



HUMANGO
— SOLUTIONS —

Philanthropy and Corporate Giving Policy

Version 1.1

Humango Solutions LLC
Owner: Executive

Table of Contents

| | |
|---|---|
| Table of Contents | 2 |
| 1 Purpose | 3 |
| 2 Humango Volunteer Program | 3 |
| 2.1 Usage | 3 |
| 2.2 Notice and documentation | 3 |
| 2.3 Carryover and Payout | 3 |
| 3 Humango Charitable Contribution Program | 4 |
| 3.1 Humango Participant Eligibility | 4 |
| 3.2 Charitable Organization Eligibility | 4 |
| 3.3 Ineligible Organizations | 4 |
| 3.4 Administrative Conditions | 5 |
| 4 Contact for Questions | 5 |

1 Purpose

Humango Solutions, LLC (Humango) is committed to giving back to the community and being an exceptional corporate citizen. Our company was founded on the idea that a private company should serve as a good citizen and a positive force within their community. Like delivering measurable impact to our customers, giving back, and doing our share in making our world a better place is core to who we are. We are involved in a variety of community initiatives, including:

- **Volunteering our time** - We encourage our employees to volunteer their time to local organizations that are important to them.
- **Donating to local charities** - We donate a portion of our profits to local charities that are working to make a difference in our community.

2 Humango Volunteer Program

Humango supports employee volunteer participation in community service agencies, organizations, schools, and other similar groups. In supporting our employees to volunteer, Humango provides full-time employees with the benefit of paid volunteer time.

2.1 Usage

On January 1st of each calendar year, full-time employees are given 8 hours of paid volunteer time. Volunteer time can be used in half-day (4-hours) or full-day (8-hour) increments.

Depending upon the hire date, new employees are given the following paid volunteer time:

| Hire Date | Volunteer Time |
|---|----------------|
| If an employee is hired from January 1 st through June 30 th | 8 Hours |
| If an employee is hired from July 1 st through December 31 st | 4 Hours |

Volunteer time can be used to volunteer for any company volunteer event or for another volunteer opportunity of their own choosing. Paid volunteer time includes travel to and from the event. Employees will not incur overtime pay for time they are volunteering.

Time spent volunteering before or after regular business hours or on the weekend does not qualify as paid time off, even if it is a company volunteer event.

2.2 Notice and documentation

Employees should provide 2 (two) weeks advance notice to their supervisor for volunteer time off. Volunteer time is subject to supervisor approval and requires confirmation prior to completing volunteer service.

2.3 Carryover and Payout

Volunteer time does not carry over into the next calendar year and is not paid out upon separation. While volunteer time is paid through Insperity, this policy is solely a Humango policy.

3 Humango Charitable Contribution Program

Humango was founded in part to support charitable giving and community involvement. The Humango Donation Program has been established to reflect company-wide considerations, processes and controls that are to be employed to ensure charitable actions are carried out with fairness and due diligence and are reflective of Humango's core values.

This policy establishes principles and requirements for making charitable contributions and applies to all Humango employees. The term "charitable contributions," as used in this policy, refers to monetary or in-kind donations, including grants, donated to a charitable organization or academic institution.

Charitable contributions and all Humango business-driven giving initiatives are to be executed within a controlled framework that mitigates risk, ensures fairness in the consideration of prospective beneficiaries, complies with applicable laws, and reflects Humango values, business and social interests and the behaviors of exemplary corporate sustainability.

Each year, at the direction of Humango leadership, Humango may make charitable contributions to organizations of Humango employees' choosing either through a matching contribution where Humango matches the donation of an employee (with limitations specified in the request) or through a direct donation requiring no donation or financial investment by the employee.

3.1 Humango Participant Eligibility

Eligible participants include all employees of Humango on the date(s) the gift was made and registered.

3.2 Charitable Organization Eligibility

All recipients of Humango charitable contributions must meet the following criteria:

- All giving must be to either a 501(c)(3) organization (in the United States) or equivalent (outside of the United States), or a certified academic institution;
- The organization's primary mission is non-sectarian, non-religious, non-denominational, non-discriminatory, and non-political; and
- The organization's policies and practices are consistent with Humango's non-discrimination policies and practices. Humango will not make contributions or matching gift donations to organizations that discriminate based on race, color, ethnicity, creed, religion, gender, gender identity and expression, national origin, sexual orientation, age, pregnancy, disability, veteran status, protected genetic information, or political affiliation.

All organizations must be approved by Humango to confirm compliance with program criteria to participate.

3.3 Ineligible Organizations

Ineligible recipient organizations include, but are not limited to, the following (please note that this list is representative of frequent questions and may be expanded or amended at any time):

- Individuals;

- Organizations whose primary purpose is to promote political views, influence legislation, or support candidates for public office;
- Religious organizations (churches, synagogues, mosques, and other houses of worship), or other organizations primarily promoting religious purposes. Other faith-based community service organizations or schools may be considered eligible if their programs:
 - Are open to all individuals in the community regardless of religious belief;
 - Serve a secular purpose, such as food pantry, homeless shelter, or education;
 - Do not require participation in prayer, worship, or other religious activities as a condition of receiving service(s) offered; and
 - Do not use the donation for religious purposes;
- Fraternal organizations;
- Donor-advised funds, private foundations, personal trusts;
- Organizations that do not comply with Humango's non-discrimination policy (for example, organizations that discriminate on the basis of a person's race, color, religion, national or ethnic origin, sex (including pregnancy), sexual orientation, gender identity or expression, age, disability, veteran status, or other characteristic(s) protected by law);
- Organizations that do not comply with the USA Patriot Act (or other applicable anti-terrorism or anti-money laundering rules/ laws); or
- Non-profits not currently holding a 501(c)(3) exempt status or international equivalent.

No charitable giving is to be made in a manner that would:

- Be or create the appearance of a bribe, kickback or other corrupt practice.
- Directly procure Humango future business or otherwise be made with the intent to obtain or retain business, secure an improper advantage, or induce anyone to act improperly.
- Circumvent existing Humango rules and policies relating to business ethics as stated in the Humango Business Ethics and Conduct Policy.
- Be inconsistent with applicable law and Humango policies, including its Anti-Corruption and Conflicts of Interest policies.

3.4 Administrative Conditions

Humango's Charitable Contribution Program is not part of the Humango benefits program, but rather is offered as a public service by Humango to its employees. This program is not to be construed as creating a balance due from, or legal obligation by, Humango. If any donation or matching activity is found at any time to have been generated by or for an ineligible person or organization, Humango reserves the right to request return of the funds. Humango determines all aspects of the program including participant, gift and recipient eligibility, and may amend or terminate the program at any time.

4 Contact for Questions

If there are any questions concerning Humango's Corporate Giving Policy or if you would like to get more involved in corporate philanthropy, please send an email to humanresources@humangosolutions.com.