



EastGroup Community Service

EastGroup Properties encourages all employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities. Through this effort, recipient organizations can benefit twice from YOU — first from the gift of your time and again by a matching donation from EastGroup.

The following guidelines are for all EastGroup employees who serve as volunteers or contribute to 501(c)(3) non-profit community programs that are either of personal interest or are corporate-sponsored initiatives.

Volunteer Time

Full-time employees may take the equivalent of one day of paid time off each year to serve at the charity or cause of their choice. To qualify, the community service must benefit a non-profit organization and occur during your normal work hours. Time off to volunteer at the school of an employee's child may or may not qualify, depending on the type of volunteer service. For example, time off to chaperone a field trip or read to a child's class will not be considered community service time.

An additional day of paid community service time may be given to teams or departments that volunteer together as a team building exercise. Additionally, employees who serve on the board of directors for a non-profit organization may receive additional time off to attend board meetings or fulfill other obligations related to their board position. This is due to the inherent additional responsibilities that come with being a member of a board of directors.

Volunteer time must be requested in advance and approved by your supervisor and Human Resources before any volunteer time is taken. Volunteer time should not conflict with the peak work times and other work-related responsibilities, and approval is at the manager's discretion and may be denied based on business need. The time may be used in full day or half day increments. To request this time, simply turn in the request on the Leave Request Form.

Matching Donations

EastGroup will match employee donations up to \$300 per employee per year for charitable donations made to qualifying 501(c)(3) non-profit organizations. To make a matching request, you must submit the following information to the Director of Human Resources.

- Completed EastGroup Matching Donation Request form.
- Receipt or other form of payment acknowledgement to the non-profit organization.
- Completed form W-9 from the non-profit organization.

Requests must be made by December 15th to be made in the current calendar year. This program requires a donation to first be made by the employee. There are still some charities that EastGroup will continue to support through corporate donations, and this policy is not meant to replace these efforts.

Important: *The volunteering benefit may not be used for organizations that discriminate based on creed, race, color, national origin, religion, age, disability, sex, gender, identity, sexual orientation, pregnancy or any other legally protected classification.*