Volunteer Guidelines

All regular, full-time and part-time Autodesk employees are allowed to volunteer during company hours for qualifying, eligible nonprofit organizations. Full-time employees working 30+ hours per week may volunteer up to 48 hours per year on company time; part-time Autodesk employees working 20-29 hours per week are allowed to volunteer up to 24 hours per year on company time. All volunteering during company time requires prior approval by the employee’s manager and the organization must falls within Autodesk’s charitable giving guidelines.

Regular, eligible full-time employees may use the 48 hours (or 24 for part-time employees) at any time and in any increments during the year with manager’s prior approval, which allows for flexibility and opportunities to get involved with organizations that may need more than 4 hours at one time.

United States organizations must be 501(c) (3) non-profit agencies registered with the IRS. Organizations outside of the U.S. must be registered with their government as a non-profit agency and have US Equivalency Determination status.

Organizations that are ineligible for volunteering on company time are those that are:

- **Religious**: Time spent with religious programs or organizations whose principal purpose is promote a particular religious faith, creed, or doctrine (e.g. missions, religious orders, etc.) is not allowed on company time.
- **Discriminatory**: Autodesk does not allow volunteering on company time for any programs that discriminate on the basis of race, religion, national origin, citizenship, gender, sexual orientation, marital status, disability or any other classification protected by law.
- **Lobbying/Advocacy**: Volunteering for political causes or candidates is not allowed on company time. Volunteering with fraternities, sororities, their affiliated foundations, political organizations, lobbying groups or individuals is also not permitted.

Autodesk is not responsible for injury or damages related to volunteering by employees and their families or friends whether on personal or company time.

The choices for reputable and worthy non-profits are varied and vast, and there is something for everyone. Volunteering is a personal choice and employees are not obligated or mandated to volunteer. This program is merely a benefit offered to employees to provide opportunities to support their local communities.
LOGGING YOUR HOURS

All employees who volunteer, whether on company or personal time, are asked to log their volunteer hours through our online tool managed by YourCause. For every ten hours logged per quarter, employees will receive a $100 Cause Card.

Through our new vendor we now have single sign-on (SSO) capability. This means when you log on to Autodesk with your username and password, you automatically have access to the match & volunteer site managed by the company, YourCause.

FAQs

1. WHY DOES AUTODESK WANT ME TO LOG MY HOURS?
   Autodesk employees who volunteer \textit{whether on personal or company time} are asked to log their hours so that the Company has data to share with the public. How many hours employees have volunteered in the community is a common question in surveys. When Autodesk fills out questionnaires for Fortune 500, Working Mothers Magazine, the San Francisco Business Times, and other third-party entities, we can show that employees have donated thousands of hours to the community in a given year.

   Logging volunteer hours through the YourCause site is the only verifiable method we have of tracking volunteer hours and it does not matter if you volunteered on a Tuesday morning or a Sunday night -- we count all hours donated to the community. Additionally, being a socially-responsible company reaps many rewards that contribute to Autodesk's success, such as reputation, admiration, and respect, both inside and outside the company. Autodesk's vision is to help people imagine, design and create a better world. One way to help create a better world is to allow employees to volunteer on company time.

   When employees log their personal or company volunteer hours, it shows that we employ people who care about community. It proves that we take the commitment to care for our neighbors seriously. Showing that we donate volunteer hours for a variety of causes (education, environment, health, the arts) not only backs up our claim of being a good and caring company, it helps to maintain our outstanding reputation as a caring community partner. Thank you for logging your hours and helping Autodesk x hours generates money for your favorite charities. For every ten hours an employee logs on the match & volunteer site, that employee will receive a $100 CauseCard.

2. What is a Cause Card?
   A CauseCard is a virtual gift card that gives $100 to the eligible charity of your choice for every 10 hours logged on the match & volunteer site. You will receive CauseCards via email every quarter, as long as you consistently log ten hours or more through the site. Cause Cards are distributed via email every quarter through our vendor YourCause.

3. How do I redeem my Cause Card?
   To redeem your Cause Card, click on the match & volunteer link in the email you receive. From there select a charity from the Charities tab and when it comes up,
choose “Redeem” instead of “Donate.” Your Cause Card amount will be processed the same as a match and will be processed the following month.

4. Are there nonprofits ineligible for volunteering on company time?
Yes. Employees may not volunteer for their church, synagogue, temple, or other places of worship on company time, unless it is to participate in a secular, non-denominational, community-based program. An employee may not solicit funds for a church or promote a religion on paid company time. An employee may not volunteer for a political campaign, candidate, or party on company time. Any organization or group that discriminates based on race, color, creed, religion, national origin, citizenship, age, gender, sexual orientation, marital status, mental or physical disability and any other classification protected by law are outside Autodesk’s hiring practices and ineligible for volunteering on company time.

5. Are the funds from the Cause Cards in addition to the $3,000 match cap?
No. The annual match cap of $3,000 includes the Cause Cards.

6. When I volunteer on company time, do I get paid extra?
No. When employees volunteer on company time, employees are not actively working for Autodesk. Autodesk is providing time off as a benefit, but there is no reimbursable expense tied to the volunteer time. Autodesk is not liable or responsible for the employee or the agency during volunteer time, or at any other time the employee is volunteering with the organization.

The volunteer time that Autodesk grants employees is for use during regular office hours with manager’s prior approval. Autodesk does not grant hours off for employees who volunteer during non-work hours. If an employee chooses to volunteer for a charity on weekends or nights, it is on their own time and not reimbursable by Autodesk in hours or pay.

7. How does volunteering on company time work?
Employees identify an organization they wish to volunteer for and ask approval for time off their direct manager. This can be done through a conversation or email, but email is recommended. Upon selecting an eligible non-profit agency, employees must provide their managers the following information via email or other traceable method.

- Name and location of organization
- What the organization does; its purpose
- What the employee will be doing
- Requested hours and days of volunteering each month

Managers may decline the volunteer time off and to ask employees for further information if they are unfamiliar with the non-profit agency or if the timing of the requested time impacts Autodesk’s business needs and deadlines. Managers wishing to further inquire about the qualifying organization or this policy are welcome to contact the Manager of Employee Impact.
Once approval has been given and the volunteer effort has been completed, employees are asked to log their volunteer hours in on the [match & volunteer site](mailto:match&volunteer@autodesk.com).

Questions concerning the volunteer program can be sent to [employee.impact@autodesk.com](mailto:employee.impact@autodesk.com).