



December 6, 2016

Leah J. Herman
56 William St.
Newton, Massachusetts 02465

Dear Leah,

I am pleased to confirm your acceptance of Liberty Mutual Insurance's employment offer for the position of IT Audit Internship – Summer 2017 – Boston, MA in 003C–01750 Internal Auditing, Boston office. As agreed, your starting date will be May 30, 2017.

The terms of the offer are as follows:

Base Pay – You will be paid at an hourly rate of \$19.50 per hour. Pay periods are on a bi-weekly pay schedule.

Time Off – You may accrue 1.5 Flexible Time Off (FTO days) per month provided your assignment is scheduled to last more than 30 days.

Welcome Call Early on within your first few days of work, you will have the ability to participate in a Welcome Call! This call will be facilitated by a member of the Onboarding Resource Team within the HR Support Center and will help to ensure you have all the information you need and are on track for a successful Onboarding experience. Information about logging into this call will be available within the myStart Portal upon your first day of work.

Our offer of employment is contingent upon your ability to verify that you are authorized to work in the U.S. as well as receipt of satisfactory reference and background checks. Employment is at-will and the terms of this letter are not contractual but instead, a summary of the initial employment relationship.

In addition, a material condition of your employment is your agreement to comply with a number of the Company's employment policies and practices, including but not limited to the Trade Secrets, Invention Ownership and Assignment and Copyrighted Material policies set forth in the Employee Handbook and described in the Company's Code of Business Ethics and Conduct. In particular, under these policies and practices you assign any rights you have or acquire in Inventions (as that term is defined in the Employee Handbook) to the Company and will assist the Company in taking all necessary steps to protect its ownership interests, among other things.

If you have any questions or concerns about the terms of this letter, the Company's various benefit plans, or their impact on you or your family, we would be happy to discuss them with you. Please feel free to call me.

Please accept my personal welcome and well wishes for success in your new position!

Regards,

Jessica A Burke
Senior Campus Recruiter
857-224-2549

Liberty Mutual Insurance