



**Employee
Philanthropy
Committee (EPC)
Manual**

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Committee Purpose

Purpose:

The Employee Philanthropy Committee's (EPC) purpose, in a broad scope, is to support the mission, vision and values of TASC through philanthropic endeavors. These endeavors include, but are not limited to, corporate social responsibility programs, volunteerism and providing financial and in-kind donations to a variety of 501(c)(3) organizations. By providing and supporting these opportunities and resources, we are creating a more educated, healthy and financially stable environment for individuals and families to achieve success. This leads to a better overall support network within the communities in which TASC serves.

The EPC works as a common point of connection between the employee work experience and TASC's community partnerships. This results in a culmination of efforts that help to solidify our goals, and reflect in our actions, what is truly important to us as a business and also a community leader. Employees find strength and partnership in working for a company that reaches past its walls and extends into the world surrounding it.

EPC Structure

- Committee will consist of six to seven committee members including the following:
 - Chairperson
 - Vice-Chairperson/Secretary
 - Executive Sponsor or their designated representative
 - HR Representative (standing member)
- The Chairperson and Vice-Chairperson may be self-nominated, nominated by peers or may be appointed by the committee.
- The Chairperson and Vice-Chairperson serve one-year terms.
- The Vice Chairperson will succeed the Chairperson for the next term.
- To be considered to join the committee, employees will self-nominate. The existing committee will review, vote and approve new members.
 - Nominations will be held annually each September.
 - Committee selection will occur in October annually and be announced via the TASC Insider.
 - New committee members will begin in October and serve at least a two-year term.

- To replace members who resign (from TASC or the committee) during their term, the EPC will evaluate the most recent applications to determine if a previous applicant meets the criteria to join the board. If no previous applicant meets the criteria, the committee may open the application process to all employees or a particular group of employees (example: remote) to foster diversity of the committee. A majority vote of the committee is required to approve the replacement.
- The replacement will complete the remainder of the term for the employee they are replacing and can be approved for an extension as described in this document.
- Pending committee approval, members may remain on the committee for an additional year (three-year maximum on the committee).
 - *Exception:* The Executive Sponsor shall rotate with no set term, and there is no limit to the number of years he/she can serve consecutively. The Executive Sponsor is responsible for finding his/her replacement.

Exception: There must be an HR Representative on the committee, and there is no limit to the number of years he/she can serve consecutively

- Cross representation of TASC departments and locations is recommended, although not required.
- A majority of the committee members including HR Representative and Executive Sponsor constitutes a quorum. A quorum is the smallest number of members who must be present for business to be conducted (HR and Executive Sponsor are voting members).
- A majority of those present (with quorum) is needed to approve or deny requests. The majority vote will be enacted. In the event of a tie, the Executive Sponsor will break the tie.
- Committee should review this manual annually and update as needed.

EPC Values

The committee will value the TASC Corporate Philanthropy program by ensuring the following:

- decisions tied to TASC philanthropic initiatives identified through employee surveys and working closely with Office of CEO;
- TASC employees be encouraged to participate in the program;
- the program is an element of the TASC culture, through visual representation of efforts shared in TASC communities;
- there is synergy among employees and the committee;
- it is kept fresh and new;
- it is fun and engages employees;
- the program is simple;
- ongoing education and training for employees, supervisors, and supporters promotes the Employee Philanthropy Program;
- use of objective criteria.

Role of the EPC

1. Aligned with TASC areas of interest (i.e., based on employee surveys, recommendations of CEO or officer group, etc.).
2. Develop means to publicize and keep the program fresh.
3. Develop and administer introduction, program training and any program changes.
4. Ensure opportunities to participate in corporate philanthropy programs are available.
5. Fairly and honestly review and approve grant requests based on the criteria developed.
6. Represent TASC at sponsored events, as necessary.
7. Serve as champions for TASC sponsored philanthropic events (i.e., Heart Walk, United Way Campaign, etc.)
8. Annually monitor the effectiveness of the program and adjust as required.
 - Review departmental and functional area participation and conduct the necessary meetings to determine program perception and understanding.
 - Employee survey.
9. Bring delicate comments or questions to the committee prior to responding to employees.
10. Adhere to all program rules and procedures, as established by the committee.
11. Appoint new committee members by approval of the existing committee.

Committee Members Criteria

1. Employees must have been employed at TASC for at least one year to join the committee; exceptions may be approved by the committee.
2. Committee members may be exempt or non-exempt employees, although all committee members must understand the following expectations:
 - a. To serve as a champion of volunteer programs;
 - b. To complete committee work during or after business hours;
 - c. To participate in after-hours commitments on a volunteer basis, not subject to additional pay, overtime, or volunteer time (including Dollars for Doers).
3. Demonstrate past leadership with a 501(c)(3) agency or charitable organization (i.e., charity/agency board or committee representation, volunteerism, etc.)
4. Be in good standing and with prior approval from supervisor.
5. The committee should be representative of TASC employees including varying departments and locations.

Request Criteria

The following criteria are guiding principles for the committee when considering requests for funding:

- Organizations must have IRS 501(c)(3) designation.
- Requests should align with priority areas that are identified through employee surveys conducted every two (2) years or organizations that employees deem important to the community.
- Requests will be considered for local, regional, national, and international organizations.
- Decisions will be based on quality of applications, funding available, and if the requesting organization has received funding for the same event or project previously. Prior funding does not ensure that an organization will be funded in the future, especially for consecutive years.

Employees' Request

- Employees must be employed with TASC for at least six (6) months and in good standing before requesting support for an organization.
- Request from employees who serve on the board of a 501(c)(3) organization should be approved for at least the minimum listed below:
 - \$1,000 for officers, executives/directors
 - \$500 all other employees

Role of All Committee Members

1. Thoroughly understand the program and how it works.
2. Maintain confidentiality within the program.
3. Promote the program.
4. Attend and actively participate in committee meetings including thoughtfully consider and provide feedback on grant requests based on the criteria established in the program and on the information presented.
5. Accept and complete tasks and assignments as issued by the committee or chairperson. Tasks may include:
 - Speaking with grant requestors on qualifications or questions on the program.
 - Seek more information on grant requests or events.
 - Represent TASC in the community at TASC-sponsored events
 - May serve as event “captains.”
 - Serve as departmental champion related to TASC philanthropy.
6. Responsible for submitting decisions on requests prior to meetings if unable to attend.
7. Provide feedback to committee on departmental and employee feedback.
8. Work in conjunction with the TASC Cares committee.
 - Volunteerism and employee engagement.
 - Donation drives.
 - United Way, campaigns, etc.

Role of Chairperson

1. Conduct the committee meetings (i.e., creating agenda, hold members accountable for action items, etc.).
2. Adhere to all program policies and procedures.
3. Work with and utilize the knowledge of the Human Resources representative and Office of the CEO to maximize the effectiveness of the program.
4. Accommodate and conduct any special training needs that may be required of individuals or groups.
5. Conduct meetings as efficiently as possible so as to maintain the integrity of the program and minimize costs.
6. Train Vice Chairperson throughout term (i.e. copying on communications).

Role of Vice Chairperson

1. Take notes and capture action items during monthly committee meeting per TASC standards.
2. Gather and track requests including approvals and denials.
3. Facilitate meeting in absence of Chairperson.
4. Follow up on action items from previous meetings.
5. Conduct appointment process and seek approval from Committee of new members. Introduce and train new Vice Chairperson on the program and their role on the committee.
6. Succeed Chairperson for next term.
7. Assist Chairperson as required.

Role of Human Resource Department Representative

1. Be knowledgeable of the program and how it works.
2. Ensure that the information about the EPC is introduced at orientation of all new employees (or in a timely manner following orientation).
3. Conduct conversations with employees as directed by the committee regarding delicate issues, when necessary.
4. Provide onboarding to new committee members including reviewing this manual and explanation of process.
5. Notify employees, who made a request about the decision of the committee, of the decision. If approved, the Chair will also inquire if the check should be given to employee for delivery or sent directly to the organization.
6. Inform all external, unsolicited requests the Committee's decision. If approved, the HR Representative will complete any necessary paperwork for mailing with the check.

Grant Request Review and Approval Process

1. All grant requests from employees will be submitted via the TASC Cares Donation Request Form.
2. The Chairperson will organize grant requests for committee consideration including external, unsolicited requests.
3. Committee will meet once a month to discuss grant requests. All committee members will be directed to the donation requests folder at least two days before the meeting. In the event that donation requests have a quick turnaround, voting may be done via email, although it is preferred that all voting be done during meetings to allow for discussion.
4. Requestor(s) will be notified by the HR Representative if grant request does not meet criteria or if more information is required. Committee may be required to use outside sources (experts in the area being reviewed) to determine charitable giving.
5. Approved requests will be forwarded to Finance for issuance of checks by the Chairperson. The Chairperson should direct Finance to deliver the checks to the HR Representative.

Role of Executive Sponsor (or liaison)

1. Champion the committee at the E&O level.
2. Attend a minimum of one EPC meeting when available.
3. Attend charitable community events when available.