

**XL Construction
Volunteerism**

Contributions Committee “Day of Service” Policy & Procedure

XL Construction advocates for active involvement in our communities. To that end, employees are allowed at least 16 hours of unpaid time off to volunteer.

Purpose:

A conscientious corporate citizen, XL Construction helps enrich our communities of residence and work and is committed to demonstrating the nature and extent of our community volunteer involvement. We encourage our employees to become involved in our community, lending voluntary support to programs that positively impact the quality of life within these communities.

Policy:

XL encourages employee volunteer participation by providing the following incentives:

- Up to eight hours of paid time per year to participate as a volunteer; and
- An annual opportunity to apply for a grant of up to \$500 for non-profits, where employees volunteer more than 96 hours during the year. (Applicants need to submit a Donation Request.)

Volunteer opportunities are intended to be through or in partnership with programs and organizations that benefit an entire community or group of people, as opposed to being directly connected to the participant, or fulfilling personal or individual interests of the participant. This program is open to all full-time employees of XL Construction.

Involvement:

Currently, XL Construction offers resources and time to events and organizations, including:

- Rebuilding Together
- Family Giving Tree (Holiday Gift and Backpack Drives)
- Second Harvest Food Drive
- Mo’vember (Men’s Health)
- Silicon Valley Turkey Trot (benefits local charities)



Procedure:

1. Participant must obtain permission from their supervisor to be away from their job for the time requested.
2. Complete a “Day of Service Request Form” and submit it to the Contributions Committee at least 2 weeks prior to requested date.
3. The participant is requested to provide photos and/or story of the experience to the Contributions committee after volunteering (only when/if applicable).

Tips & FAQs

- **What are examples of included activities?** *Examples include: community events, serving on the board of a non-profit, donating specific skill sets through to community programs, volunteering at a non-profit such as a food bank, counseling center, or animal shelter, etc.*
- **Can I use this time to volunteer for my child’s field trip (school, scouting, etc)?** *No, this program is intended to increase participation in the employee’s community and not an activity that primarily benefits the participant or their direct family.*
- **Does the organization need to be a 501c3?** *Most charities have their non-profit status with the state of California, however exceptions are possible.*
- **Can I use this time to participate in a physical event (run, walking event, marathon, etc)?** *Yes, if the proceeds benefit a charity then it will be included in this program.*

Signed:

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