

# Power of Us

## Employee Volunteerism Program FAQs

AstraZeneca/MedImmune supports employee volunteerism in communities where we live and work as a core component of the [Power of Us](#), our employee giving program. Through the [Power of Us portal](#), employees can connect with local volunteer opportunities and track the hours they spend volunteering. Full and part-time employees of the company are also eligible for paid volunteer leave.

### Which employees are eligible to participate?

- All full or part-time US-based AstraZeneca/MedImmune employees are eligible to participate in employee volunteerism. (MedImmune and AstraZeneca are described as “the company” herein)
- Contractors, consultants, temporary workers, and interns are not eligible for this program.
- Supply sites currently support volunteer activities and may continue to participate through already established programs.

### Which organizations or activities are eligible?

- Organizations should be registered as not-for-profit in their country of origin or should be an educational institution such as a public or private school.
- U.S. organizations must be recognized by the Internal Revenue Service (IRS) as tax-exempt, and designated as a public charity under Section 501(c)(3) of the IRS Code, or as a government agency as provided by Section 170(c)(1) of the code (public schools).
- The company will only support volunteer service with organizations that are consistent with company policies, including but not limited to [AZ Global Policy on External Interactions](#) and the [AZ Global Procedure and Guidance for Community Investments](#).
- Examples of eligible organizations include educational, civic, cultural, health/human services, environmental, and youth organizations.

### Which organizations or activities are not eligible?

- Organizations that are not registered as not-for-profit as described above.
- Organizations that are political or religious in nature unless the activity is humanitarian or social welfare-focused (e.g. a soup kitchen).
- Public protests or other activism.
- Attendance at fundraisers (e.g. golf tournament). Note: If you are volunteering to help administer a fundraiser this may be eligible.
- Any activity for which the employee receives compensation or other monetary benefit.

### How do I access a volunteer opportunity near me?

- All volunteer opportunities can be accessed through the [Power of Us portal](#).

### How do I track my volunteer hours?

- All employees who volunteer (both during and outside of work hours) should track the hours they spend volunteering in the [Power of Us portal](#) by choosing the option “Track Volunteer Time” from the navigation. This is an essential step to allowing the time to be tracked as part of the company’s record keeping.
- Employees that wish to use paid time off to volunteer are required to seek the approval of their line manager to ensure eligibility and to track this time off as instructed by their manager (see below for more information on paid volunteer leave).

### Do I have to volunteer with an activity listed on the Power of Us portal or can I volunteer elsewhere on my own?

- Employees may volunteer to support an activity not listed on the Power of Us portal.
- If you volunteer and the activity is not listed on the portal, it is still important that you track your volunteer hours by logging into the [Power of Us portal](#) and selecting “Track Volunteer Time” from the navigation. This ensures that your hours will be counted in the company-wide count of volunteer hours for the year.

### Who is eligible for paid volunteer leave and how much paid time off is available to volunteer?

- Full and part-time employees of AstraZeneca are eligible to receive up to two full days of volunteer leave per calendar year. A full day is determined by the employee’s regular work schedule (generally 8 hours for full-time employees and pro-rated for part-time employees based on their regular work schedule).

Note: Participation in volunteerism is at employee’s own risk and is not a condition or requirement of employment and is not at the request of the Company.

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- Full and part-time employees of MedImmune may continue with its existing [volunteer program and leave policy](#).
- There may be exceptions to eligibility and terms for paid volunteer leave based on work location and/or role at the discretion of the company.
- Please speak with your manager if you have questions regarding your allotted time.

#### What are the terms of paid volunteer leave?

- Use of paid volunteer leave must be approved by the employee's manager in advance. Employees should work with their manager to ensure that the timing of their leave does not interfere with their job responsibilities.
- Leave can either be taken hourly or as a full work day as approved by the manager. Field employees should only take approved paid leave in half or full-day increments.
- Leave must be taken on a standard work day and on the day on which the community service or volunteer activity takes place. Volunteer leave cannot be taken as a vacation day.
- No carryover from year-to-year is permitted; leave must be taken by the end of the year or it will be forfeited.
- Unused amounts cannot be transferred between employees.
- The interpretation, application, and administration of the paid volunteer leave program will be determined by the company, whose decision will be final.
- The company reserves the right to change or terminate the program at any time and to make all decisions regarding its administration.

#### How do I record my paid volunteer leave?

- AstraZeneca employees should record their time in the system used by their business unit/location (e.g., [AZEngage](#)). Select "personal day" and enter the term "volunteer leave" in the comments section. (This will not interfere with your ability to take your already allotted personal days).
- MedImmune employees should record their time in Insight under Leave: 15 Paid Volunteer Leave and put the name of the non-profit organization and the nature of the volunteer activity in the notes section.

#### My department is doing a volunteer project as a team-building activity.

##### Do I need to use my volunteer leave for this?

- The company may organize company or departmental volunteer activities. Employees are not expected to use their personal paid volunteer leave for these initiatives.

##### We plan to donate goods as part of a volunteer activity (e.g., backpacks, build-a-bike, meals, etc.). What is the procedure?

- All of these activities involve employees donating money or materials from their own assets. Company funds should not be used to purchase goods that will ultimately be donated. Refer to the [SOP for Contributions](#) for more information on this topic.

##### My department wants to participate in a volunteer activity, but the nonprofit has requested funding. How do we pay for this activity?

- The fundraiser itself should be one that is established by the organization, such as a charity "walk or run," and you may refer to yourselves as the "AstraZeneca Employees" or "MedImmune Employees" team. If your department wants to participate in this type of event as a group, it is a team-building exercise (e.g., a walk, rowing event, etc.) and a cost of doing business rather than a charitable Company contribution. Participation must be paid either through employee-raised funds or via the department's functional cost center. Refer to the [SOP for Contributions](#) for more information on this topic.

#### Are there t-shirts available for purchase?

- Yes, you may order Power of Us t-shirts using this [link](#).

#### I still have questions. Who can I contact?

- For questions about the Power of Us program, please email [powerofus@astrazeneca.com](mailto:powerofus@astrazeneca.com).
- For technical questions about the Power of Us portal, please visit the [help center](#).

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