

## **Spectrum Volunteer Time Off Policy** **Effective 1/1/2021**

Effective January 1, 2021, Spectrum Plastics Group has added a Volunteer Time Off (VTO) Policy to our list of employee benefits.

### **Purpose/Goal:**

- Create a coordinated Corporate Social Responsibility culture across SPG sites to increase impact with our communities, employees and customers
- Enhance community engagement opportunities for employees that are meaningful, purposeful and help those in need

### **Eligibility:**

All full-time employees of SPG are eligible to participate in this program following a 30-day waiting period.

Employee must provide reasonable notice to their supervisor and work demands can take priority over the VTO request. Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime or cause conflicts with other employees' schedules.

Employees can choose a charity of their choice or work together with other company members on a team volunteer activity with a 501(c)(3) nonprofit, or its U.S. equivalent, in accordance with SPG's Corporate Social Responsibility Guidelines. More than one organization may be chosen. If you are not sure of the status of your chosen organization, please contact your site CSR Champion for guidelines.

Requests should be submitted and approved by your direct supervisor and local human resources representative at least one (1) week in advance.

#### Examples of appropriate uses for VTO:

- Building a house for Habitat for Humanity
- Donating your time at a food bank
- Participating in Big Brother/Big Sister programs

#### Inappropriate examples:

- Taking a ski vacation and charitably giving ski lessons
- Coaching your child(ren)'s basketball team
- Attending your child(ren)'s PTA conference
- Attending a professional, religious, or personal interest conference

### **Ineligibility:**

Employees are ineligible to participate in the VTO program if:

- The employee is on a Performance Improvement Plan (PIP)
- The employee has more than one (1) unexcused absence in the past three (3) months
- The VTO program is discontinued. SPG reserves the right to modify, amend, suspend or discontinue this program at any time. SPG also reserves the right to revoke approval if it is felt that the employee is misusing the program.

### **Amount of Time:**

- All full-time employees can volunteer up to eight (8) hours per calendar year
- Employees will be paid at their normal pay rate for the volunteer hours taken
- VTO is refreshed at the beginning of each calendar year and cannot be accrued or carried over into the following year
- Usage of this time does not affect vacation or personal time
- Volunteer days cannot be scheduled with vacation days or holidays in order to extend time off from work
- Volunteer days may be taken in increments of eight (8) hours
- Once an employee has given notice to their supervisor regarding their termination date, they are ineligible for Volunteer Time Off



## Volunteer Time Off Request Form

This form must be filled out completely and submitted at least one (1) week prior to the requested volunteer dates. (Don't forget to also request your Volunteer Time-Off in Paycom) After receiving approval in writing from your supervisor, you must submit the Volunteer Request Form to Human Resources.

---

Employee  
Name: \_\_\_\_\_

Site: \_\_\_\_\_

Please Print Legibly

---

Community Organization Name:

Address:

City/State/Zip:

Event Website:

*If the event does not have a site, please include event details.*

---

First Day Absent: \_\_\_\_\_

Return Date: \_\_\_\_\_

Total Hours: \_\_\_\_\_

**8**

Must be in increments of eight (8) hours

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

### Supervisor's Approval

Does this request comply with Company policy?

Yes  No

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_