the Company instruments of assignment or other documents as its legal counsel requests in connection with the perfection, protection or enforcement of its rights hereunder.

4. **Covenant Not to Compete.** Employee agrees that to preserve the confidentiality of the Company’s Confidential and Proprietary Information, to prevent the theft or misuse of the Confidential and Proprietary Information, to protect the Company’s customer and supplier relationships with both its prospective and existing customers and suppliers, to protect the Company’s goodwill, and to protect the Company’s reasonable competitive business interests, during the Employee’s employment and for a period of one (1) year from the date that Employee ceases to be employed by the Company for any reason, he/she shall not directly or indirectly, compete with the Company in any geographical area where the Company is conducting or is planning to conduct business. Employee understands and agrees that the term “compete” includes, but is not limited to, the following characteristics: entering employment with, contracting with, working with, consulting with,
advising, owning an interest in, managing, operating, controlling, or participating in any way in the business of any organization, business, individual or entity that is engaged in a similar business to that which the Company is conducting or is planning to conduct. Employee further understands that the term “compete” also precludes Employee from working on any matter or providing any services or products which are or will be used in products or components of products that compete with the Company’s products. Employee understands that the Company’s business and product lines may broaden and evolve during the term of this Agreement, and agrees that the covenant not to compete shall include all additional Company business and products, whether in existence at the time of this Agreement or any time thereafter. The foregoing prohibitions shall not prohibit Employee from owning less than one percent (1%) of the outstanding capital stock of any publicly traded corporation that is engaged in competition with the Company.

5. **Non-Solicitation.** During the period of employment with the Company, and for a period of one (1) year from the date that Employee ceases to be employed by the Company (for any reason):

   (a) Employee will not, directly or indirectly, recruit, solicit, induce, or attempt to induce any employee, contractor, or agent of the Company to terminate his/her employment, contractual or agency relationship with the Company, take any action that adversely affects his/her ability to fulfill his/her duties to the Company, or enter into an employment, contractual or agency relationship with any other organization, business, individual or entity.

   (b) Employee will not, directly or indirectly, recruit, solicit, induce, or attempt to induce any customer, supplier or vendor of the Company or any potential customer, supplier or vendor of the Company to cease or reduce their business relationship with the Company or begin a business relationship with another organization, business, individual or entity.

6. **Representations and Warranties.** Employee represents and warrants that his/her experience and capabilities are such that the restrictive covenants set forth in this Agreement will not prevent Employee from earning his/her livelihood and that Employee will be fully able to earn adequate livelihood for himself/herself and his/her dependents if any of such provisions should be specifically enforced against Employee. Employee further represents and warrants that neither Employee's employment with the Company, nor Employee’s execution of this Agreement, will conflict with, breach, violate or cause default under any contract or agreement that Employee has with any other person or entity. Further, Employee agrees to indemnify and hold harmless the Company from any claim or cause of action by any person or entity against the Company arising out of an alleged breach by Employee of any confidentiality agreement, noncompetition agreement, or any other restrictions inconsistent with these representations, including reimbursing the Company for all costs and reasonable attorneys’ fees incurred as a result of the alleged breach.

7. **Informing Future Employers.** Prior to accepting employment or engagement with another entity, Employee must inform any prospective employer or other entity about the existence of this Agreement.

8. **Equitable Remedies.** The Parties agree that a breach of the provision(s) of this Agreement will cause irreparable harm to the Company, which will be difficult to quantify, and that money damages alone will not be sufficient to provide a fully adequate remedy for such a breach. Accordingly, Employee agrees that the Company, in addition to any other legal rights or remedies available to the Company on account of a breach or threatened breach of this Agreement, shall be entitled to temporary, preliminary and permanent injunctive relief without any requirement of bond, as well as specific performance, and any other equitable relief to prevent an actual or threatened breach. Employee hereby waives his/her defense in any equitable proceeding that there is an adequate remedy at law for such breach.
9. **Litigation Costs.** If the Company prevails in any part of any litigation between the Company and Employee brought (in whole or in part) under or in connection with this Agreement, Employee will pay the Company all its costs and expenses, including court costs and attorneys’ fees and experts’ fees and expenses reasonably incurred by the Company in connection with such litigation.

10. **Governing Law, Jurisdiction and Venue.** This Agreement is governed by and will be interpreted and construed in accordance with the laws of the State of Michigan, without reference to principles of conflicts or choice of law. The Parties agree that any action related to this Agreement shall be brought and heard in the State Courts located in Ottawa County, Michigan or the United States District Court for the Western District of Michigan, and the Parties agree and consent to jurisdiction and venue in those courts. Employee hereby expressly waives any right to assert the defense of lack of personal jurisdiction, improper venue, or preferred venue in any legal action.

11. **Tolling Provision.** The duration of the covenants and obligations contained in this Agreement shall be extended by the same period that Employee is in violation of any such covenant or obligation.

12. **Assignment.** This Agreement is for benefit of the Company, its successors, affiliates and assigns, and is binding upon the Employee, his or her estate, legal representative, and heirs. The Company may assign this Agreement without Employee’s consent. The rights conferred by this Agreement are personal to the Employee, and Employee may not assign or otherwise transfer these rights to another person or entity.

13. **Waivers.** No waiver of any provision or covenant of this Agreement shall be valid unless it is in a writing signed by the other party, nor shall it constitute a waiver of any other provisions of this Agreement. No failure or delay by any party in exercising any right under this Agreement will operate as a waiver.

14. **Partial Invalidity/Severability.** The Parties agree that the covenants and provisions herein shall be enforced to the fullest extent permitted by law. Accordingly, if any court of competent jurisdiction shall determine that any of the covenants or provisions of this Agreement are unenforceable for any reason, then the Parties intend and agree that such covenant or provision shall be curtailed as to time, location or scope only to the extent necessary to be valid under applicable law. If the court declines to amend the Agreement as provided herein, the invalidity or unenforceability of any provision or term of this Agreement shall not affect the validity or enforceability of the remainder of this Agreement, which shall be enforced as if the offending provision or term had not been included in this Agreement. Further, any claim or cause of action by the Employee against the Company, whether predicated upon another covenant or provision of the Agreement or otherwise, shall not constitute a defense to the enforcement by Company of any other covenant.

15. **Section Headings.** The section headings of this Agreement are for the convenience of the Parties only and in no way alter, modify, amend, limit, or restrict the contractual obligations of the Parties.

16. **Amendments.** No amendment of this Agreement will be valid and binding unless in a writing signed by both Parties.

17. **Entire Agreement.** This Agreement contains the entire understanding and agreement between the Parties regarding the matters addressed herein and supersedes any prior or contemporaneous negotiations, understandings, or agreements between the Parties regarding such matters. The Parties represent and warrant that they have the right to enter into this Agreement and that each has participated in negotiating and drafting this Agreement. Further, the Parties agree that this Agreement is to be construed as if the Parties had drafted it jointly.
18. **Acknowledgement.** Employee is competent and understands the consequences to Employee of executing this Agreement. Employee acknowledges that Employee has been given an ample period of time to decide whether or not to execute this Agreement and that Employee has had the opportunity to consult with legal counsel and/or other advisors of Employee’s choice before signing it. Employee has signed this Agreement freely and of Employee’s own will in exchange for the right to obtain and/or maintain employment with the Company and receive the payments and benefits associated with that employment.

In witness whereof, the Parties have executed this Agreement as of the day, month and year first written above.

EMPLOYEE

Signature: ____________________________________________

GENTEX CORPORATION

Signature: ____________________________________________

Print Name: __________________________________________

Title: ________________________________________________
Preventing Insider Trading

Every year insider trading and tipping ruins people who either did not know they were breaking the law or did not think they would be caught. Their companies, colleagues, friends and families suffer too. Martha Stewart is a great example.

At Gentex, we believe that educating employees about insider trading helps balance the risks and rewards of our ownership mentality. Insider trading enforcement is a major priority of the SEC. We need to make insider trading education and prevention a priority for employees at all levels. This shows our investors, the public and the media that we are working to prevent insider trading by advising our employees of their legal and ethical obligations.

All Gentex employees have access to some type of inside information or trade secrets. It is illegal to disclose that information to any non-Gentex employee. Making trades in the Company's stock based on insider information is illegal. It is also illegal to share insider information with people outside the company who then buy or sell our stock as a result of your tip. Here are some examples of information that could get you in trouble:

1. New vehicle programs offering Company mirrors (for example, the Company almost always ships mirrors for new programs before the information is announced to the public);

2. The number of fire protection products or mirrors the Company is currently shipping or planning to ship (for example, if you will be working overtime because GM is purchasing 10,000 additional pieces or, conversely, if you are taking two vacation days because of lower-than-expected orders from a customer);

3. Contracts with customers (for example, at an e-build, you heard a Program Manager talk about a pending order);

4. Technology breakthroughs or improvements in manufacturing processes (for example, you tell Uncle Charlie at the family reunion about the new automated case press);

5. New products and/or inventions developed by the Company (don't talk about specifics on SmartBeam® or any other technologies); and

6. Financial information on the Company, such as high or low margins on a particular product, yields on any manufacturing line, etc.

You can see from this list the casual conversations we have about our workday are filled with insider information. For that reason, a good rule of thumb to use to protect yourself from charges of insider trading is this: do not discuss details of your job or the Company's business with anyone outside of the company.

Another lesson learned from Martha Stewart: most insider trading violations occur when we react to financial information about a supplier, customer or client. Insider trading is not limited to our knowledge of Gentex Corporation.

Please read the attached policy. If you have questions, please direct them to Investor Relations ext. 5814. This document is intended to protect us all from making a mistake that could be construed as insider trading. Once you have read the policy, complete the signature page. Return it to your Group Leader or to Human Resources.
Guidelines for Disclosure and for Trading the Company’s Stock

General Information
The federal securities laws prohibit individuals with access to material information that has not been publicly disseminated, absorbed and evaluated (commonly referred to as “inside information”) from (1) engaging in transactions in the Company’s stock prior to public disclosure; and (2) divulging inside information to enable others to trade on such information. In the course of your employment or affiliation with the Company, you likely will come into the possession of inside information. In the event you effect transactions in the Company’s stock while in the possession of inside information, you will be subject to private lawsuits for damages or to civil and/or criminal proceedings by the Securities and Exchange Commission (SEC). Liability arising from such violations often is significant. For instance, the SEC is authorized to seek civil money damages of up to three times the profit gained or the loss avoided through unlawful insider trading.

Disclosure of Material Information
Any oral or written release of information regarding the Company should be reviewed by the CFO, Legal and/or Investor Relations prior to any announcement or publication. Requests and questions from news media, stockbrokers, investors, financial analysts and other “outsiders” (any non-Company employee) should be referred to the CFO. In discussing matters pertaining to the Company, the following guidelines should be observed:

1. Matters which may be generally discussed by designated Company officials include the following:
   a. Information that has been published and widely disseminated such as that contained in the Company's annual report to shareholders, the reports on Forms 10-K, 10-Q, 8-K and other federal filings, quarterly reports, proxy statements and news releases. This information, however, should not be discussed beyond the scope of that which has been published.
   b. General industry and economic trends and the general anticipated growth trends of the Company’s product lines in relation to those general trends.
   c. Routine aspects of the Company’s business involving products, plants, employees, customers and production.

2. Matters which may not be discussed, unless and until they have been publicly announced and widely disseminated, are not limited to, but include the following:
   a. Actual projected sales or unit shipments, earnings, significant capital expenditures or significant borrowings.
   b. Any action or event which had or is likely to have a significant effect on the Company’s anticipated sales or earnings or which may result in a special or extraordinary charge against earnings.
   c. Any non-routine action or event such as a proposed joint venture, merger, acquisition or disposition of shares or assets; major new products, discoveries or services; a change in control or a significant litigation; a significant change in capital investment plans; significant change in operating or financial circumstances; significant labor disputes; a tender offer for another company’s securities; and significant changes in the Company’s asset values, products or lines of business.

3. In addition, the Company maintains as confidential information most technology breakthroughs or improvements in manufacturing processes. These items are referred to as “trade secrets” and it is unlawful to disclose trade secrets.
In general, it is best not to discuss any information with non-Company team members, since even information that you may believe is not important could be the last important piece of a puzzle that could help our competitors or hurt our competitive position in a number of different ways or might allow someone an unfair advantage in trading Company stock. It is often the “innocent” comments that have the potential of being the most damaging. No matter how long the information trail, if it leads back to you as the original source of providing material inside information, you are one of the responsible parties.

From time-to-time the Company may enter into a non-disclosure agreement (NDA) with another company for certain business purposes. All employees who are aware of an existing NDA or any agreement of confidentiality are expected to abide by the terms of such agreements. As an additional reminder, you also should not publicly disclose any of the types of prohibited information described above which may come to your attention regarding other companies because of the Company’s relationship with that company.

**Trading Prohibitions and Guidelines**

While long-term investment in the Company’s stock by Company employees is encouraged, transactions in the Company’s stock should be made with caution, and as necessary, with prior Company approval. While it is understood that such transactions must take place during the business day, employees should utilize breaks or lunch periods to make any arrangements related to these dealings. Transactions in the Company’s stock, including exercise, and subsequent sale of options, should be made with the recognition of the existence of prohibitions against the use by Company employees of inside information for their own profit. Accordingly, please refer to the following prohibitions and guidelines when dealing the Company’s stock:

1. Transactions involving the Company’s stock are prohibited if you have knowledge of material information about the Company which has not been publicly disseminated and absorbed and evaluated by the market. In general, information should be considered “material” if it could be expected that a reasonable investor would attach significance to the information in making an investment decision involving the Company’s stock. In other words, would a normal and prudent investor be influenced by that information in making a decision to sell or buy the Company’s stock? Determining whether information is material is subjective; accordingly, we urge you to discuss such issues with designated Company officials set forth on page 1 hereof.

2. In general, a regular “blackout/no trading” period begins on the first day of the month following the end of a quarterly reporting period, and ends 24 hours after the Company has met its disclosure requirements by making a public news release to the national newswires and/or has widely disseminated information concerning the quarter’s results to the public at large. “Black out/no trading” Periods prohibit any transactions of the Company’s stock during these periods.

3. From time to time, the Company may announce additional, brief “black out/no trading” periods. As previously noted, transactions in the Company’s stock are expressly prohibited during such times.

As a quick reference, the following activities are strictly prohibited. Adherence to these guidelines is a condition of your employment with the Company. Strictly prohibited activities include:

- Use of non-public Company information as a basis for trading Company’s shares;
- Trading of Company listed options;
- Shorting the Company’s stock;
- Trading Company shares during Company-specified “black out/no trading” periods;
- Use of Company shares as collateral for margin trading or to cover margin calls (margin calls may occur during a “black out/no trading” period and your Company shares may not be sold to cover your costs during those periods);
• Gifting or transferring Gentex shares during a Gentex-specified "black out/no trading" period;
• Participating in Internet chat rooms or posting to Company or industry-related message boards;
• "Blogging" or participating in Company or industry-related blogs (blogging which is also called a "web log," is an online journal often used to post information on a given subject, often in a question and answer format).

Conclusion

Beyond your legal obligations on disclosure, confidentiality and trading in Company stock is the use of general common sense. Because you are a Company employee, individuals outside the Company will assume that you have access to more information on how the Company is performing than is available to members of the general public. As a result, statements you make to others about your personal Company stock transactions at times may be perceived as insider trading — even if you are operating within the law. It is for your protection not to discuss your personal financial transactions in Company stock.
Guidelines for Disclosure and for Trading the Company’s Stock Signature Page

You do not need to fill out this page. It is a sample copy for you to keep.

I have received and read Gentex Corporation’s policy called Guidelines for Disclosure and for Trading the Company’s Stock. I recognize the importance of that policy and agree to abide by the terms and conditions set forth in it. I also understand that I must acknowledge my receipt of this document by signing and returning this form to the Company.

Employee Name (please print): ______________________________________________________________________________

Employee signature: ______________________________________________________________________________________

Date: _______________  Employee number: _______________  Department/line #: ___________________________

Supervisor’s name: ____________________________________________________________________________________________
Full-time employees become eligible for Gentex benefit plans the first day of employment. If your spouse works full-time and is eligible for medical coverage through his or her employer, your spouse will not be eligible for medical and prescription drug coverage under the Gentex plan. You can cover your dependent children up to the age of 26 on all Gentex benefit plans regardless of your spouse's eligibility.

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### Medical Benefits Summary

**Plan 1: $500 Deductible POS**

<table>
<thead>
<tr>
<th>Benefits</th>
<th>In-Network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Year Deductible</td>
<td>$500 employee</td>
<td>$1,000 employee</td>
</tr>
<tr>
<td>Member deductible applies to any (1) member enrolled. All family members contribute to the family deductible – in aggregate.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan 1: $500 Deductible POS</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Benefits</strong></td>
<td><strong>In-Network</strong></td>
<td><strong>Out-of-Network</strong></td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td>$500 employee</td>
<td>$1,000 employee</td>
</tr>
<tr>
<td><strong>Coinsurance (Paid by employee.)</strong></td>
<td>20%</td>
<td>30%</td>
</tr>
<tr>
<td>Coinsurance Maximum</td>
<td>$1,250 employee</td>
<td>$2,500 per family</td>
</tr>
<tr>
<td>Max Out-Of-Pocket Limit</td>
<td>$6,000 employee</td>
<td>$12,000 per family</td>
</tr>
<tr>
<td><strong>Lifetime Max</strong></td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Visit Copays</th>
<th>Lakeshore Health Partners</th>
<th>Principle Health</th>
<th>Priority Health</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Care Physician</td>
<td>$10 copay</td>
<td>$20 copay</td>
<td>$25 copay</td>
<td>30% after deductible</td>
</tr>
<tr>
<td>Specialist</td>
<td>$20 copay</td>
<td>$30 copay</td>
<td>$35 copay</td>
<td>30% after deductible</td>
</tr>
<tr>
<td>Preventive Care</td>
<td>No charge</td>
<td>No charge</td>
<td>No charge</td>
<td>30% after deductible</td>
</tr>
<tr>
<td>Urgent Care</td>
<td>$20 copay</td>
<td>$30 copay</td>
<td>$35 copay</td>
<td>30% after deductible</td>
</tr>
<tr>
<td>MedNow Virtual Visit</td>
<td>N/A</td>
<td>N/A</td>
<td>$10 copay</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Room</th>
<th>20% after in-network deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>20% after in-network deductible</td>
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### Diagnostic Procedures

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Lakeshore Health Partners</th>
<th>Principle Health</th>
<th>Priority Health</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab and X-Ray</td>
<td>20% after deductible</td>
<td>20% after deductible</td>
<td>20% after deductible</td>
<td>30% after deductible</td>
</tr>
<tr>
<td>Mammogram</td>
<td>Preventive: No charge</td>
<td>Preventive: No charge</td>
<td>Preventive: No charge</td>
<td>30% after deductible</td>
</tr>
<tr>
<td></td>
<td>Diagnostic: 20% after deductible</td>
<td>Diagnostic: 20% after deductible</td>
<td>Diagnostic: 20% after deductible</td>
<td>30% after deductible</td>
</tr>
<tr>
<td>Mental Health and Substance Abuse</td>
<td>Inpatient: 20% after deductible</td>
<td>Inpatient: 20% after deductible</td>
<td>Inpatient: 20% after deductible</td>
<td>30% after deductible</td>
</tr>
<tr>
<td></td>
<td>Outpatient: office copay will apply</td>
<td>Outpatient: office copay will apply</td>
<td>Outpatient: office copay will apply</td>
<td>30% after deductible</td>
</tr>
</tbody>
</table>
## Medical Benefits Summary

### Plan 2: $1,000 Deductible POS

<table>
<thead>
<tr>
<th></th>
<th>In-Network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Premiums</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Includes Right Stuff credits.</td>
<td>$667 per year ($13 per week)</td>
<td>$1,334 per year ($26 per week)</td>
</tr>
<tr>
<td></td>
<td>Employee</td>
<td>Employee + Spouse/Child</td>
</tr>
<tr>
<td><strong>Calendar Year Deductible</strong></td>
<td>$1,000 employee</td>
<td>$2,000 per family</td>
</tr>
<tr>
<td><strong>Coinsurance</strong></td>
<td>20%</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Coinsurance Maximum</strong></td>
<td>$1,500 employee</td>
<td>$3,000 per family</td>
</tr>
<tr>
<td><strong>Max Out-Of-Pocket Limit</strong></td>
<td>$6,000 employee</td>
<td>$12,000 per family</td>
</tr>
<tr>
<td><strong>Lifetime Max</strong></td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

*Each family member will not pay more than the single deductible, but all family members contribute to all the family deductible – in aggregate.*

### Office Visit Copays

<table>
<thead>
<tr>
<th></th>
<th>Lakeshore Health Partners</th>
<th>Principle Health</th>
<th>Priority Health</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Care Physician</td>
<td>$10 copay</td>
<td>$20 copay</td>
<td>$25 copay</td>
<td>30% after deductible</td>
</tr>
<tr>
<td>Specialist</td>
<td>$20 copay</td>
<td>$30 copay</td>
<td>$35 copay</td>
<td>30% after deductible</td>
</tr>
<tr>
<td>Preventive Care</td>
<td>No charge</td>
<td>No charge</td>
<td>No charge</td>
<td>30% after deductible</td>
</tr>
<tr>
<td>Urgent Care</td>
<td>$20 copay</td>
<td>$30 copay</td>
<td>$35 copay</td>
<td>30% after deductible</td>
</tr>
<tr>
<td>MedNow Virtual Visit</td>
<td>N/A</td>
<td>N/A</td>
<td>$10 copay</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Diagnostic Procedures

<table>
<thead>
<tr>
<th></th>
<th>Lab and X-Ray</th>
<th>Preventive: 20% after deductible</th>
<th>Preventive: No charge</th>
<th>Preventive: No charge</th>
<th>Preventive: No charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mammogram</td>
<td>20% after deductible</td>
<td>20% after deductible</td>
<td>20% after deductible</td>
<td>20% after deductible</td>
<td>20% after deductible</td>
</tr>
<tr>
<td>Mental Health and Substance Abuse</td>
<td>Inpatient: 20% after deductible</td>
<td>Inpatient: 20% after deductible</td>
<td>Inpatient: 20% after deductible</td>
<td>Inpatient: 20% after deductible</td>
<td>Inpatient: 20% after deductible</td>
</tr>
<tr>
<td></td>
<td>Outpatient: No charge</td>
<td>Outpatient: 20% after deductible</td>
<td>Outpatient: No charge</td>
<td>Outpatient: No charge</td>
<td>Outpatient: No charge</td>
</tr>
<tr>
<td></td>
<td>Outpatient: office copay will apply</td>
<td>Outpatient: office copay will apply</td>
<td>Outpatient: office copay will apply</td>
<td>Outpatient: office copay will apply</td>
<td>Outpatient: office copay will apply</td>
</tr>
</tbody>
</table>
**Plan 3: The Gentex Health Savings Account (HSA)**

### Benefits

<table>
<thead>
<tr>
<th></th>
<th>In-Network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Calendar Year Deductible</strong></td>
<td>$1,500 employee, $2,000 per family</td>
<td>$1,000 employee, $2,000 per family</td>
</tr>
<tr>
<td><strong>Coinsurance (Paid by employee.)</strong></td>
<td>20%</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Coinsurance Maximum</strong></td>
<td>$1,000 employee, $3,000 per family</td>
<td>$2,000 employee, $4,000 per family</td>
</tr>
<tr>
<td><strong>Max Out-Of-Pocket Limit</strong></td>
<td>$6,000 employee, $12,000 per family</td>
<td>Unlimited, Unlimited</td>
</tr>
<tr>
<td><strong>Lifetime Max</strong></td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

*Member deductible and out-of-pocket (OOP) max applies to member only contracts. If there are 2 or more people enrolled in the High Deductible Plan, the member deductible and OOP max does not apply. All family members will contribute to the family deductible and OOP max – in aggregate.*

### Office Visit Copays

<table>
<thead>
<tr>
<th></th>
<th>In-Network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-site Clinic</strong></td>
<td>$22 charge for non-preventative visit</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Primary Care Physician</strong></td>
<td>20% after deductible</td>
<td>40% after deductible</td>
</tr>
<tr>
<td><strong>Specialist</strong></td>
<td>20% after deductible</td>
<td>40% after deductible</td>
</tr>
<tr>
<td><strong>Preventive Care</strong></td>
<td>No charge</td>
<td>40% after deductible</td>
</tr>
<tr>
<td><strong>Urgent Care</strong></td>
<td>20% after deductible</td>
<td>40% after deductible</td>
</tr>
<tr>
<td><strong>MedNow Virtual Visit</strong></td>
<td>$45 fee</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Emergency Room</strong></td>
<td>20% after in-network deductible</td>
<td></td>
</tr>
<tr>
<td><strong>Ambulance</strong></td>
<td>20% after in-network deductible</td>
<td></td>
</tr>
<tr>
<td><strong>Diagnostic Procedures</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lab and X-Ray</strong></td>
<td>20% after deductible</td>
<td>40% after deductible</td>
</tr>
<tr>
<td><strong>Mammogram</strong></td>
<td>Preventive: No charge, Diagnostic: 20% after deductible</td>
<td>40% after deductible</td>
</tr>
<tr>
<td><strong>Mental Health and Substance Abuse</strong></td>
<td>20% after deductible</td>
<td>40% after deductible</td>
</tr>
</tbody>
</table>
## Prescription Drugs Summary

### PLAN 1: $500 DEDUCTIBLE POS

<table>
<thead>
<tr>
<th>Prescription Drugs</th>
<th>Spartan Store Pharmacies</th>
<th>Non-Spartan Store Pharmacies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Days</strong></td>
<td><strong>Retail 1 - 34</strong></td>
<td><strong>Retail 35 - 90</strong></td>
</tr>
<tr>
<td>Generic Drugs (co-pays)</td>
<td>$10</td>
<td>$20</td>
</tr>
<tr>
<td>$4/$10 Generics (co-pays)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Formulary Brand Drugs (co-pays)</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td>Non-Formulary Drugs (co-pays)</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Specialty Prescription Drugs</td>
<td><strong>Diplomat</strong>: 20% up to a maximum of $75 copay per prescription</td>
<td></td>
</tr>
</tbody>
</table>

*Mail order through Express Scripts

### PLAN 2: $1,000 DEDUCTIBLE POS

<table>
<thead>
<tr>
<th>Prescription Drugs</th>
<th>Spartan Store Pharmacies</th>
<th>Non-Spartan Store Pharmacies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Days</strong></td>
<td><strong>Retail 1 - 34</strong></td>
<td><strong>Retail 35 - 90</strong></td>
</tr>
<tr>
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<td>$10</td>
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</tr>
<tr>
<td>$4/$10 Generics (co-pays)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Formulary Brand Drugs (co-pays)</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td>Non-Formulary Drugs (co-pays)</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Specialty Prescription Drugs</td>
<td><strong>Diplomat</strong>: 20% up to a maximum of $75 copay per prescription</td>
<td></td>
</tr>
</tbody>
</table>

*Mail order through Express Scripts

### PLAN 3: THE GENTEX HEALTH SAVINGS ACCOUNT

<table>
<thead>
<tr>
<th>Prescription Drugs</th>
<th>Spartan Store Pharmacies</th>
<th>Non-Spartan Store Pharmacies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Days</strong></td>
<td><strong>Retail 1 - 34</strong></td>
<td><strong>Retail 35 - 90</strong></td>
</tr>
<tr>
<td>Generic Drugs (co-pays)</td>
<td>$10 after deductible</td>
<td>$20 after deductible</td>
</tr>
<tr>
<td>$4/$10 Generics (co-pays)</td>
<td>$4</td>
<td>$10</td>
</tr>
<tr>
<td>Formulary Brand Drugs (co-pays)</td>
<td>$25 after deductible</td>
<td>$50 after deductible</td>
</tr>
<tr>
<td>Non-Formulary Drugs (co-pays)</td>
<td>$50 after deductible</td>
<td>$100 after deductible</td>
</tr>
<tr>
<td>Specialty Prescription Drugs</td>
<td><strong>Diplomat</strong>: 20% up to a maximum of $75 copay per prescription after deductible</td>
<td></td>
</tr>
</tbody>
</table>

*Mail order through Express Scripts
Addition Information

For more information, visit benefits.gentex.com

Adoption assistance
After 90 days of employment
Gentex reimburses 80% of qualified adoption expenses up to a maximum of $4,000. This does not include adoption of a child of the employee's spouse.

Bereavement pay
Effective on your date of hire
Up to three days for immediate family members; up to one day for other family.

Company product discount
Effective on your date of hire
Mirrors and fire protection products available for employee purchase.

Education assistance
Eligible on your date of hire, approval required
100% reimbursement of courses plus cost of books related to job/career with a B- grade or better.

Employee stock purchase plan
After one year or service, next quarter (part time must work at least 20 hours/week)
Gentex stock at 85% of fair market value — purchased through payroll and/or lump sum contributions.

Family Medical Leave Act (FMLA)
After one year and 1,250 hours worked
Unpaid leave to care for you or your family.

Holidays
Effective on your date of hire

Job postings
After 6 months
Eligible for job opportunities and promotions within period of posting.

Leave of absence
Contact your leave specialist or visit benefits.gentex.com/leaveofabsence
Medical and disability leaves for the employee.

On-site clinic
Effective on your date of hire
Gentex works with local providers to bring discounted, easily accessible health services to our team members. The clinic is for non-work related health concerns, regardless of the Gentex medical plan that you have.

Profit sharing bonus
Effective on your date of hire
Paid quarterly dependent on company earnings.

Retirement savings plans 401(k)
After 60 days of service
We offer a traditional 401k account or a Roth 401k account. Gentex matches employee contributions into their 401k account at 100% of the first 3% of your compensation, and 50% of the next 2% of your compensation, for that year. The funds are 100% vested.

Service award
In increments of five years
Company gift.

Short-term income protection
Effective on your date of hire
When a health issue prevents an employee's ability to work, Gentex supplements earnings on a defined schedule.

Vacation
Accrues by anniversary date

Wellness center
Effective on your date of hire
State-of-the-art cardiovascular and strength machines, locker room facilities and free group exercise programs (Gentex employees only).
**List of Acceptable Documents**

Bring one item from List A, or bring one item from List B along with one item from List C. All documents must be unexpired.

<table>
<thead>
<tr>
<th>List A</th>
<th>List B</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents that establish both identity and employment authorization</strong></td>
<td><strong>Documents that establish identity</strong></td>
<td><strong>Documents that establish employment authorization</strong></td>
</tr>
<tr>
<td>1. U.S. passport or U.S. passport card</td>
<td>1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) Not valid for employment (2) Valid for work only with INS authorization (3) Valid for work only with DHS authorization</td>
</tr>
<tr>
<td>2. Permanent Resident card or Alien Registration Receipt card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photography or information such as name, date of birth, gender, height, eye color and address</td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>2. School ID card with a photograph</td>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</td>
<td>4. Voter’s registration card</td>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Forms I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI</td>
<td>5. U.S. military card or draft record</td>
<td>5. Native American tribal document</td>
</tr>
</tbody>
</table>

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor or hospital record
12. Daycare or nursery school record
Company Profile

Gentex Corporation
600 N. Centennial Street
Zeeland, MI 49464 USA

Phone (USA): 616.772.1800
Fax (USA): 616.772.7348
www.gentex.com

Year established: 1974
Number of employees: 4,500+
2016 revenues: $1.68 billion

Executive Officers
Fred Bauer, CEO and Chairman of the Board
Steve Downing, Senior Vice President
Kevin Nash, Vice President of Accounting
Joe Matthews, Vice President of Purchasing
Scott Ryan, Assistant General Counsel

Investor & Media Contact
616.772.1800
PR: Craig Piersma, craig.piersma@gentex.com
IR: Josh O’Berski, josh.oberski@gentex.com

Certifications
All automotive manufacturing operations ISO-9001, QS-9000, TS-16949 and VDA certified

R&D Expenditures
Approximately 7% of net sales

Products
Interior and exterior automatic-dimming rearview mirrors, and cameras/sensors and electronic features/displays
Commercial fire protection products, including smoke detectors, alarms and signaling devices
Dimmable aircraft windows

Locations & Subsidiaries
Manufacturing
Gentex Corporate Headquarters, Zeeland, MI
Four manufacturing facilities, Zeeland, MI
Gentex automotive manufacturing facility, Holland, MI
Gentex fire protection manufacturing facility, Holland, MI

International Support Personnel Locations
Germany
China
U.K.
Sweden
Korea
Japan

Certifications

Ownership Mentality
Ownership systems
Business people
The feeling

Unpretentious Mgmt.
Givers, not takers
No politics
Integrity
Quiet confidence

Devotion to Quality
Students
Restlessness
Relationships

Devotion to Innovation
Careful pioneers
Focused innovation
Elephant hunting
Passion

The Gentex Foundation
Planning a vacation in the US next year but aren’t sure where to go? After all, it’s a big place! For the fourth year running, our travel experts have scoured the States to make the decision a bit easier for you.

While Lonely Planet’s Best in Travel 2014 covers global must-sees, including Chicago and Texas, here we delve a bit deeper and showcase the top 10 places in the US that should be on travelers’ radars in the coming year. There’s something for all — nature lovers, beachcombers, beer aficionados, history buffs, road trippers, dice rollers — from every corner of the land. Whether quietly emerging destinations or perennial favorites, these places have new or timely angles that make them prime for visiting in 2014. So whatever your upcoming dream vacation, we’ve got some U-S-of-A inspiration for you.

#1 Grand Rapids & Lake Michigan’s Gold Coast

Beach bums, beer lovers, and art enthusiasts agree: there’s a lot to love about western Michigan this year. Grand Rapids, Michigan’s second-largest city, was voted best beer city in the US by the national Beer Examiner blog in 2012 and 2013, and its beer-tourism revolution rages on. Over 25 craft breweries pour in the area, and events like Cool Brews Hot Eats and the Winter Beer Festival (both in February), and the Summer Craft Beer Festival (August), keep the city festive year-round. Hops aside, the secret about Grand Rapids’ fabulous art scene is getting out.

In addition to the impressive blooms and Rodin sculptures in the Frederik Meijer Gardens, and the excellent Grand Rapids Art Museum housed in a cool LEED Gold certified building, Grand Rapids is home to the world’s largest art competition, ArtPrize, in which 1700+ creatives display their masterpieces. A mere 30 miles away sprawls Lake Michigan’s Gold Coast, perhaps the USA’s most unexpected beach getaway. Some argue that these shores rival Hawaii’s and Southern California’s. Along 300 miles of seemingly endless beaches lie sugar-white dunes, wineries, antiquing, U-pick orchards and berry farms, cider houses, Hemingway haunts — you can even go surfing. In Michigan! So if you never thought you could head to the Midwest for a Cape Cod-esque beach vacation, think again.

Our (and everyone else’s) top-pick alehouse is rock-n-roll Founders Brewing Company, while the lake’s Oval Beach wins for smoothest sands.

Top Workplaces
via Detroit Free Press

Top workplaces honors 100 employers whose workers expressed satisfaction with their workplace, whether because of pay and benefits, advancement opportunities, flexibility of schedules and other advantages.