


Tools, Resources and Programs for LGBTQIA+ Employees and Allies





This guide contains a high-level overview of our LGBTQIA+ benefits. For more details on the benefits and programs offered, visit the [HR Portal](#). You can also visit the [WWT US Benefits Website](#) for additional information on all that's offered.

World Wide Technology (WWT) is committed to fostering a dynamic, safe, inclusive and equitable environment where you and all our employees feel comfortable bringing your full self to work. We are proud to offer comprehensive benefits and resources to support your health and wellbeing no matter where you are in your journey, including inclusive healthcare, support for different paths to parenthood, tools to help manage whatever life throws your way and community through employee networks.

The purpose of this guide is to make it easier to access and understand the benefits and resources available to our LGBTQIA+ employees and their allies.

Inclusive Healthcare

We are committed to providing you with **quality and inclusive healthcare**. You and your covered dependents, including your same or opposite sex spouse/domestic partner and your child(ren), have access to trans-inclusive and gender-affirming benefits.

Our medical coverage includes **transgender-affirming benefits and gender dysphoria treatment**, including:

- **Hormonal therapy** like androgens, estrogens and progestins. You will also undergo laboratory testing to support your hormonal therapy for the duration of your prescription.
- **Gender reassignment surgery** if deemed as a necessary course of treatment when gender dysphoria is experienced. Reconstructive gender surgeries (both male and female) are covered under our medical plan, administered by Allegiance. For more information about covered and non-covered procedures, you can call Allegiance at 855-999-3893.
- **Voice modification therapy** and surgery to treat gender dysphoria.
- **Facial feminization** to treat gender dysphoria.
- **HIV screening and generic preexposure prophylaxis (PrEP) medication**, at no additional cost, to help those at risk of HIV. Other drugs for the treatment of HIV are also available, subject to the prescription drug formulary.

Contact Allegiance at 855-999-3893 for more information, including prior authorization or other special requirements. Medical coverage for employees in Hawaii is provided through UHA. For questions on your coverage, please contact UHA at 808-532-4000 or go to uhahealth.com.

Changing Your Preferred and Legal Name

You can initiate a change to your preferred name by following these steps in [MyADP](#):

- Click **your profile** (photo or initials in top right hand corner) and click the profile link (or icon)
- Navigate to **Personal** and then **Personal Information**
- From there, you can **edit** your **Preferred Name**. **Note:** once you edit your **Preferred Name**, a ticket will be initiated to update your email and SSO information.

Once you are ready to submit a legal name or gender change, navigate to [HR Portal](#) > **HR Catalog** > **Change Legal Name and/or Gender**. Follow the remaining steps to submit your request (including uploading required attachments) and our HR team will be in touch.

Resources to Support Your Recovery

If you need to take time away from work to recover from a procedure, including gender reassignment surgery, you may be eligible to use **Paid Medical Leave**. If you need additional time beyond Paid Medical Leave, you may also be able to use your **Paid Time Off (PTO)**. If you are enrolled in **Hospital Care Insurance**, you can use this cash benefit to help pay for a covered hospital stay.

Finding Healthcare Providers

[Allegiance](#), [UHA](#) and [GLMA](#) offer LGBTQIA+ friendly provider directories. If you use the GLMA provider directory to find primary care physicians, specialists, therapists, dentists and other healthcare professionals, be sure you confirm whether or not they are in our network. You will pay more out of pocket if they are not in-network.

Paths to Parenthood

At WWT, we understand there are various paths to parenthood. And while growing your family can be exciting, we also know it can be challenging and overwhelming. **We offer various family support resources to assist you no matter where you are in your journey.**

Progyny is our trusted partner for family support benefits. Through Progyny, you have access to comprehensive fertility and family-building services, high quality care and personalized support. You will be matched with a dedicated Patient Care Advocate (PCA) who can provide guidance on available treatment options and outcomes, coordinate and prepare you for all your appointments, answer any questions you might have about your benefit and provide emotional support along your journey.

To get started with your dedicated care team, call **833-203-7994** to activate your benefit. You can also learn more by visiting the [Progyny microsite](#). **Please note:** Progyny is not available to employees in Hawaii. If you live in Hawaii, contact UHA at 808-532-4000 to learn about support that may be available.

Here is a snapshot of the services available to you:

Smart Cycles <i>Not available to employees in Hawaii</i>	A Smart Cycle is a bundle of individual services, tests and fertility treatments. You have access to two Smart Cycles through your Progyny benefit. In the event that the first two Smart Cycles are unsuccessful, you have access to an additional cycle at no cost to you.
Progyny RX <i>Not available to employees in Hawaii</i>	You have access to prescription coverage for medications needed as you prepare for an embryo transfer. Learn more about the covered medications in the Progyny RX formulary which can be found in the Progyny member guide posted on the WWT US Benefits Website .
Surrogacy Financial Assistance <i>Available to all employees</i>	Financial assistance, up to \$10,000, to help you pay for eligible surrogacy expenses, including donor fertility costs, egg or sperm retrieval fees and other costs associated with surrogacy. Your PCA can also provide surrogacy counseling. A list of eligible expenses can be found on the WWT US Benefits Website .
Adoption Financial Assistance <i>Available to all employees</i>	Financial assistance, up to \$10,000, to help you pay for eligible adoption expenses, including legal fees, adoption agency fees and other costs associated with adoption. Your PCA can also provide adoption counseling. A list of eligible expenses can be found on the WWT US Benefits Website .



Time Off as a New Parent

When it's time to bond with your new child, you can take advantage of **Paid Parental Leave**, which provides up to six weeks of paid leave during the 12-month period following the birth, adoption or foster care of a child (available to eligible full-time employees). The birthing parent may also be eligible for six weeks of **Paid Medical Leave** in addition to Parental Leave, assuming all eligibility requirements are met.

To initiate your leave, assuming you are an eligible employee, you must notify your manager, then apply for leave at [My.ADP.com](https://my.adp.com). From the ADP menu, click **Leave > Request leave**. You may also call TAM (Total Absence Management) directly at 855-287-3420. You will be required to provide specific documentation from the appropriate healthcare provider for your request to be reviewed for approval.

Looking for Back-Up Care?

Through Bright Horizons, all full-time employees have access to child back-up care and enhanced family support. To get started, visit the [Bright Horizons website](#) and sign up using **username: WWT** and **password: Benefits4You**.

Resources for Soon-To-Be and New Mothers

Maternity Management

Employees and their spouses who are pregnant have access to this program, offered through Allegiance, at **no additional cost**. Through this program, your dedicated maternity nurse will be available through your pregnancy, delivery and postpartum to provide you with education and resources that encourage a healthy and low-stress maternity period. Once you complete this program, your \$250 inpatient facility copayment is waived! Register as early in your pregnancy as possible by completing this [form](#) or call the Allegiance Care Management Nurse at 877-792-7827 ext. 1.

If you live in Hawaii, contact UHA at 808-532-4000 to learn about support that may be available.

Milk Stork

Milk Stork provides a seamless shipping and delivery process for breast milk to various locations in the US and internationally. Order your supplies through Milk Stork ahead of your travel and simply pump, pack and ship your milk to your desired location Via FedEx. This program is also available to employees who are receiving breast milk from a surrogate, birth mother or milk donor. [Learn more](#) about how it works.



Finding Support

As you encounter various stages of life, rest assured there are resources available to support you and your family during the moments that matter.

Programs Available to All Employees

Employee Assistance Program

Our [Employee Assistance Program \(EAP\)](#), offered through Personal Assistance Services (PAS), provides you with 24/7 **confidential and professional assistance** to help you deal with whatever you may be facing. For example, the EAP can help with coping with rejection from friends and family, supporting genderfluid and gender non-conforming children and teenagers and much more. This benefit is offered at no additional cost and is available to all WWT employees and immediate family members living in the household.

Convenient Legal Expertise

You have access to a team of top attorneys that can support you with your legal needs through MetLife Legal Plans, a voluntary benefit you can elect during Open Enrollment. With this benefit, network attorneys are available to you in-person, by phone or by email, to help you with a range of legal matters, including name and gender marker change for those undergoing gender reassignment, adoption, rental/tenant issues, estate planning and more. To learn more, visit info.legalplans.com and enter access code Legal or call 800-821-6400.

Programs Available to US Mainland Employees

If you live in Hawaii, please call UHA at 808-532-4000 to learn more about available support.

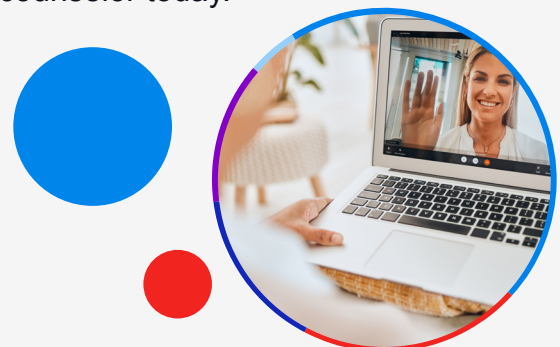
Virtual Mental Healthcare

Virtual mental healthcare, available through Brightside Health, provides you with virtual in-network mental healthcare no matter where you are. Expert specialists can meet with you in as little as 48 hours and assess your needs. To get started:

- Take the [free assessment](#)
- Meet with your licensed specialist to develop a comprehensive treatment plan
- Get online support through video visits, messaging and check-ins. If you're prescribed any medication, it can be delivered right to your doorstep!

Behavioral Health Services

Through our Allegiance medical plan, you have access to counselors who can support you through anxiety, depression and other psychiatric conditions that may develop as a result of gender dysphoria. Talk to your doctor about connecting with a counselor today.



For employees in Missouri and Illinois: In addition to the programs listed above, we offer two WWT Family Health Centers, one in Edwardsville and another in Maryland Heights, where you can make an appointment with a behavioral health counselor. The Family Health Centers also offer primary care, acute and urgent care services.

Additional Resources

Outside of WWT, here are a few national resources designed to support LGBTQIA+ individuals and their allies:

- [**The PFLAG organization**](#) is dedicated to supporting, educating and advocating for LGBTQIA+ individuals and their families.
- [**TransParent**](#) aims to enable parents and caregivers to be confident advocates for their gender-expansive children.
- [**The Trevor Project**](#) is the leading suicide prevention and crisis intervention nonprofit organization for LGBTQIA+ young people. It provides information and support 24/7.
- [**Johns Hopkins Medicine**](#) and the [**Child Welfare Organization**](#) provide online tips for parents and families of LGBTQIA+ children. [**The St. Louis Children's hospital**](#) provides a safe and affirming space where kids and young adults can express who they are.

Mindfulness Support on the Go

Looking for a resource you can access at your fingertips?

- [**eMLife**](#) offers live, interactive and on-demand mindfulness programs led by expert teachers. Use code WWT to access.
- [**Rx Well Mental Health App**](#) includes support for wellness goals in areas of stress, anxiety, healthy eating, physical activity and more. Download from the app store today with access code: WWT.
- [**Sharecare**](#) helps you manage all your health in one place, including personalized insights and accountability to help you stay on track with your goals.

Check out the [**US Wellness Programs**](#) page for more information on support and resources.

Showing Pride

For our LGBTQIA+ employees, Promoting Respect, Inclusion & Dignity for Everyone (PRIDE) is our ERG dedicated to you and your allies. PRIDE is committed to ensuring inclusivity, safety and equitability at WWT through spreading awareness and creating a space for LGBTQIA+ employees to learn from and celebrate one another. Visit the [**PRIDE ERG page**](#) to learn more about the vision and mission. Stay connected with live updates on upcoming events through the [**PRIDE teams channel**](#).

Staying Connected

WWT has various Employee Resource Groups (ERGs) that connect those with similar interests and experiences in the workplace. These ERGs allow employees to share stories and build bonds that foster a sense of community. You can also visit the [**ERG page**](#) to learn more about the ERGs available to you as a WWT employee and how you can join! By joining any or all of the ERG TEAMS sites, you can stay connected and learn more about upcoming activities.

