

HONDA

Honda R&D Americas, Inc.

Volunteer Program

Supporting Your Volunteer Efforts

Honda's Community Volunteer Philosophy

Honda values economic and social contributions to the community in which it does business and strives to instill a sense of social responsibility in each associate. As a responsible member of the community, Honda has a commitment to participate actively in community service and encourages associates to play an active role in the communities in which they live and work.

Honda Volunteer Program (HVP)

To encourage and support associate involvement in community services, Honda has established the Honda Volunteer Program (HVP).

The Honda Volunteer Program is Honda's way of helping associates help the community. The HVP is also designed to reward associate contributions of time and financial support to the community.

Volunteer Incentive Support—Time

Each year Honda will create a pool of Honda Volunteer Hours available to associates to support their volunteer activities.

Volunteer time can range from a minimum of **four hours** to a maximum of **forty hours (5) days per year per associate**. Volunteer time may be divided among several organizations, but may not exceed the maximum of five days per year per associate. Volunteer time must be taken in minimum 1 hour increments. If associates are involved in volunteer community service projects that require help on regularly scheduled work days, they can request volunteer time to help support those projects. **Associates must complete an application for HVP time at least two weeks prior to the scheduled activity, obtain the permission of their manager for time off, and submit the application to the Corporate Services Department for review.** Paid time off will be approved subject to associate and service organization needs and the business needs of Honda R&D Americas, Inc. Volunteer hours approved for non-exempt associates will not be included in overtime calculations, nor will they be compensated at a rate greater than straight time pay. Approval to take the time off can be obtained from the Corporate Services Department through the use of this form only. Additionally, in order to receive payroll credit for volunteer time taken, the associate must obtain written verification from the non-profit organization to verify associate's volunteer hours. The form must be submitted to the Payroll Department immediately following the volunteer time taken in order for the proper payroll credit to be applied. If an associate does not submit this verification form, the volunteer hours taken will be deducted from the associate's available vacation hours.

Volunteer Incentive Support—Money

If an associate, spouse or same sex domestic partner volunteers 40 hours during the Fiscal Year through the HVP in community service activity, then the Honda Volunteer Program will also provide financial support to eligible organizations up to a maximum of \$200 per year. Only one \$200 grant is offered per associate or spouse per fiscal year. Grants must be used for the general benefit of the organization and cannot be used to directly benefit the HRA volunteer or any member of his/her family.

Associate Eligibility Requirements

To be eligible for the Honda Volunteer Program, participants must be regular, full-time or part-time associate or spouses/ domestic partner of Honda R&D Americas, Inc. and must have worked with the Company for a minimum of 90 days.

Organizations Eligible For HVP Support

Organizations must be located in the United States and have tax-exempt status under the Internal Revenue Code and for the purpose of this program, the following definitions apply:

A Final Determination Letter from the Internal Revenue Service which determines the organizations nonprofit, tax-exempt status is required. If you do not know the status of an organization to which you would like to donate time or money, simply ask them for their tax exempt status. Additionally, each organization will be required to submit their IRS Determination Letter to Honda for review prior to receiving any donation. A nonprofit organization which is in the IRS Advance Ruling Period and has not yet received a Final Determination Letter from the IRS is not eligible for this program.

- Only those organizations incorporated and operating within the United States will be eligible for this program. Organizations operating outside the United States or those whose funds are used outside the United States are not eligible.
- The eligibility of nonprofit, tax-exempt, charitable organizations to receive donations of either associate's time or money will be at the sole discretion of the Corporate Community Relations Department which will review all HVP applications for support

Organizations recognized under the HVP include:

- **Arts and Culture:** Institutions that promote the arts or provide a cultural benefit to the community, such as museums, dance, theater or music institutions.
- **Civic:** Institutions that better the community such as Boy Scouts of America and Girl Scouts of the United States of America.
- **Diversity:** Institutions or organizations that promote diversity, such as the NAACP.
- **Education:** Organizations that further the instruction, schooling, learning, and training of students.
- **Environment:** Organizations that promote the sustainable management of resources, including water, energy and biodiversity.
- **Health & Social Services:** Organizations that provides health care and related social services.
- **Youth and Aged:** Institutions that supports youth and older adults

Organizations Not Eligible for HVP Support

The HPV does not cover organizations ineligible for contributions under any state or federal law, religious organization or affiliates, political organizations or think tanks, sports organizations, and/or organizations that represent a conflict of interest with Honda R&D Americas, Inc. or affiliated companies.

An organization whose goals, objectives, or purpose represent a conflict of interest to the goals, objectives, purpose or philosophy of any Honda company, affiliate or subsidiary will not be eligible for this program. Additionally, any organization whose goals, objectives or purpose could be politically damaging or controversial for any Honda company, affiliate or subsidiary will not be eligible for this program.

The HVP is not eligible to support United Way campaigns and other federal fund drives or institutions outside the United States.

To Apply For Honda Volunteer Program Support

To apply for Honda Volunteer Program support of either time or money, complete the attached application. To apply for time off, the associate must have this form read, signed and dated by his or her manager. Mail or hand carry the entire brochure to the nonprofit organization and have the Executive Director (or comparable official) read, sign and date the application.

Requests for either time or money will only be approved for organizations that have received a Final Determination Letter from the IRS approving their not-for-profit. An organization in the IRS Advance Ruling Period is not eligible for this program.

Requests for money will be reviewed and paid on a quarterly basis. The associate will be advised in writing, as to whether or not their request for time off or money had been approved or declined and why.

Additional Information

The Company encourages and supports Volunteer activities but participation in the Honda Volunteer Program is truly voluntary and is not required as a condition of employment.

The Company reserves the right to suspend, change, revoke or terminate the Honda Volunteer Program at any time. The Company reserves the right to determine whether or not a request for volunteer time and/or money will be granted.

The aggregate amount of company funds available for the Matching Gift and Volunteer Programs is \$50,000 per fiscal year. Once that total is reached, ALL Programs will be closed for the remainder of that fiscal year.

Honda Volunteer Program Application

Associate Section – to be completed by the Associate

Instructions:

1. Complete the associate information section and sign.
2. Fill out either the time or money sections. (One application/request.)
3. For time section, be sure to have your manager read, complete, sign and date this form before submitting it to the recipient organization. Requests for time must be completed and submitted at least two weeks prior to date requested.
4. Mail or hand-carry this application to the recipient organization. Recipient organization must complete the application and the Executive Director (or comparable official) must sign and date the application where indicated.
5. Then send or hand-deliver the completed application with all requested documentation to:

Honda R&D Americas, Inc.
Corporate Services Department
21001 SR 739
Raymond, OH 43067
Attn: Rachel Willingham

Please print or type all requested information:

Associate Name: _____
Associate Number: _____
Division: _____
Department: _____

Hire Date (Month/Day/Year): _____

What is your role in supporting the organization?

The above information is true and correct to the best of my knowledge and the organization above meets the eligibility requirements of the Honda Volunteer Program. I will receive no tangible benefit for my services and the organization does not discriminate on the basis of race, sex, creed or color.

I agree the company will not be liable for any injuries, losses, or damages which occur incidental to my participation in Honda volunteer activities I hereby fully release and forever discharge HRA, and all related entities, affiliates, parents, subsidiaries, predecessors, successors, assigns, officer, directors, agents and employee ("Honda") for any and all claims which are related to my participation in any Honda volunteer activity.

Moreover, I agree to indemnify and hold Honda harmless from any injury of damage that I may sustain as a result of my participation in any Honda volunteer activities.

Associate Signature Date

Associate Section (cont.)

Please specify what support you would like to receive from the volunteer program - Time or money. If time, specific number of days off. If requesting both, please submit a separate application for each request.

Time 8 hrs Go to Section three

Money _____ Go to Section two

Section two - Volunteer Grant:

Please specify if associate or spouse if applying for grant.
 Please submit one application per person.

Associate Spouse/SSDP _____

Spouse/SSDP Name:

My volunteer activities with this organization have included:

 I certify that I have volunteered for at least 40 hours in a fiscal year for this organization.

Associate or Spouse/SSDP Signature **Date**

Section three - Volunteer Time Off:

Dates requested for volunteer time off:

 14-NOV-2018

Total hours requested: 8

Work being performed:

 Field Trip Chaperone

To be completed by the Associate's Manager:

This is to certify that I, _____
(Name & Title)

of the, _____
(Department Name)

have authorized my associate to participate in the Honda Volunteer Program by taking the specified time off the job.

Signature **Date**

Work Phone Number: (937) 309 - 9846

To be completed by the Recipient Organization:

Organization Name: St. John's Lutheran School

Address: 12809 OH-736,

City: Marysville **State:** OH **Zip:** 43040

Contact Name:

 Rich Rausch

Phone: 937 - 240 - 3003

Email address: r.rausch@sjsmarysville

Please attach to this application a copy of your IRS Final Determination Letter of nonprofit status.

Application without the requested IRS Final Determination Letter will not be processed.

This is to certify that our organization is a nonprofit organization which has tax-exempt status under Internal Revenue Code. I further certify that the Honda Volunteer Program request stated above supports the volunteer activities of our organization.

I certify that the applicant has completed 40 hours from April 1 - March 31. (If applying for Grant)

 15-OCT-2018
Executive Officer Signature **Date**
 (or Comparable Official)

The Corporate Services Department is interested in learning more about the demographics of the recipients of our philanthropy in an effort to improve and learn from our applicants about the needs facing the socially and economically disenfranchised. We ask that you help us with this task by completing the target population evaluation section that follows.

Please provide a breakdown of the ethnic demographics of the population your organization serves. If you do not collect the information, please estimate it to the best of your ability.

- African American/Black 2 %
- Asian/Pacific Islander 2 %
- Caucasian 92 %
- Hispanic/Latino 3 %
- Native American 0 %
- Other 1 %

Total 100 %