

Guidelines

Updated 05/01/2014

The TimePLUS program is intended to honor employee's volunteer efforts to qualified public charity or governmental entity.

Who Can Participate

Active Employees of Union Pacific Corporation (the Corporation) or any of its Operating Companies participating in the TimePLUS program. For purposes of this program, the term "Employee" means:

- An active agreement or nonagreement (includes full-time salaried, full-time hourly, or part-time hourly) person (other than those classified as a co-op or intern) employed by Union Pacific Corporation or Union Pacific Railroad Company; or
- Any other classification of employees specified by any other Union Pacific affiliate that becomes a participating employer in this program.

Spouses, other dependents, domestic partners, and retirees are not eligible to participate.

General Guidelines

The program supports employees' individual volunteerism for activities that benefit a public charity or governmental entity. The Company will add to an employee's volunteer impact by awarding a \$250 gift to an eligible organization for which he or she has provided 40 or more hours of donated service on personal time within the calendar year. This can be 40 hours on a single project, or a series of activities for the same organization that totals 40 hours. The program only recognizes volunteer hours of service that have been donated without compensation from the organization receiving the donation of service. Each eligible employee can apply for two (2) \$250 gifts per calendar year which could both be awarded to the same organization. Any one organization is limited to ten (10) \$250 gifts per calendar year, or a total of \$2,500.

Eligible Organizations and Activities

Organizations must be located in the United States, recognized as tax-exempt by the Internal Revenue Service under Section 501(c)(3) and cannot be considered a "private foundation" as defined under Section 509(a) of the Code. Organizations must have a valid Employer Identification Number (EIN), or be an instrumentality of a state or local government under IRC Section 170(c)(1). Please note that certain types or organizations must be listed in publications that recognize the quality of the institution:

- Accredited public and private K-12 schools.
- Colleges, universities, graduate schools, junior colleges, community colleges, theological and technical schools must be listed in the Higher Education Directory.
- Hospitals and Medical Centers must be listed in the American Hospital Association Guide to the Health Care Field.
- Public Libraries must be listed in the American Library Directory.
- Public radio and television stations must be listed in the Corporation for Public Broadcasting directory.
- Museums and historical preservation organizations must be listed in the American Association of Museums directory.
- Religious institutions for secular activities benefiting the general public, e.g. homeless shelter, food pantry, etc.
- For youth programs and recreation leagues, the company will issue the cash gift to the 501(c)(3) organization sponsoring the program (e.g. the YMCA, Girl Scout Council, Boy Scout Council, etc.) not the individual team or pack.
- Organizations must be in full compliance with the anti-terrorism laws legislated by the USA Patriot Act.

Ineligible Organizations and Activities

- Religious institutions when volunteer time is to promote non-secular programs, e.g. Sunday school teacher, bible study, usher, missionary work, etc.
- Volunteer time which result in you, a family member or a related third party receiving a direct tangible benefit from the company's gift.
- Organizations that are specifically established for the purpose of advocating for or opposing abortions.
- Employee Resource Groups, e.g. BEN, LEN, LEAD, DREAM, CONAH, AERO, Employee Clubs, Friend to Friend, Running Club, UPRR Chorale, UP Ties, etc.
- Company sponsored fundraising or membership drives when volunteer time is performed during work hours.

How the Program Works

Online:

Employees may request TimePLUS gifts through an online process at <https://www.easymatch.com/up>. Following receipt of the request, the program administrator will contact the organization to verify volunteer service.

Paper:

Employees may download the TimePLUS form at <https://www.easymatch.com/up> and follow this process: [Employee Instructions](#)

- Employee completes Part 1 of the form.
- Employee mails the completed form and any other necessary documentation to the organization.

Organization Instructions

- The organization completes Part 2 of the form, verifying that the volunteer service was performed.
- The form must be signed by an authorized officer of the organization.
- The organization mails the completed form to the address provided on the form.

Eligible requests are processed on the following quarterly schedule:

Received By:	1/31	4/30	7/31	10/31
Processed By:	2/28	5/31	8/31	11/30

Requests must be received and confirmed by the recipient organization by January 31 to qualify for a gift credited to the prior year. Volunteer hours are eligible for up to one year from the date of service. If you have any questions, please contact the TimePLUS program via email at up@easymatch.com or phone at 1-877-672-8247.

Administrative Conditions

Gifts to organizations that conflict with the interests of the Corporation and its Operating Companies will not be matched. Union Pacific reserves the right to interpret, apply, amend or revoke the TimePLUS program and/or the guidelines at any time without prior notice. The policies and procedures described above are not conditions of employment nor are they intended to create or constitute a contract between Union Pacific and any one or all of its employees.

Request Form

Donor Instructions:

- Complete Part 1 of this form. *(Please print or type.)*
- Send the form and a copy of the program guidelines to the recipient organization.

Recipient Organization Instructions:

- Verify volunteer service.
- Complete Part 2 of this form. *(Please print or type.)*
- If this is your first request to the TimePLUS program, please enclose a copy of your Internal Revenue Service 501(c)(3) IRS determination letter and a brief description of your organization's primary mission or purpose.
- Forward form to the address printed below.

PART 1 - DONOR SECTION

EMPLOYEE ID NUMBER

EMPLOYEE NAME

HOME ADDRESS

CITY/STATE/ZIP

DAYTIME PHONE NUMBER, INCLUDING AREA CODE

E-MAIL ADDRESS

NUMBER OF VOLUNTEER HOURS: _____

DURING THE FOLLOWING PERIOD:

____/____/____ to ____/____/____

DESCRIPTION OF VOLUNTEER WORK:

NAME OF ORGANIZATION FOR WHICH YOU VOLUNTEERED

ORGANIZATION CITY, STATE

I certify that neither my family nor I will derive any direct or indirect financial or material benefit from my volunteer service performed. I authorize the above-named recipient organization to report this request to Union Pacific for the purpose of applying for a TimePLUS gift. I certify that I was not compensated for any volunteer service performed and this request fully complies with the provisions of the program described herein. Any misrepresentation by me of the statements made herein will forfeit my rights to any contributions and, in addition, may result in violations of law.

SIGNATURE OF EMPLOYEE

DATE

PART 2 - RECIPIENT ORGANIZATION SECTION

EMPLOYER IDENTIFICATION NUMBER (EIN)

ORGANIZATION NAME

ADDRESS

CITY/STATE/ZIP

TELEPHONE, INCLUDING AREA CODE

FAX, INCLUDING AREA CODE

E-MAIL ADDRESS

WEB SITE ADDRESS

NUMBER OF VOLUNTEER HOURS: _____

DURING THE FOLLOWING PERIOD:

____/____/____ to ____/____/____

I hereby certify that:

- The individual named in Part 1 completed a minimum of 40 hours of eligible volunteer service during the stated period.
- This organization/program meets the eligibility requirements of the TimePLUS program.
- Neither the donor nor Union Pacific will derive any personal material benefit from his/her volunteer service or company gift.
- This organization is in full compliance with the anti-terrorism laws legislated by the USA Patriot Act. In addition, by countersigning this TimePLUS application, I agree that this organization will not promote or engage in violence, terrorism, bigotry or the destruction of any state, nor will it make sub-grants to any entity that engages in these activities.
- I am authorized to attest to the above statements and have sufficient knowledge to do so.

AUTHORIZED OFFICER'S NAME

TITLE

SIGNATURE OF AUTHORIZED OFFICER

DATE

MAIL COMPLETED FORM TO:

GivePLUS
 P.O. Box 3719
 Princeton, NJ 08543-3719

Phone: 1-877-672-8247
 E-mail: up@easymatch.com
 Web Site: www.easymatch.com/up