

Work-Time Volunteering “Need to Knows”

How much time do I get to volunteer?

Regular and expatriate associates will be allowed 8 hours of work-time volunteering each year. Time can be used in increments of 1 hour up to a full 8-hour block.

How do I log the time when I volunteer?

Please enter your hours in the TimeSaver payroll system. The code that is in TimeSaver is VOL for salaried associates and VOLH for hourly associates.

Who are the approved non-profit partners and how were they selected?

The list of approved Non-Profit Opportunity (NPO) partners can be found on the Exchange. For the 2016 pilot year, we are working with established NPO partners in the areas of education, community and environment. Associates will also have the option of using their time to support any K-12 school in the areas of STEM, literacy and mentoring.



Can my whole team or department volunteer together?

Some departments or groups may decide to volunteer together as a team-building opportunity. If you are considering volunteering as a group, please consider your coworkers' personal interests as well as confirm with management the feasibility of your entire department offsite at one time. Also recognize the partner organizations need additional notification and time to accommodate large groups.

What is the goal of work-time volunteering?

DIAM has a long history of supporting nonprofits in the areas we operate. We want to provide our associates an opportunity to partner with these organizations and better support the goals of the focus areas. Allowing work-time volunteering will also provide associates opportunities to meet associates in other departments/divisions, strengthen departments and develop new skills.



How do I find an event? When do they occur?

- All work-time volunteer hours occur during an associate's normal work schedule. In most cases, this means between the hours of 7 a.m. and 5 p.m.
- Information on each approved NPO is posted on the **Exchange > Corporate Function > External Affairs > Volunteer Opportunities > Work Time Volunteer**. Within this post, you will find the mission of the NPO, the contacts and volunteer opportunities available. The opportunities can change so we recommend you check periodically.

What if my manager says no?

Associates need to consider work load and deadlines when selecting their volunteer time off. If your manager does not approve your initial request, please work with them to find an acceptable alternate. Managers are asked to work with associates to accommodate volunteer time off.



How can I suggest a new nonprofit?

Associates are encouraged to submit recommendations for potential NPO partners to External Affairs (Nichole Grein/Melissa Smith). The NPO's activities must fall within DIAM's focus areas.

- **Community:** Organizations assisting in resolving issues involved with workforce, food security, financial security, and overall stability.
- **Environment:** Organizations that contribute by protecting and sustaining a better society by supporting employee and community environmental activities.
- **Education:** Organizations promoting and supporting higher knowledge and skills for a stronger future workforce.
- **Arts & Culture:** Organizations promoting creativity and innovation through arts & cultural activities.

What if I need to cancel?

Each NPO has a different cancellation policy. Please be familiar with the applicable policy before registering for an event.