

# Community Support Policy

# COMMUNITY SUPPORT POLICY

Thomson Reuters is a leading provider of business information services. Our products include highly specialized information-enabled software and tools for legal, tax, accounting and compliance professionals combined with the world's most global news service – Reuters. For more information on Thomson Reuters, visit [tr.com](http://tr.com) and for the latest world news, [reuters.com](http://reuters.com).

Thomson Reuters' commitment to the communities in which we live, and work is delivered through various programs which have been established to ensure robust, consistent and sustainable community and societal support. This policy outlines the different ways in which Thomson Reuters as a global organization supports our communities. The programs outlined below ensure that we are committing to causes which our employees are passionate about through the sharing of time, skills and financial support.

## RECOGNIZED CHARITIES AND COMMUNITY ORGANIZATIONS

Through this policy and our programs, we support organizations that are registered as charities, not-for-profit or tax-exempt organizations and accredited schools and that are consistent with our values.

### What types of organizations are eligible?

Accredited schools and organizations that are registered as a certified not-for-profit or tax-exempt organization by the applicable authority within their country. The organization must also meet all the criteria below, which reflects the Thomson Reuters Community Support Policy.

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.

The company will not support religious organizations for denominational or religious purposes. If a religious organization has a community outreach program with a tax ID number, EIN number or registered charity number, these programs could be reviewed for approval into My Community. You can search for the organization's tax ID or EIN number on [Guidestar](http://Guidestar). Please see examples below.

**Ineligible** - A Church runs a weekly soup kitchen, but the soup kitchen is not recognized with its own tax ID number, EIN number or registered charity number - they are simply a program run by the Church and funded directly by the Church.

**Eligible** - The Church soup kitchen is registered independently with its own tax ID number, EIN number or registered charity number and is registered independently. In this case, the soup kitchen would be eligible.

Below are some sites you can visit to check the charitable status of organizations in some of our larger locations.

UK: [Charity Commission](http://Charity Commission)

US: [GuideStar US](http://GuideStar US)

India: [GuideStar India](http://GuideStar India)

Canada: [Canada Revenue Agency](http://Canada Revenue Agency).

## VOLUNTEERING

Thomson Reuters encourages staff from across the business to take part in community volunteering activities for recognized charities and community organizations. Through December 31, 2020, all regular employees globally will receive **32 hours paid time** off to volunteer – that is double the standard 16 hours. Please note, this program change is for 2020 only. Paid time off to volunteer is available for employees to use during their normal working hours\*.

\*Part-time employees are eligible if their regularly scheduled hours are 20 or more per week.

Employees can log their paid time off to volunteer and personal volunteer hours into the My Community portal. Employees have 60 days into a new calendar year to log hours for the previous year. Learn more about this program and log volunteer hours in the [My Community](#) portal.

## MATCHING GIFTS

Thomson Reuters supports our employees' charitable efforts through our My Matching Gifts program. Open to all regular staff, personal donations to registered charities or accredited schools can be matched by the company dollar for dollar from \$50 (USD) to a maximum \$1,000 (USD) per calendar year.

Learn more about this program and requests matches by clicking into the My matching section of the [My Community portal](#).

## VOLUNTEER GRANTS

We recognize that many employees regularly volunteer their time to charitable organizations and accredited schools, and we believe these efforts should be equally recognized and rewarded. Through our Volunteer Grants program your volunteer efforts can translate to dollars and go towards your \$1,000 (USD) matching limit.

Here's how it works:

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

**IF YOU WANT TO VOLUNTEER AND GIVE A CHARITABLE DONATION:** You can use combination of the Volunteer Grants and Matching Gifts programs to get to the maximum of \$1,000 (USD) available to each 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.

To apply for Volunteer Grants or Matching Gifts, please visit the My Community portal and click on My Volunteer Time. **Please note that Volunteer Grants are only available in US \$500 and US \$1000 amounts.** Volunteer Grant requests need to be submitted no later than six months after the start of a new year (i.e., requests for 2018 need to be submitted by 7/1/2019). Matching Gift requests need to be submitted within six months of the date of donation.

## COMMUNITY CHAMPION GRANTS

One of our flagship Corporate Responsibility programs that offers employees the opportunity to have their group volunteering commitments recognized and supported by the company thru corporate grants.

## DISASTER RELIEF

In the event of a disaster that has a devastating effect on a populated area, the Leadership Team and the Social Impact Institute team will all discuss the most appropriate method for support to those affected.

## THOMSON REUTERS FOUNDATION

The Thomson Reuters Foundation is the charitable arm of our business and is committed to empowering people in need around the world with trusted information and free legal assistance. A registered charity in the United States and United Kingdom, the Foundation leverages the skills, values and expertise across Thomson Reuters to promote the rule of law, save lives in disasters and improve standards of journalism.

## SPONSORSHIP

Our corporate sponsorship agreements deliver against a variety of objectives including building brand awareness, bringing our products to life, providing world-class client engagement opportunities and the ability to align with our Social Impact Institute strategy. We constantly look for ways in which our sponsorships can work with our Community Support Policy to the benefit of the wider community on both a global and a local level.

## GRANT GIVING

We have limited capacity to provide grants to charitable causes and do not accept unsolicited requests for funding outside of the established programs mentioned within this policy. Any adhoc funding should be agreed upon in advance with your local Social Impact team.

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

## CONTACTS:

For program questions, please contact [Sheila Snapp](#) or [Kim Greene](#)

Note: The Thomson Reuters Matching Gifts, Volunteer Grants and Payroll Giving programs are able to donate a combined maximum of \$1000 (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. Contractors, interns, temporary employees, retirees, spouses, partners and dependents are not eligible.**