

MACOM Global Charitable Giving Program

MACOM's Global Charitable Giving Program has been established to enable and encourage our employees to volunteer their time, typically one day per year, to community charitable activities during working hours without loss of compensation.

1.0 Purpose

MACOM and its employees can play an important role in the communities within which we work and live. Volunteering one's time to support charities that work to assist and improve the lives of others is in line with our company values.

MACOM is committed to giving up to 5,000 hours of volunteering time to our communities per calendar year. Employees may apply to contribute their time and talents, during work hours, to recognized charities, causes for not-for-profit organizations and toward making a positive difference in their communities.

2.0 Applicability and Scope of Program

- 2.1 This program is available to all regular full-time and part-time MACOM employees in good standing.
- 2.2 Eligible employees must have one (1) year of tenure with MACOM.
- 2.3 Employees may apply to volunteer up to eight (8) hours, during normal working hours, per calendar year.
- 2.4 The program may not conflict with the employee's organization's priorities or peak work schedule and other work-related responsibilities or the overall needs of the business, create need for overtime or cause conflicts with other employees' schedules.
- 2.5 Participating employees will be paid at their normal pay rate while volunteering. However, the program will not contribute to overtime or double time calculations and will be paid as an employee's base hourly rate.

3.0 Eligible Volunteering Programs

- 3.1 United States organizations must be 501(c) (3) non-profit agencies registered with the IRS. Exceptions may be evaluated on a case-by-case basis.
- 3.2 Organizations outside of the U.S. must be registered with their local government bodies as non-profit registered charities.

4.0 Program Exclusions

- 4.1 Religious: Volunteering to promote a particular religious faith, creed or doctrine (e.g., missions, religious orders, etc.). However, volunteering to support religious organizations that operate food banks, soup kitchens or support other community charitable events are permitted provided they meet the requirements outlined in Section 3 above.
- 4.2 Discriminatory: Volunteering for any programs that discriminate on the basis of any classification protected by applicable state, federal or other local law.
- 4.3 Political Lobbying/Advocacy: Any type of volunteering for political causes or candidates, political organizations, lobbying groups or individuals.

5.0 Program Procedures

- 5.1 Participation must be requested in advance and pre-approved by the employee's manager. Employees should submit the following information to their manager and the Human Resources team (hr_ops@macom.com) via email for review and approval: Charity name, location, website address and registration number and requested time-off (dates(s) and hour(s)).
- 5.2 Approved employee participants must enter volunteering time in the company's ADP Time and Attendance system using the pay code: CGP.
- 5.3 All employee-related payroll taxes and other typical withholdings (health insurance, 401K etc.) will be applied to time utilized for volunteering.
- 5.4 All questions regarding this program should be directed to Human Resources.
- 5.4 MACOM reserves the right to review, amend or cancel this program at any time and in its full discretion.