

# My Volunteering Policy

**The purpose of this policy is to outline the opportunities and procedures for Thomson Reuters employees to engage in community volunteering activities. By allowing all regular employees time off to volunteer, Thomson Reuters can continue to invest in its local communities, and have a meaningful impact on the world around us one community at a time.**

Thomson Reuters encourages employees from across the business to take part in volunteering activities with recognized charities and community organizations including accredited schools. To enable this we offer all **regular full-time and part-time employees\*** time off with pay for at least 2 days or 16 hours per calendar year (pro-rated for part-time staff).

*\*Part-time employees are eligible if their regularly scheduled hours are 20 or more per week. Multiply the number of hours worked in a day by two; the result is the annual number of hours eligible for paid time off to volunteer (4 hours a day x 2 = 8 hours a year).*

## GUIDELINES FOR VOLUNTEERING

Volunteering during working hours is at your manager's discretion and subject to the needs of the business. You should obtain your manager's approval to use paid time off to volunteer and then log your paid volunteer hours into My Community. For full details of how to apply for volunteering, read our My Volunteer FAQ in My Community.

## RECOGNIZED CHARITIES AND COMMUNITY ORGANIZATIONS

Through this policy and our programs we support organizations that are registered as a charity not-for-profit or tax exempt organizations and accredited schools. The company will not support employee efforts for organizations that discriminate; organizations, private foundations, or programs that fund terrorist groups or activities; political causes, candidates, organizations or campaigns; or religious organizations for denominational or religious purposes. The company reserves the right also to withhold support for other charities or for particular campaigns that it deems violates the spirit of any of the above exclusions. Below are some sites you can visit to check the charitable status of organizations in some of our larger regions.

UK: [Charity Commission](#)

US: [501\(c\)\(3\) Internal Revenue Service](#)

India: [GuideStar India](#)

Canada: [Canada Revenue Agency](#).

## VOLUNTEER GRANTS (MATCHING FUNDS FOR VOLUNTEER WORK)

We recognize that many employees regularly volunteer their time to charitable organizations and we believe these efforts should be equally recognized as monetary

donations. Through our Volunteer Grants program your volunteer efforts can translate to dollars and go towards your \$1,000 (USD) limit.

Here's how it works:

**IF YOU WANT TO ONLY VOLUNTEER:** Use Volunteer Grants: If you volunteer 40 hours during a 12-month timeframe to one organization, you can apply for a total of a \$1,000 (USD) grant to that organization. The \$1000 (USD) does not all have to go to one organization, if you volunteer 20 hours at one organization and 20 hours at another organization during the 12-month period, you are able to request \$500 (USD) grants for each organization.

**IF YOU WANT TO VOLUNTEER AND GIVE A CHARITABLE DONATION:** You can use a combination of the Volunteer Grants and Matching Gifts programs to get to the maximum of \$1,000 (USD) available to all regular employees. For example, employees who opt for one \$500 (USD) Volunteer Grant have the option of using \$500 (USD) towards matching gifts.

**IF YOU CHOOSE TO ONLY GIVE A CHARITABLE DONATION:** If you choose to donate your money in lieu of time, you can still request a matching gift of up to \$1,000 (USD) for a registered charitable organization or accredited school. For more information about our matching gifts program, go to our Matching Gifts FAQ.

To apply for the Volunteer Grants and Matching Gift Programs visit the My Community site.

The company will not support employee volunteering efforts for organizations that discriminate; organizations, private foundations, or programs that fund terrorist groups or activities; political causes, candidates, organizations or campaigns; or religious organizations for denominational or religious purposes. The company reserves the right also to withhold support for other charities or for particular campaigns that it deems violates the spirit of any of the above exclusions.

Note: The Thomson Reuters Matching Gifts, Volunteer Grants and Payroll Giving programs are able to donate a combined maximum of \$1,000 (USD) per calendar year to your chosen charities. Please be sure to plan your charitable activities accordingly.

***This policy applies to all Thomson Reuters offices and regular employees across the globe and will be reviewed and revised as required.***