

ARAG Cares – Community Support Policy



- Purpose** To encourage participation in the community including monetary and non-monetary contributions, volunteering and resource support
- Policy Owner/Contact** Culture & People Team and Corporate Social Responsibility Committee
- Individuals Covered** All regular team members of ARAG working a minimum of 30 hours per week

Revision History

Revision History			Administrative Review	
Version	Updater	Date	Reviewer	Date
1.10	Erin Barfels	11/28/2016	Ann Cosimano	11/28/2016
1.20	Lisa Wolf	4/16/2019	Ann Cosimano	5/14/2019

Program

ARAG recognizes the importance of supporting the community. As such, ARAG has a Community Support Program to provide opportunities for the organization and team members to get involved and provide support in a way that works best for them.

The Community Support Program has four primary components outlined below:

- 1. Corporate Matching Program** – Team members who wish to make financial contributions to qualified organizations (see “Criteria for Eligibility” below) can receive ARAG matching funds of 100% made payable to the organization where contributions were made up to the first \$500 on an annual basis. Families with multiple ARAG team members living in the same household will be eligible for this benefit under one team member. Matching contributions can be made to multiple organizations; however, the annual matching limit per team member is \$500.

Team members who are unable or do not wish to make financial contributions to qualified organizations may still receive corporate matching for certified volunteer hours served to a qualified organization. Upon completing 50 hours of service to a single qualified organization (as certified by an appropriate organization representative), ARAG will provide a financial “match” in the amount of \$100 to be paid directly to the organization where volunteer service was provided.

ARAG’s corporate focus for support efforts will be on organizations that provide services and support for families, finances and future; however, team members wishing to make contributions to other eligible organizations are still eligible to receive matching funds.

Matching forms can be submitted for approval any time during the year to the Culture and People Team. Communication will be sent in the fourth quarter each year announcing the exact submission deadline for current year matching contributions.

2. **Volunteerism** – Team members are given 16 hours of ARAG Cares time each year to use to volunteer at qualified organizations. Prior to volunteering, the team member must have their manager’s approval and not be under any formal performance discipline. Requests should be submitted and approved in ADP and leaves must be taken in 1 hour or greater increments of time. When submitting a request for ARAG Cares time in ADP, team members must indicate the organization for which they are volunteering their time in the comments section. Managers reserve the right to request proof of the team member’s volunteer activity. For both the corporate matching program and the ARAG Cares volunteer time off, the criteria is listed below:

Criteria for Eligibility

Qualified organizations include nonprofit groups that are religious, charitable, educational, scientific, or literary in purpose or work to prevent cruelty to children or animals. Such as:

- Churches, synagogues, temples, mosques, and other religious organizations
- 501(c) 3 charitable organizations
- Public educational institutions affiliated with the state, county or city government, including school districts, board of educations and state universities/community colleges and other nonprofit schools and hospitals
- Private educational institutions that are considered 501(c) 3
- Public parks and recreation facilities

If you believe an organization is eligible and is not included in this list, the organization must provide documentation to support their eligibility for qualified contributions under these guidelines.

Some activities excluded from this program include, but are not limited to the following:

- School activities benefitting only a team member’s dependent (athletics, holiday parties, conferences, etc.)
- Civic group meetings
- Fundraising efforts
- Partisan political activities

3. **ARAG’s Corporate Social Responsibility (CSR) Program** – The CSR committee consists of team member volunteers. The committee determines the organization’s social responsibility program strategy and helps champion efforts to encourage team member engagement in activities that help people in our community protect their family, finances and future. In addition to providing resources for team member engagement, the committee provides direction on the donation of funds allotted from the corporate charitable contribution budget. Team members may apply for the committee. If selected, they will serve a two-year term and are expected to adhere to the CSR committee member job description including but not limited to attending all meetings and championing one volunteer event per term.

4. **Organizational Giving** – ARAG is committed to making our community an even better place to live, work and raise our families. All team members have an option (elected on an annual basis) to contribute to the United Way, Community Health Charities or any other charitable organization named by ARAG. ARAG may match team member contributions. The amount of the match will be determined on an annual basis with each campaign.