

EMPLOYEE VOLUNTEER ENGAGEMENT PROGRAM

Corporate Practice

Version 01.03

Effective Date: May 6, 2011

1 Document Change Control Log

This table records any changes made to this document and approval of the changes.

Version Date	Version Number	Nature of Revision	Section/ Page(s) Revised	Revised by Name and Title	Approved by Name and Title
01/01/2008	01.00	Publish the Practice Document for the Employee Volunteer Engagement Program	All	Jennifer Farland Director, Community Relations	Stacey Stewart Senior Vice President, Office of Community and Charitable Giving (OCCG)
05/21/09	01.01	Revise and Publish the Practice Document for the Employee Volunteer Engagement Program	All	Jennifer Farland Director, Community Relations	Joy Cianci, Vice President for Grants, Programs, and Volunteer Initiatives, OCCG
05/21/10	01.02	Revise and Publish the Practice Document for the Employee Volunteer Engagement Program	All	Jennifer Farland, Director, Community Relations	John Gibson, Interim Vice President, OCCG
05/06/11	01.02	Updated to reflect changes in organization	Section 1	Jennifer Farland, Director, Community Relations	Kelli Parsons, SVP and Chief Communications Officer, SVP Communications, Communications and Marketing Services, CoMS

2 Documentation

Practice Name	Employee Volunteer Engagement Program
Version Number	01.03
Practice Identifier	OCCG-PRAC-0006
Superseded Practice(s)	v. 01.02
Date Approved	May 6, 2011
Effective Date	May 6, 2011
Practice Approver	Kelli Parsons, SVP and Chief Communications Officer, SVP Communications, Communications and Marketing Services (CoMS)
Practice Author	Jennifer Farland, Director, Community Relations, Office of Community and Charitable Giving (OCCG)
Practice Owner	Jennifer Farland, Director, Community Relations, OCCG
Practice Repository	Corporate Policies and Procedures Repository (CoPPeR)
Supporting Documentation	NA

3 Statement of Purpose

This document sets forth Fannie Mae's program for Eligible Participants (defined below) to identify volunteer opportunities, execute volunteer initiatives, and track the number of hours volunteered. The Employee Volunteer Engagement Program helps Fannie Mae further its mission and its commitment to employees and the communities in which its employees live and work. Engaging employee volunteers: (i) strengthens communities; (ii) deepens the impact of our business; and (iii) unleashes the diverse talents, passions, and knowledge of our employees to benefit the community.

Eligible Participants may also qualify for a Dollars for Doers volunteer grant under Fannie Mae's Dollars for Doers Program, which rewards the volunteer efforts of Eligible Participants by providing a grant to the Eligible Organization of the Eligible Participant's choosing. To find out more information about the Dollars for Doers Program and its eligibility requirements, please go to the Dollars for Doers Program under the Practice section in CoPPeR.

4 Applicability and Scope

The Fannie Mae Employee Volunteer Engagement Program provides Eligible Participants the ability to identify and select volunteer opportunities and track the number of hours volunteered. The Office of Community and Charitable Giving oversees the Employee Volunteer Engagement Program under the oversight of the Director of Community Relations, Jennifer Farland.

5 Requirements

Who is an Eligible Participant?

- Full-time employees of Fannie Mae who have successfully completed their New Employee Introductory Period of 180 days and are scheduled to work more than 20 hours per week
- Part-time regular employees of Fannie Mae who have successfully completed their New Employee Introductory Period of 180 days and are scheduled to work more than 20 hours per week
- Full time or part time employees who have not completed their New Employee Introductory Period, but have pre-approval from their immediate managers to participate in a Fannie Mae sponsored volunteer activity.

Who is an Ineligible Participant?

- Employees who are currently on long-term disability status.

What benefits are offered?

- Ten hours of paid leave per month for volunteer work, company-sponsored or otherwise. For more information regarding volunteer leave requirements, please reference the Volunteer Leave Policy located in CoPPeR.
- Identified volunteer opportunities that engage teams of Fannie Mae employees.
- Potential to donate funds to an eligible organization, under Fannie Mae's Dollars for Doers Program. To find out more information about this program and its eligibility requirements, please go to the Dollars for Doers Program located in the Practice folder of CoPPeR.

How do I register to volunteer?

All Eligible Participants are able to participate in the Employee Volunteer Engagement Program. When volunteer activities are identified and organized for Fannie Mae employees, the Fannie Mae event coordinator(s) provides instructions as to how to register on the interactive, secure Web portal designed for employee volunteer engagement. Please visit the Volunteer section at www.easymatch.com/serve for more information.