MetLife would like to hear from you on your company’s policies regarding leave for volunteering. Please take a moment to respond to the following:

- Does your company leverage volunteering or community service as a way to drive employee engagement?
- What types of time off options does your company offer to employees who want to volunteer  
  - Paid time off? Unpaid time off? Sabbaticals? Other?

Note: please provide answers for your U.S. as well as outside of the U.S. locations.

*Michelle Birnbaum, MetLife, October 9, 2015*

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<th>COMPANY, CONTACT NAME</th>
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| **Chevron**          | - Yes. We have a week long event called Humankind where employees can volunteer on projects in the community. Community organizations (non-profits) sign up in advance to be listed on a project during this week. Employees volunteer individually or in teams. Most participate in a group and it’s a great team building activity. Volunteer projects are on company time.  
  - We provide $500 to a non-profit partner (public schools too) after 20 hours of volunteer work in one year, or $1000 after 40 hours of volunteer work. This is for volunteering during your time off. |
| Sara Kashima         | SKSH@chevron.com |
| **Chubb**            | To my knowledge, volunteer opportunities are not leveraged specifically for engagement purposes.  
  For corporately organized events, time away from work is excused. For personal causes, employees may request PTO or personal unpaid leave. |
| Julie Flores         | julieflores@chubb.com |
| **Dot Foods, Inc.**  
| **Christie Porterfield**  
| **christy.porterfield@dotfoods.com** | Dot has what we call a TLC Program, and employees who volunteer through the program earn an incentive once they accumulate 20 hours of volunteer time for one of our partner organizations (Food pantry, Big Brothers Big Sisters, Local School districts, Community leadership or Junior Achievement.

- Each volunteer is eligible for 3 incentives per calendar year. When they earn an incentive they can select either 8 hours of paid time off or a $400 donation to one of the approved charitable organizations.
- If an employee selects the paid time off there really are no restrictions other than they have to use it within 1 year of receiving and that they have to work with their manager to schedule the time off. Approval of a specific day off is still at the managers discretion, and if the manager approves they can use incrementally as well versus having to take a full day off. They do not have to do any certain activity during the time off – so it's not 8 hours that they can take of paid time to volunteer, it's just 8 hours of incentive time for them to use as they see fit.

Let me know if this helps, or if there is additional information I can provide.

| **Eli Lilly**  
| **John Patton**  
| **patton.john_d@lilly.com** | • Yes

- A variety. Lilly has a number of Lilly-sponsored activities that employees may participate in (with supervisor) approval. These activities are automatically paid and may include allowances for travel, lodging, and meals. Employees are free to use vacation or other paid time off for other non-Lilly volunteering activities (with supervisor approval)

| **Herman Miller**  
| **Heather Brazee**  
| **Heather_Brazee@hermanmiller.com** | Yes, For U.S. based employees: Herman Miller provides 16 paid hours for volunteering. Our wellness rewards allow for employees to donate to either Habitat for Humanity or JDRF instead of taking the cash rewards.

For U.S. based and international: We do large annual – biannual community service events. (Habitat House, building a deck for a camp, etc). Our foundation provides grants to organizations that employees volunteer with per request. Our
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| Intel   | Kate Nason     | kathryne.nason@intel.com | - Yes, Intel involved allows people to take time during business hours to volunteer as a group or individual (with manager approval).
- Paid and unpaid time off, we also offer paid sabbaticals for employees to use however they please, including volunteering. We offer to pay employees during some volunteer activities, plus we give $10 per hour that an employee volunteers to the non-profit organization. We offer sabbaticals every 4 or 7 years (4 and 8 weeks respectively) where an employee can use that time to volunteer if they like (and some do). Finally, we have a program that allows a group of employees two weeks to impact developing countries with our technology. |
| Kohl's  | Katie Wesner   | katie.wesner@kohls.com | - Yes - we have a very active volunteering program called Associates in Action. Kohl's Associates nationwide are actively participating and supporting youth-serving organizations across the country. Happy to share more details about our existing program if you would like.
- Associates interested in participating in our Associates in Action program must participate outside of work hours. |
| KPMG    | Cynthia Davidson | cedavidson@kpmg.com | I can only answer for the U.S.

At KPMG, we have a Volunteer Time Release program that allows our employees to take up to 12 hours of paid time to volunteer for non-profits during regular work hours. |
| Nationwide | Kathryn VanDixhorn | VANDIK1@nationwide.com | - Yes
- See below (end of document)

Note: please provide answers for your U.S. As well as outside of the U.S. Locations. N/A |
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| Sandia National Laboratories | Morgan Edwinson | - Yes with approval of volunteer activity  
- Yes volunteer time can be paid but are subject to approval and caps. |
| State Street | Maia Germain | State Street definitely uses volunteering and matching gift as an engagement tool. |
| University of Kentucky | Erika Chambers | The University of Kentucky does not have specific time off for volunteering. If an employees would like to volunteer during regular working hours, the University requires them to use vacation time or flex hours. |
Guidelines for Earning Volunteer Rewards

If you’re currently volunteering with a nonprofit organization, you may be eligible for Volunteer Rewards. The rewards program includes both volunteer grants and/or paid time off. Here’s what you need to know to apply.

WHO CAN PARTICIPATE IN THE VOLUNTEER REWARDS PROGRAM?

- Associates
- Nationwide-exclusive agents (volunteer grant rewards only)

REWARD ELIGIBILITY

Once you volunteer 25 hours with a single qualified 501(c)(3) organization, you’re eligible to earn the following rewards. Please note, volunteer hours must be accrued during period of employment with Nationwide.

Volunteer Grants
Each grant is $100, payable to the qualified 501(c)(3) organization. Associates and agents can earn a maximum of two grants per calendar year (each grant may be awarded to a different organization as long as the 25-hour minimum for each is met). A qualified organization can receive a maximum amount of $2,500 per calendar year through the volunteer grant program.

Paid Time Off
Associates can earn a maximum of two full days of paid time off per year.

HOW DO I APPLY?

First, be sure that you’ve activated your Nationwide Volunteer Network account by visiting the network—no need for a separate user name and password.

Next, complete and submit the Volunteer Rewards Application for volunteer grants and/or paid time off rewards, with the following additional documents:

- For paid time off rewards, request a 501(c)(3) nonprofit certification from your nonprofit organization and submit it with your Volunteer Rewards Application
- For a volunteer grant only, or for both volunteer grant and paid time off, request a 501(c)(3) nonprofit certification and a W-9 from your nonprofit organization and submit these with your Volunteer Rewards Application