



PAID COMMUNITY SERVICE DAYS POLICY

Effective January 1, 2023

At Trident, we care for each other like family – our livelihoods, and often our lives, depend on it. It's with that same caring spirit that Trident supports our communities in Alaska, Seattle, and all over the world. Trident contributes to charitable organizations such as the American Heart Association, SeaShare, the Seattle Fishermen's Memorial, Susan G. Komen for the Cure, and participates in charitable events such as the Puget Sound Heart and Stroke Walk, Race for the Cure, Relay for Life, and more. It is important to our values and culture that we support and invest in our local communities where we live and work. Simply put, we take care of each other.

To further extend the philanthropic nature of our organization, effective January 2023, Trident will offer 2 days of paid Community Service Days to regular, full-time employees. We encourage our people to use this time to make positive change within the community that they live and work.

Eligibility

Regular, full-time employees can perform up to 2 days per year of community service with a 501(c)(3) non-profit at normal base rate of pay. Employee must be in good standing to participate.

Parameters

Paid Community Service Days are to be used to enrich the communities in which we live and work. Community Service Days are not to be used for personal, sick, or vacation days. A minimum of 5 hours of service must be performed per full Community Service Day. Community service must be performed during employee's regular working hours. Community Service Days do not rollover or accumulate from year-to-year and do not count as hours worked for determining overtime. Service Days should not conflict with work responsibilities or obligations or be scheduled in a manner that could lead to overtime work or hardship for your team.

Attached to this policy is the list of approved charitable organizations (the Approved Volunteer List). This list is subject to change and the most recent version is available at your local HR office, HR Connection (www.hrconnection.com) and the HR intranet site.

If you wish to volunteer with an organization not listed on the Approved Volunteer List, contact your HR office with the name of the organization and type of volunteer work for pre-approval.

Examples of inappropriate use of this benefit include, but are not limited to:

- Attending your child's PTA conference
- Coaching a youth sports team with no charitable purpose
- Attending a professional, religious, or personal interest conference

Approval Process

Community Service Days must be requested in advance through a Ceridian Dayforce Time Away from Work Request for manager approval. The service performed and organization must be included in the employee comment of the request.

Documentation of hours volunteered may be required. Failure to provide requested documentation within five (5) working days of returning to work may cause the time off to be treated as an unpaid, unexcused absence, until such documentation is provided.

Approved Volunteer List

ALASKA

Alaska Community Foundation
Alaska SeaLife Center
Amateur Athletic Union
KDLG
Safe Harbor

GEORGIA

Carroll County Animal Shelter
Greenpower USA Foundation
Operation Rising Phoenix

MINNESOTA

Babinski Foundation
Heartland Animal Rescue Team
Kinship Partners Inc.

WASHINGTON

ARC of King County
Ballard Alliance
Ballard Food Bank
Ballard Northwest Senior Center
Cancer Pathways
Center for Children & Youth Justice
Fred Hutchinson Cancer Research Center
Hickman House
Homage Senior Services
LifeWire
Northwest Harvest
SeaShare
Seattle Art Museum
Seattle Fishermen's Memorial
Seattle Good Business Network
The NOAH Center
Treehouse

NATIONWIDE

American Cancer Society
American Diabetes Association
American Heart Association
American Parkinson Disease Association
Boys & Girls Club
Feeding America
Food banks
Habitat for Humanity
Hopelink
Humane Society
Keep America Beautiful
Meals on Wheels
Salvation Army
United Way
YMCA
YWCA