

Corporate Associate Resource Group Guidelines and Procedures

GUIDELINES

Purpose

[Insert Company Name] is committed to fostering a diverse workforce, and a culture of inclusion and belonging for all personnel. Associate Resource Groups provide opportunities for valuable employee contribution to the Company's business, such as recruiting, mentoring, professional development, retention, community outreach, and cultural awareness. They provide meaningful insights into [Insert Company Name]'s business, and strive to positively impact the business.

Associate Resource Group Criteria and Responsibilities

To be a Company-recognized Associate Resource Group, the following criteria must be met at all times:

- The group must be inclusive of all, and open to any [Insert Company Name] employee who supports the group's mission;
- Participation in the group and any activities must be completely voluntary;
- Participation in the group must not disrupt a member's job responsibilities or [Insert Company Name]'s business;
- Regular group meetings should be held during regular working hours;
- The group must have at least one executive sponsor (VP or higher);
- The group should have at least one leader or contact person;
- The group and its members must comply with [Insert Company Name]'s policies and procedures;
- The group must have a written charter that is aligned with the Company's values and one or more Company business goals, such as recruiting, mentoring, professional development, retention, community outreach, and/or cultural awareness, in order to drive a positive impact to the business.

Exclusions

[Insert Company Name] will not approve or recognize any groups that:

- Are based on a common interest, hobby, or activity only (e.g., golf, exercise, theatre, or other interests or hobbies);
- Have a purpose of opposing other groups;
- Promote division, violence, exclusion, intolerance, discrimination, disrespect, hate, harassment, slander, or unlawful activity;
- Promote or advocate for a particular religious or political position, ideology, or belief;¹

¹ Note that [Insert Company Name] accommodates the religious beliefs of its employees in accordance with applicable federal, state, and local law, to the extent making such an accommodation does not create an undue hardship on [Insert Company Name]'s business. If you would like to request an accommodation for your religion, please contact your HR business partner.

- Attempt to negotiate terms and conditions of employment for their members or to represent other employees in connection with such matters;
- Accept or attempt to resolve employee complaints²; and/or
- Engage in commercial or revenue-generating activities different or independent from the business of [Insert Company Name].

The purpose of Associate Resource Groups is not to provide a forum for employees to address terms and conditions of employment, make proposals to the Company, represent other employees, or otherwise deal with the Company over terms and conditions of employment.

Recognition and Renewal

The Company must recognize and approve each Resource Group. The Chief Diversity Officer will review requests to create a new Resource Group. All Associate Resource Groups will also be renewed annually. An Associate Resource Group's recognition may be terminated if not renewed. [Insert Company Name] retains the discretion to terminate an Associate Resource Group's recognition immediately for violation of any Company rule, policy, standard, practice, or procedure.

Company Support

A Company-recognized Associate Resource Group may use Company facilities for meetings and activities, so long as [Insert Company Name]'s business is not disrupted.

Company funding for an Associate Resource Group activity or initiative may be requested by contacting the Chief Diversity Officer. Associate Resource Groups should contact the Legal Department before entering into any contracts or agreements.

Brand Representation

Associate Resource Groups cannot engage in any activity in which it represents or speaks for [Insert Company Name] without the prior, express authorization of [Insert Company Name]'s Corporate Communications team. Additionally, the type of conduct or activities for which the Associate Resource Group seeks support must reflect the Company's mission and values.

EXCEPTIONS

None.

REVISIONS

None.

² Employees who have any complaints, questions, or concerns about any issues related to their employment (e.g., problems with a supervisor, complaint about compensation, discrimination or harassment allegations, etc.) should raise such issues through normal Company channels for receiving and addressing such matters, namely the Company's internal complaint-resolution procedure.