

## Volunteer Time Off Policy

eMoney is committed to giving back to the communities where our employees live and work. Our volunteer initiatives are an integral part of company culture, and we realize that our employees are the driving force behind our charitable efforts, which is why we make available to employees, paid volunteer time off (VTO), to volunteer at a charity of their choosing or at a company-sponsored volunteer event.

The following guidelines are for employees who volunteer for non-profit community programs, both individual volunteer initiatives and eMoney-sponsored events.

All full-time and part-time employees are eligible to spend sixteen hours each calendar year of VTO giving back to local communities. VTO can only be used in 4 or 8-hour increments. This initiative is voluntary and regardless of an employee's role or tenure, all employees are welcome to participate. Interested employees should meet with their managers in advance of requesting VTO, to discuss where they wish to volunteer, receive approval and schedule VTO. Participating employees are not required to take Paid Time Off, instead this effort will be captured as VTO, company-sponsored paid time off.

VTO should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime or cause conflicts with other employees' schedules.

While you are using your VTO, please keep in mind that you should still be following eMoney's non-discrimination and non-harassment guidelines.

If there is a question about whether a volunteer opportunity is appropriate to use your VTO for, please reach out to PX at [PX@emoneyadvisor.com](mailto:PX@emoneyadvisor.com) before submitting your request.

### **Examples of some Acceptable and Unacceptable uses of VTO:**

| Acceptable Use of VTO                                                                                                                                                                                                                 | Unacceptable Use of VTO                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Volunteering at a foodbank</li><li>• Serving on a non-profit board</li><li>• Cleaning up public spaces</li><li>• Volunteering at hospitals</li><li>• Volunteering at shelters, etc.</li></ul> | <ul style="list-style-type: none"><li>• Coaching your child's sports team or serving as a scout leader</li><li>• Judging a beauty pageant or other competition</li><li>• Taking a vacation</li><li>• Attending a professional or personal interest event or conference</li></ul> |