

Volunteer Time Off Program and Policy (VTO)

ADTEK Engineers feels that it is important to be good neighbors to others who live and work in the communities where we work. We encourage our employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within our communities. To enable this, we offer all regular full-time and part-time employees time off with pay for up to 8 hours per calendar year (pro-rated for part-time staff working 20 or more hours per week).

The following guidelines are for ADTEK employees participating in our VTO policy. ADTEK Engineers recognizes the right of every staff member to participate in religious, political, and/or civic activity. However, all such activity must be conducted on the employee's own time and without the use of ADTEK Engineers' name or materials.

Amount of Time

- Beginning each calendar year, all employees will receive up to 8 hours of normal work to use towards volunteer service on qualified group activities.
 - The 8 hours can be used all at once or in smaller increments during the year.
 - Time is pro-rated for part-time staff working 20 or more hours per week.
 - Any unused hours will not roll over to the next calendar year.
 - Volunteer time does not count toward overtime pay.
- Time away from work for volunteering purposes must occur during normal business work hours, Monday through Friday.
- Time should be charged to .0045/your profit center.
- Qualified group activities are volunteer activities open to a group of ADTEK Employees, clients and/or business associates who are all volunteering together.

Eligibility

- All regular full-time and regular part-time employees of ADTEK Engineers are eligible to participate in this program.
 - Part-time employees are eligible if their regularly scheduled hours are 20 or more per week.
- The employee must be in good standing.
- Volunteer time off should not conflict with peak work schedule and other work-related responsibilities, create need for overtime, or cause conflicts with other employees' schedules.
- Service hours outside of business hours will not count.
- Organizations must be recognized as a charity or non-profit agency registered with the IRS. Organizations that are ineligible for volunteering on company time are those that are:
 - **Religious:** An exception may be may if it is for participation in a secular, non-denominational, community-based program.
 - **Discriminatory:** ADTEK Engineers does not allow volunteering on company time for any programs that discriminate on the basis of race, religion, national origin, citizenship, gender, sexual orientation, marital status, disability or any other classification protected by law.
 - **Lobbying/Advocacy:** Volunteering with fraternities, sororities, their affiliated foundations, political organizations, lobbying groups or individuals is not permitted.

- **Personal in nature:** Coaching your child's sports teams, serving as a scout leader, etc.

Ineligibility

Employees are ineligible to participate in the VTO program if:

- The employee is on any warning or performance improvement plan.
- The employee's employment with ADTEK Engineers terminates for any reason.
- The VTO program is discontinued. ADTEK Engineers reserves the right to modify, amend, suspend, or discontinue this program at any time without prior notice. ADTEK also reserves the right to revoke approval if it is felt that the employee is misusing the program.

Examples of qualified group activities may include, but are not limited to:

- STEM programs (ex: ACE, Lynx, or local school science fairs)
- Habitat for Humanity
- Fallen Firefighters
- SEA-MW, ASCE, ACEC National or State Organizations
- Others as pre-approved by a Principal of ADTEK Engineers

Approval Process:

Employees must submit a volunteer time off request, through the normal leave request process, to their supervisor at least one week before the requested time off. The supervisor should consult with Human Resources regarding any questions or concerns before approving or denying the request. Approval is at the discretion of the employee's supervisor and HR.

There may be volunteer opportunities that require engineering design. In such instances, this work must be pre-approved by a Principal of ADTEK Engineers. Use of an employee's professional license for any purpose not directly related to ADTEK business or without ADTEK's knowledge shall not be covered by the ADTEK's professional liability policy and shall be the liability and responsibility of the employee.

The choices for reputable and worthy non-profits are varied and vast, and there is something for everyone. Volunteering is a personal choice and employees are not obligated or mandated to volunteer. This program is merely a benefit offered to employees to provide opportunities to support their local communities.