

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. 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.

GUIDELINES FOR VOLUNTEERING

Volunteering during working hours is at your manager's discretion and subject to the needs of the business. You can apply for time off to volunteer using the My Volunteering tool.

If you are a contracted or temporary employee, volunteering time off is at the discretion of your manager. You must seek approval directly from your manager before committing as a volunteer to a project. Contracted or temporary employees do not have access to the My Community tool so hours are to be registered with the team captain.

RECOGNIZED CHARITIES AND COMMUNITY ORGANIZATIONS

Through this policy and our programs we support organizations that are registered as a charity or not-for-profit or tax exempt organizations.

DOLLARS FOR DOERS PROGRAM

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 Dollars for Doers program your volunteer efforts can translate to dollars and go towards your US \$1,000 matching limit, or the equivalent in your local currency.

Here's how it works:

IF YOU WANT TO ONLY VOLUNTEER: Use Dollars for Doers: If you volunteer 40 hours during a 12 month time frame to one charity, you can apply for a total of a US \$1,000 grant to that charity. It does not have to be all one charity, if you volunteer 20 hours at one charity and 20 hours at another charity during the 12 month period, you are able to request US \$500 grants for both organizations.

IF YOU WANT TO VOLUNTEER AND GIVE A CHARITABLE DONATION: For the first time you can use any combination of the Dollars for Doers and Matching Gifts programs to get to the maximum of US \$1,000 available to each regular employees. For example,



employees who opt for one \$500 Dollars for Doers grant have the option of using US \$500 towards matching gifts.

IF YOU CHOOSE TO ONLY GIVE A CHARITABLE DONATION: If you are not volunteering at an eligible organization or choose to donate your money in lieu of time, you can still request a matching gift of up to US \$1,000 for a registered charitable organization through our Matching Gifts program.

To apply for the Dollars for Doers and Matching Gifts Program employees can visit the My Community site.

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.

Employees must adhere to our core values and Trust Principles which define our corporate commitment to the communities in which we live and work.

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



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