



Kastle C.A.R.E.S

COMMUNITY **A**DVOCACY THROUGH **R**ESOURCES, **E**DUICATION AND **S**PONSORSHIP

Our Vision

To raise awareness on issues that matter to us, provide insight opportunities for Kastle to give back and create a positive impact in the local communities that we serve. We believe that altogether we can make a difference by contributing to a cause through donation of time and/or money.

Our Mission

For years, Kastle has been involved in supporting our communities through various initiatives. We are formalizing this program to provide a holistic view of all charitable opportunities to our employees, across regions, and to allow time for them to give back to the community in areas they wish to support. We seek to create a meaningful program for our employees and families thriving to contribute to society and will continue to develop it throughout the years based on interests, suggestions, feedback and opportunities.

Leadership Team, Human Resources & Committee

Kastle's senior leadership, Managers and Human Resources department will support our volunteerism program by:

- Ensuring equal opportunity for all to participate in volunteerism activities
- Scheduling volunteer time to not conflict with productivity or with other employees' schedules
- Participating in, and encouraging, employee participation in the program

A rotating committee will identify activities in our local communities, encourage and drive our volunteerism efforts throughout the year:

- Identify several local volunteering opportunities for the designated days of service
- Identify local charitable organizations their region would like to support by participating in (1) local event per year
- Promote and coordinate national and local corporate sponsored volunteerism events

Resources

- National volunteering opportunities (virtual and in-person) during our designated days of service
- Local corporate sponsored fundraising & volunteerism events
- Online resources for volunteerism opportunities in our local communities
- Donations through payroll deduction and drives



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Guidelines

Kastle encourages employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities and/or making financial contributions. The following guidelines are for employees who contribute or serve as volunteers in 501(c)(3) non-profit community programs that are corporate-sponsored initiatives.

Employee Paid

- **Financial contributions** - through payroll deductions for certain causes
- **Item donations** - through drives organized in each office

Company Paid

- **Matching** - Matching donations through employee charitable giving program (up to \$100 donation per employee per year dependent on company budget)
- **Targeted Relationship** - Targeted relationship contributions for charities that relate to our industry/direct connection with our targeted customer base (such as Move for Hunger)
- **Organized Event** - Contributions to charitable events organized by industry associations or clients
- **Recognition** - Contributions for events where key clients, Kastle employees, or Kastle owners are recognized

Volunteer Paid Time

Kastle will provide paid time to all regular employees participating in company-sponsored volunteerism events such as designated days of service and local corporate sponsored fundraising & events

Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime or cause conflicts with other employees' schedules.

- All regular employees are eligible for Volunteer paid time.
- Interested employees should have expected performance or above.
- Interested employees should meet with their managers to discuss their volunteer choice, schedule and to receive approval.
- Testimonies and certificate of volunteering hours must be provided to Human Resources upon completion to benefit from the volunteer paid time.