



## Workplace Giving Program (Updated April 1, 2024)

Mingledorff's, Inc. and its U.S. Subsidiaries (the "Company") recognize the importance of charitable nonprofit organizations and community involvement. We also recognize our role as a corporate citizen in the communities where we live and work as well as our global community. We believe that giving back is not only good business, but it is the right thing to do. We are proud of our long-standing commitment to our surrounding communities and maintain our focus of investing time, talent, and financial resources to improve the quality of life for our employees, neighbors, and customers. In addition to financial support of various nonprofit organizations, the Company encourages and participates in the following philanthropic programs for our employees:

- The Matching Gift Program; and
- The Volunteer Time Off Program

To qualify for the Matching Gift or the Volunteer Time Off Programs (collectively, the "Programs") you must be an active, full-time employee who has been employed with the Company for at least six (6) months. You must also be in good standing. Employees on leave of absence of any kind may not participate in the Programs. The Programs are applicable to eligible employees only; spouses or dependents of employees and retirees are not eligible.

### The Matching Gift Program

The Matching Gift Program recognizes that employees have causes and organizations important to them. As a benefit to employees, the Company will match "dollar for dollar" approved employee contributions to qualifying charitable organizations. To qualify for a Matching Gift, the organization must be a nonprofit organization having tax-exempt classification under Section 501 (c) (3) of the U.S. Internal Revenue Code. Recipients also must be located in the United States. Some examples are the American Red Cross, Salvation Army, Habitat for Humanity, American Cancer Society, and educational institutions. The Company matches monetary donations on a dollar-for-dollar basis, pending verification of the gift. Please note that donations to the Company's Charitable Trust are excluded from the Matching Gift Program.

The Company will match employee donations of \$50 or more to a maximum of \$1,000 per employee per calendar year. The donation must be a monetary gift, which does not directly or indirectly result in or otherwise provide any benefit, value or award to the employee or his/her family member. Donations must be individual contributions provided by the employee and not a collection of donations from other parties. To have your gift matched by the Company, simply complete Part A of the [Matching Gifts Form](#) and forward it, along with your gift, to the organization to which you are contributing. You may make more than one gift, but the Company total matching gift to all organizations cannot exceed \$1,000 for you in a calendar year. A separate Matching Gifts form is needed for each individual contribution.



The institution receiving your gift must complete Part B of the Matching Gifts Form and return it (with Part A still attached) along with their current U.S. Internal Revenue Code Section 501(c)(3) exemption form to the address noted at the bottom of the Part B. Upon receipt, the Company will make the matching payment. Due to the volume of gifts made under this program, the Company will not acknowledge the matching.

Pledges of contributions are not eligible -- the contribution must have been made to qualify for the employer match. Human Resources may also request the contributor to provide additional information on any organization which is not easily identifiable as a qualified organization for the employer match. The Matching Gifts Program is a benefit to employees and responsibility lies with each employee to follow up on the matching gift (confirming the nonprofit organization verifies the employee's donation and/or has received the matching gift).

Matching Gift Forms must be received by the Company within two (2) months of the date the employee made the gift to be considered for matching. Please note that the Company establishes a budget for the Matching Gift Program each year. Once the budget amount is reached in a calendar year, the Company will no longer participate in the Matching Gift Program for such year.

### **The Volunteer Time Off Program**

The Company Volunteer Time Off ("VTO") Program allows eligible employees up to sixteen (16) hours of paid time off from regularly scheduled work hours each calendar year to perform volunteer services with an eligible nonprofit (those having tax-exempt classification under Section 501 (c) (3) of the U.S. Internal Revenue Code). You can volunteer in your area of expertise or in an area of personal interest.

Employees requesting VTO must complete the [VTO Form](#) and submit the form to their manager for approval with reasonable advance notice of the proposed VTO. The VTO may be used only in four (4) or eight (8) hour increments during regular scheduled work hours. The decision to approve a VTO request is within the discretion of the manager, based upon the business and operational needs of the department. Managers retain the right to request documentation about the organization being served, as well as time volunteered and specifics of attendance.

If you are a non-exempt employee, you must record the VTO taken under the code "VTO" and enter the number of hours spent volunteering in the "amount" column. Employees will be paid at their normal pay rate for VTO taken. VTO hours will not be considered "hours worked" for purposes of calculating when overtime pay is due. Taken VTO hours cannot be used to exceed more than 8 hours in a workday or more than a total of 40 hours in a work week.

VTO is refreshed at the beginning of each calendar year and cannot be accrued or carried over into the following year. VTO is never paid out if it is not used. In addition, usage of this



time or lack of usage does not affect sick leave or PTO usage.

Examples of appropriate uses for VTO:	Examples of inappropriate uses for VTO:
<ul style="list-style-type: none"> <li>• Building a house for Habitat for Humanity</li> <li>• Volunteering at a food bank</li> <li>• Cleaning up a beach, park, or trail</li> <li>• Coaching a basketball team of inner city disadvantaged youth</li> <li>• Activities through Big Brother/Big Sister Organizations</li> <li>• Volunteering at a local hospital</li> <li>• Judging a science fair competition</li> <li>• Volunteering at an inner-city school</li> <li>• Serving on a nonprofit board</li> </ul>	<ul style="list-style-type: none"> <li>• Taking a ski vacation and charitably giving ski lessons</li> <li>• Coaching your child's basketball team</li> <li>• Attending your child's PTA conference</li> <li>• Judging a beauty pageant</li> <li>• Serving as your child's scout leader</li> <li>• Attending a professional, religious, or personal interest meeting</li> </ul>

### Summary

The Programs are designed to increase the Company's impact in the community through support of more organizations and strengthen its role as a corporate partner by creating deeper, stronger, and richer partnerships.

The Matching Gift and VTO Programs are maintained on a year-to-year basis. They may be altered, changed, suspended, or terminated at any time by the Company. The final determination of eligibility of any institution, contributor, or contribution is reserved for by the Company. The Company reserves the right to decline to match donations to or approve VTO with organizations that might represent a conflict of interest with the Company's business interests or its reputation or relationship with others. The Company will not provide funding to or provide an employee VTO for any organization that discriminates based on race, religion, color, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, veteran, or disability status, or espouses hate.

Failure to abide by the Program rules or providing any false or misleading information in connection with a Matching Gift or VTO request could result in disciplinary action up to and including termination, as well as possible civil or criminal liability. If you have any questions relating to the Programs, please contact the Human Resources Department.