

PRIORITIES *for* **CHANGE**

Employee Volunteer Program Guidelines

Priority recognizes its responsibility as good corporate citizens to help better the communities in which we live. We encourage employees to get involved in their communities. Below are guidelines for employees who want to be eligible for Volunteer Paid Time Off or Priorities for Change recognition; for either volunteering in community programs and events that serve personal interest or corporate sponsored initiatives.

Purpose/Goal

The purpose of the employee volunteer program is a hands on approach to serve our community in which we live and work and allow employees to share in the efforts. Not only will we be serving our community, we will be allowing employees to participate in giving back to enrich their lives.

Mission Statement

Priorities for Change strives to use its resources to help make a social impact on the community and will achieve this by:

- Encouraging our employees/associates to find the needs of the community in which we work and live.
- Employee volunteer program to enhance charitable funding
- Promoting philanthropic practices
- Recognizing employees and work teams who volunteer

Structure

Priority is involved in many charities in the community which revolve around supporting military families, children and animals

1. Corporate-Sponsored programs are those programs whose goals are considered of strategic importance to the company and for which the company has provided support and/or funding
2. Personal Interest Program are those programs whose goals are in line with our mission but are not funded by the company
3. The employee volunteer program may not be used for any organization that discriminates based on creed, race, national, origin, religion, gender, disability or sexual orientation

Program Eligibility

Eligible programs or projects will be charitable organizations/schools with a 501 (c)(3) that benefit the community at large and are part of Priority's focus. The Priority for Change Committee will review and approve accordingly.

Exclusions apply, including but not limited;

1. Faith-based organization: volunteer time can only be used for charitable, nonsectarian services that are generally available to the larger community, and not based on proselytizing or attendance at a religious gathering.
2. Payment received from organization in exchange for time, even if the payment is contributed back to the organization
3. Events such as a march or rally with a political agenda
4. Any organization whose primary purpose is to influence political campaigns on behalf of any candidate, political party or such
5. Involvement in schools-social or sporting events

6. Organizations that are illegal or support unlawful discrimination or violence
7. Participation in social/recreational/athletic clubs or labor organizations

Examples of Inappropriate uses

- Participating in a political event
- Coaching child sports team
- Attending PTA meetings
- Attending a professional, religious or personal interest conference
- Participating in your child's sporting event or school function

Examples of appropriate uses

- Volunteering at your local food bank
- Mentoring for Boys and Girls Club
- Advocate for child with CASA (Court Appointed Special Advocates)
- Offering free services to a nonprofit organization

Volunteer Time Off

Priorities for Change Volunteer Paid Time Off

1. Applies to volunteer activities that occur during your normal work day hours.
2. Employees will have to complete the commit form for the company's employee volunteer program before receiving the 8 hours of VPTO for volunteering.
3. A maximum of 8 hours per year. Employees can choose to use all 8 hours in one week or break it up within the year (in accordance with the company's Employee Volunteer Program guidelines). The time used could be for your specific program or for a company sponsored program.
4. Volunteer time request should be communicated with manager at least two weeks in advance to help coordinate other work related responsibilities
5. Volunteer time should not conflict with work related responsibilities, create a need for overtime, or cause conflict with other employee's schedules.
6. Volunteer time will be approved at manager's discretion.
7. The pay rate will be the employee's current base pay on the day(s) the time was taken. VPTO pay for sales people will be based on their average weekly pay for the previous calendar year. VPTO for service technicians will be based on their average hourly production for the previous calendar year. Volunteer time is not subject to overtime rates. As with other nonworking paid time, volunteer time will not count as hours worked for any purposes, including overtime calculations
8. The volunteer time is reset at the beginning of each calendar year, unless the program is amended or discontinued, and does not accrue from year to year. Usage of this time may not be substituted for vacation or sick leave usage and not be paid out.
9. Every reasonable effort will be made to accommodate requests; however, approval is contingent on business needs, workload and the performance of each individual employee.
10. There is no guarantee or right that volunteer PTO will be available to every employee, every year.

Employee Eligibility

1. Active Full-time employees (30hrs or more) who have completed at least one year of employment at Priority Automotive.
2. Employees can choose to work as a team with their coworkers or choose a charity to do themselves.
3. If an employee is interested, they should meet with their manager to discuss their volunteer choice, schedule, and to receive approval.

Employee is ineligible to use the Priorities for Change Employee Volunteer Program if:

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1. Employee is part time
2. The employees employment is terminated for any reason
3. The employee is not performing at a quality level as determined by the employees manager and will be deemed not eligible until their performance meets the expected performance or above
4. The employee is misusing the Employee Volunteer Program, the company reserves the right to revoke approval
5. The company reserves the right to amend or terminate the program at any time without notice

Tracking Volunteer PTO

If the employee is to request time off to participate in a charitable activity during normal work hours they would put in their request through the Workforce Now/ADP time clock <https://workforcenow.adp.com>. The employee's supervisor will have to approval the request just like other paid time off. The employee should put in the request at least two weeks prior to the event to give the manager time to find coverage. **Proof of participation will need to be sent to priorityvolunteer@priorityauto.com within one week of the end of the event or VPTO will not be paid.**

Volunteer Time Outside of Normal Work Hours

If the employee chooses to volunteer outside of work hours they will send a letter from the charity that they volunteered with to priorityvolunteer@priorityauto.com or interoffice it to Jessica Harvey in the Human Resource office. The letter will need to state that the charity is a 501(c)(3) and the hours the employee volunteered in order for the hours to be included in their total participation for the year. This letter needs to be sent to priorityvolunteer@priorityauto.com within 30 days of the end of the event.

Tracking Other Volunteer time

Priorities for Change tracks volunteer hours for the purpose of company reporting and employee recognition. We would like to be able to follow up with participating and nonparticipating employees for performance and administration feedback.

Requesting to Volunteer at a Corporate Sponsored Event

There will be charity events that the company sponsor throughout the year where we will need volunteers. We will send out communications about each of the events when they are schedule and ask for employees to request to volunteer.

Recognition

Employees who participate in the employee volunteer program may be recognized as determined by management. Awards and recognition may be given on an annual basis.