



Victory Capital Management, Inc.
Community Volunteerism Policy
Waiver and Release of Liability Acknowledgement & Service Request Form

Participation in off-duty volunteerism is strictly voluntary and is not considered part of an employee's work-related duties with Victory Capital Management Inc. and its subsidiaries ("Victory Capital").

Victory Capital does not expressly or impliedly require such participation and has no expectation of any employee participation, in any volunteer opportunities. Victory Capital merely offers paid time to volunteer in their communities as a perk of employment. Thus, pursuant to Labor Code §3600(a)(9), neither Victory Capital nor its general liability or workers' compensation insurance carriers are liable for payment of benefits should any injury arise out of such voluntary participation.

I, _____, acknowledge that I have received and read Victory Capital Management's Volunteerism Policy (attached). I understand that participation that is either of personal interest or corporate-sponsored initiatives are strictly voluntary, and that Victory Capital Management does not require participation or have any expectation of my participation in any such activities.

Signature

Print Name

Date

Organization / Activity Information

Organization Name: _____

Address: _____

Telephone Number: _____

Volunteer Activity: _____

Date: _____ **Time (to/from):** _____ **Total Time:** _____

Date: _____ **Time (to/from):** _____ **Total Time:** _____

Manager Signature: _____ **Date:** _____

**Policy: VCM Community Volunteerism Policy****Effective Date: April 1, 2019**

Objective: To encourage employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities.

The following guidelines are for Victory Capital Management's employees who serve as volunteers in a 501(c)(3) non-profit community programs that are either of personal interest or are corporate-sponsored initiatives.

Eligibility: All full-time employees.

Community Volunteerism Service Time Guidelines

- Employees are permitted to take the equivalent of two regularly scheduled workdays to a maximum of sixteen (16) hours per calendar year (January 1 through December 31) for community activities. Volunteer Community Service Time does not accumulate from year to year.
- Service time must be non-paid by the charitable organization.
- Volunteer hours campaigning for religious and partisan political groups are not eligible.
- The event or service must benefit the community and must take place within an 80-mile radius of your office.
- Interested employees should meet with their managers to discuss their volunteer choice and schedule. Volunteer Community Service Time must be requested in advance and be approved by the manager and Human Resources.
- Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create the need for overtime or cause conflicts with other employees' schedules.
- All employees must meet the performance expectations of their position to remain eligible for this Program.

Timekeeping Procedures

- To request paid Volunteer Community Service Time, the employee must sign the Waiver and complete the Volunteer Community Service Request Form for approval by employee's manager prior to engaging in the event or activity. Approval for time-off is at the discretion of the employee's manager.
- Volunteer Service must be used in increments of 30 minutes.
- The completed form should be submitted to Human Resources.
- Employee must enter the time-off request in UltiPro for recordkeeping.

VCM Disclosures:

Providing any false or misleading information in connection with the VCM Community Volunteerism Policy could result in disciplinary action up to and including termination of employment. All requests for paid Volunteer Community Service Time off will be considered. VCM reserves the right however, to deny any requests at its sole discretion. Volunteer Community Service Time is not an entitlement.

Victory Capital Management regularly evaluates our programs therefore Victory may suspend, change or terminate this program at any time. The interpretation, application and administration of the program shall be determined by the Executive Sponsor, whose decision is final.