Harvard Bioscience

2017

Your Benefits & Compensation Statement

Dear Jennifer,

We are pleased to provide you with this personal statement, which highlights your 2017 Benefits & Compensation from Harvard Bioscience. This statement was developed to show your benefits and compensation package including your base pay, your benefits coverage and the Company's cost to provide this coverage. If you have any questions regarding this statement or your benefits, please contact Human Resources.

Sincerely,

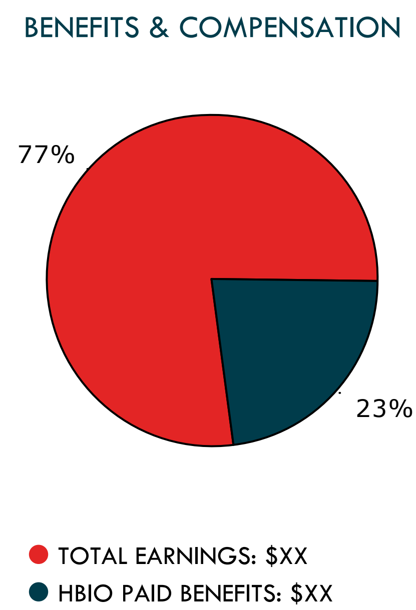
Kathi Ritter, Manager, Benefits, Payroll & HRIS

Your 2017 Earnings		
Base Salary	$	XX
Commission	$	XX
Bonus	$	XX
Stock	$	XX
TOTAL EARNINGS	**$**	**XX**

Your 2017 Benefits	Your Cost		HBIO Cost	
Medical	$	XX	$	XX
Company HRA Contribution	$	XX	$	XX
Dental	$	XX	$	XX
Vision	$	XX	$	XX
Short Term Disability (STD)*	$	XX	$	XX
Long Term Disability (LTD)*	$	XX	$	XX
State Unemployment	$	XX	$	XX
Federal Unemployment	$	XX	$	XX
Basic Life and AD&D*	$	XX	$	XX
401(k) Matching Contribution	$	XX	$	XX
Social Security & Medicare	$	XX	$	XX
FSA Administration*	$	XX	$	XX
TOTAL BENEFITS	**$**	**XX**	**$**	**XX**

YOUR TOTAL BENEFITS & COMPENSATION $ XX

*Average value per employee



Important: This statement is intended to summarize your company provided benefits and earnings. The annual values shown represent amounts paid 1/1/2017-12/31/2017. Details shown on these pages are based on your eligibility, benefit elections, and earnings as of 12/31/2017. Portions of your pay deferred for later use are not included in your annual cost, but are outlined on these pages. If you believe your statement is in error, please contact Human Resources. Should any information in this statement conflict with legal plan documents, the terms in the plan documents shall prevail. Harvard Bioscience reserves the right to amend, change or terminate the plans at any time.

Paid Time Off Benefits

As of 12/31/2017 you are eligible for paid time off on an annual basis as outlined below. You may also be eligible for jury duty leave, military leave, and parental leave.

- → Vacation: XX hours accrued annually, at a cash value of $XX
- → Personal/Sick Leave: XX hours accrued annually, at a cash value of $XX
- → Holidays: 11 days observed annually, at a cash value of $XX
- → Bereavement Days: Up to 3 days

Health Care Benefits

Harvard Bioscience offers comprehensive health care insurance. Your coverage as of 12/31/2017 is shown below.

Medical	Dental	Vision
Employee + 1	Employee + 1	Employee + 1

Disability Benefits

Harvard Bioscience provides disability coverage to eligible employees and at no cost to you, to help provide a source of income if you become disabled by illness or injury and are unable to work. Short term disability (STD) provides 60% of earnings and covers periods of disability less than 13 weeks (after an eight day waiting period) and is supplemented by the Company to provide 100% of earnings in weeks two through four of your disability. Long term disability (LTD) covers periods of disability of more than 13 weeks. Your coverage as of 12/31/2017 is shown below.

Type	Percent Of Earnings	Benefit Amount	Maximum Benefit
STD	Weeks 2-4: 100% Weeks 5-13: 60%	$XX/week $XX/week	No Maximum $1,000.00/week
LTD	60%	$XX/month	$XX/month

Life and AD&D Benefits

Harvard Bioscience provides eligible employees with basic life and accidental death and dismemberment (AD&D) insurance coverage. This benefit is equal to two times base annual earnings rounded to the next $1,000, to a maximum of $500,000.

→ Your Coverage as of 12/31/2017: $XX

Retirement & Savings Benefits

401(k) Plan: Through the 401(k) Plan, you and Harvard Bioscience work as partners to help build your financial security for retirement. Eligible employees may contribute up to the IRS limit ($18,000 in 2017; $18,500 in 2018) through payroll deduction. If you make the maximum contribution to your 401(k) Plan account, and you are 50 years of age or older during the calendar year, you can make an additional catch-up contribution of up to $6,000. Harvard Bioscience matches 100% of the first 4% of your contribution with immediate 100% vesting of both the employee and employer portion.

Your 2017 401(k) Account Activity as of 12/31/2017

→ Your Pre-tax Contribution: $XX
→ Harvard Bioscience Matching Contribution: $XX
→ Your Account Balance: $XX

→ You are currently contributing XX% of your earnings to your 401(k) account pre-tax and are eligible for a XX% company match.

Employee Stock Purchase Plan (ESPP): The Harvard Bioscience ESPP offers participants the opportunity to voluntarily purchase company stock at a discount in accordance with the terms of the ESPP.

Purchase Date	Shares Purchased	Purchase Price	Value on Purchase Date
MM/DD/YYYY	XX	$XX	$XX

Flexible Spending Accounts: Harvard Bioscience provides the opportunity to enroll in Flexible Spending Accounts (FSA) to help you save on eligible health and dependent care expenses by paying for them with pre-tax dollars.

Your Contributions for Plan Year 9/1/2017 – 8/31/2018	
→ Health Care FSA: $XX	→ Dependent Care FSA: $XX

Other Valuable Benefits

Company Picnic / Direct Deposit / Educational Assistance (up to $5,250 per year) / Free Parking / Holiday Party / Performance Planning and Feedback / Pet Insurance / Service Awards /Voluntary Benefits / Workers' Compensation

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