

Granite Properties Guidelines

Volunteering – Paid Time & Matching Contributions

Granite employees are encouraged to volunteer their time to non-profit organizations to make a difference in our communities. Granite supports these efforts by the following programs:

- **Paid Volunteer Hours:** Employees are eligible to use up to forty (40) hours a year, inclusive of travel time, to volunteer at non-profit organizations to create general goodwill for Granite and our employees in the communities in which we work and live. Employees may use up to twenty (20) of these hours to volunteer at a personal non-profit organization, of special interest to the employee.
- **Matching Program:** Granite will match dollar for dollar charitable donations:
 - Made by full-time employees with a minimum of one year of service
 - Minimum amount matched per employee is \$25
 - Maximum dollar amount matched per employee annually is \$100
 - Contributions must be made via cash, check or credit card to be eligible for matching
 - All matched gifts will be paid quarterly
- **Entry Fee Reimbursement:** Granite will reimburse an employee their entry fee to participate in a charity event of \$15 per event up to a maximum of \$75 per year.