

Volunteer Incentive Program (VIP)  
Program Rules

**Volunteer Incentive Program Overview**

The Verizon Volunteer Incentive Program provides opportunities for eligible employees who volunteer fifty (50) or more hours in a calendar year to an eligible charitable organization to request that the Verizon Foundation make a \$750 grant to that same eligible charitable organization.

**Employees:** Under the Verizon Volunteer Incentive Program, Eligible Employees (as defined below) may request that the Verizon Foundation make up to two grants of \$750 each to Eligible Charities to which such Eligible Employees have volunteered at least fifty (50) hours each in a calendar year (January 1 to December 31). For the avoidance of any doubt, an Eligible Employee is limited to a total of \$1,500 in grants from the Verizon Foundation in a calendar year. Both grants may be to the same Eligible Charity so long as a minimum of 100 hours are volunteered in a calendar year to that charity, and the grant requests must be divided into two separate requests of 50 or more hours each. Each request must be confirmed separately by the charity.

**Eligibility & Rules:** The Verizon Volunteer Incentive Program is subject to the following eligibility criteria and rules:

- To be eligible to make a grant request, an Eligible Employee must (a) record all actual (and not anticipated) hours volunteered to Eligible Charities in the Employee Engagement Incentive Program portal and (b) perform volunteer services only outside Verizon business hours.
- The Verizon Foundation will not provide a grant to an organization for which (a) the Donor or a Family Member (as defined below) is a founder, organizer, employee, agent, or contractor; (b) the Donor or a Family Member is a director or officer compensated by the organization for services in either or both of these capacities; or (c) the Donor or a Family Member will receive a direct financial benefit from the hours volunteered (other than as part of a charitable class of persons typically served by the organization). All volunteer hours must be confirmed by the recipient organization. The Verizon Foundation will not make a grant for volunteer hours that are confirmed by the Donor or a Family Member on behalf of the recipient organization.
- Checks issued to recipient organizations are valid for limited periods of time (typically up to 90 or 180 days). If the recipient organization does not deposit a check within the period of time specified on such check, the check will be voided and the funds will instead be disbursed to the American National Red Cross.
- The Verizon Foundation will not match a donation to an organization that no longer has tax-exempt status as a charity at the time of the proposed matching payment.
- Matching gift payments that are returned or refunded by the recipient organization, regardless of reason or payment type (check vs. direct deposit), will instead be disbursed to the American National Red Cross.
- If an Eligible Employee provides volunteer services to an organization formed

outside the United States (a “Non-domestic Organization”) that otherwise qualifies for a grant under the Volunteer Incentive Program, the Verizon Foundation will pay such grant through an approved intermediary 501(c)(3) donor-advised fund managed by CAF America (or such other charity the Verizon Foundation may choose from time to time)(either is referred to herein as “CAF America”) provided CAF America determines the Non-domestic Organization is a charitable or philanthropic organization eligible for a contribution from CAF America. Grant payments made to organizations formed outside the United States are processed on a quarterly basis.

- Hours volunteered to an Eligible Charity in a given calendar year must be recorded in the Employee Engagement Incentive Program portal by January 31 of the immediately following calendar year and the volunteer hours must be confirmed by the recipient Eligible Charity by March 31 of such following year to be eligible for a grant under the Volunteer Incentive Program. Volunteer hours not timely entered or confirmed will not be eligible for grant funding under the Volunteer Incentive Program.
- All grant requests are subject to review by Verizon Internal Audit and Verizon Security, and the final determination as to the qualification of volunteer services or the qualification of an Eligible Charity for a grant rests with the Verizon Foundation. Verizon may prohibit Eligible Employees who submit improper grant requests (e.g., by submitting false records or making false attestations) from participation in the Volunteer Incentive Program. In addition, and as a reminder, all Eligible Employees are bound by the Verizon Code of Conduct. Submission of an improper grant request may constitute a violation of the Verizon Code of Conduct and may result in disciplinary action, up to and including termination of employment.
- The Verizon Foundation is responsible for administering the Verizon Volunteer Incentive Program. Eligibility criteria and rules are as determined and interpreted by the Verizon Foundation. The Verizon Foundation reserves the right to amend or revoke these rules at any time and without prior notice and to modify, suspend or end the Volunteer Incentive Program at any time and without prior notice.
- Questions about the Verizon Volunteer Incentive Program or payments - Click the “Need Support” button from the Employee Engagement Incentive Program portal which can be accessed by visiting <https://www.cybergrants.com/verizon/ee/> and logging in.

**Definitions:** As used in these Program Rules:

- “Donor” means an Eligible Employee seeking a grant from the Verizon Foundation pursuant to the Verizon Volunteer Incentive Program.
- “Family Member” means the Donor’s spouse, domestic partner, parents, brothers, sisters, children, grandparents, grandchildren, cousins, in-laws, aunts, uncles, nieces, nephews including any similar half or step-relationship, and a member of the Donor’s household.
- “Eligible Employees” are full-time or part-time employees of Verizon Communications Inc. or one of its affiliates or subsidiaries at both the dates on which the volunteer hours are performed and the dates on which such volunteer hours are timely recorded in the Employee Engagement Incentive Program portal.
- “Eligible Charities” means organizations that (1) meet Verizon’s eligibility rules at <https://www.verizon.com/about/responsibility/grant-requirements> and (2) are listed as eligible to receive tax-deductible charitable contributions by the U.S. Internal Revenue Service at the time (a) the hours are volunteered, (b) the grant request is submitted and (c) the Verizon Foundation proposes to pay the grant. Note that not

all 501(c)(3) organizations are Eligible Charities.