



HONEST[®]

Employee Giving Program

The Honest Company's Employee Giving Program is core to our mission **to empower people to live happy, healthy lives** and helps further our commitment to positive community impact. Honest encourages volunteering and workplace giving to provide employees hands-on opportunities to better our communities. Our employees - our greatest resource - serve as ambassadors for Honest's Purpose, as they commit skills, passion and time as active and engaged employees and citizens. All full-time regular Honest employees are eligible to take place in the Employee Giving Program. No part of the Program may be used to support organizations that discriminate based on creed, race, religion, or sexual orientation. An organization's eligibility to receive donations (including monetary, in-kind, and volunteer time off) under the Employee Giving Program is at the sole discretion of the Company.

HONEST VOLUNTEER EVENTS

VOLUNTEER TIME OFF

DOLLARS FOR DOERS

MONETARY DONATION MATCHING

HONEST PRODUCT DONATIONS





Honest Volunteer Events

Honest offers volunteer opportunities both in the office and in our local community where employees get a chance to make a direct and meaningful impact in the lives of others, build relationships with team members from other departments, and develop new skills. Employees can sign up for events and track participation through The Giving Spot. All new employees will receive a Giving Spot account and email with instructions on how to use the website. Types of Honest Volunteer Events generally include:

- **Packing Parties:** Honest hosts Packing Parties throughout the year, at which employees can make a care package of Honest products for one of our community partners. A sign in sheet is provided at the event - no sign up on The Giving Spot is required.
- **Team-Building:** The People Team will help plan volunteer events throughout the year for all departments. These events can be both department-specific or cross-functional.
- **Day of Purpose:** All employees are invited to take a half work day to volunteer together in our local community.

Dollars for Doers

For every 5 hours volunteered during personal time (non-paid work hours) Honest will reward Honest employees \$50 to donate through The Giving Spot to a 501(c)(3) non-profit organization.

- Honest employees are eligible for up to \$100 in Dollars for Doers rewards per calendar year, per employee.
- Employees must track their eligible volunteer hours through The Giving Spot. Eligible hours will reset at the beginning of each year.
- Once 5 hours have been tracked, employees will be automatically rewarded \$50 to their Giving Account in The Giving Spot. To use rewards, employees can make a donation through The Giving Spot and select “My Rewards” as their payment method.
- Donations made using rewards in The Giving Spot are not eligible for a monetary donation match.
- Hours volunteered through Honest Volunteer Events or Volunteer Time Off during paid work hours are not eligible for rewards through this program.



Monetary Donation Matching

Honest will match employees' monetary donations to a 501(c)(3) non-profit organization.

- All employees are eligible for a donation match up to \$500 per calendar year, per employee.
- Employees at the VP+ level are eligible for a donation match up to \$1,000 per calendar year, per employee.
- Employees are encouraged to process their personal donations through The Giving Spot. If a donation is made outside of The Giving Spot, employees can request a donation match in The Giving Spot and upload a copy of their donation receipt.
- Honest will only match donations that have been submitted and approved through The Giving Spot.

Honest Product Donations

Honest employees are eligible to request one product donation, up to \$125 retail value, per year, for a 501(c)(3) non-profit organization. Product donation must be requested through the Google form found on The Giving Spot under Resources. A standard set of products will be provided. If your organization has specific needs, please let us know.

Eligibility requirements are as follows:

- Only employees who participate in 5 or more Honest Volunteer Events are eligible for this reward.
- Eligibility is based on employees participation during the last 12 months.

Login through OKTA
THE GIVING SPOT



Volunteer Time Off

Honest employees can donate up to 20 hours per calendar year towards a 501(c)(3) non-profit organization. More than one organization may be chosen. This donated time will be considered paid time off. The pay rate will be the employee's current base salary on the day(s) the time is taken. This time is refreshed at the beginning of each calendar year, unless the program is amended or discontinued, and does not accrue from year to year. Usage of this time or lack thereof does not affect vacation accrual or sick leave usage.

Eligibility: In order to utilize VTO, employees must

- Be in good performance standing (employees on a performance improvement plan (PIP) or with any recent disciplinary actions will not be permitted to take VTO until performance has been improved)
- Have successfully completed probation/trial employment period (where applicable)
- Receive manager approval before volunteering (just as you would for vacation time off)

Volunteer Time Off is not eligible for Dollars for Doers, as the volunteering takes place during paid work hours; however, hours volunteered through VTO will count towards eligibility for an Honest Product Donation if taken to participate in an Honest Volunteer Event.

This program may be modified, suspended or terminated at the sole discretion of The Honest Company at any time, for any reason. An employee whose employment terminates will not be paid for unused hours in the VTO program. VTO is paid time off for community service during the business day; employees are not eligible for overtime pay as a result of participating in the VTO program. VTO is a benefit of the company, not a mandate. There should be no adverse business impact by an employee utilizing this benefit.

Approval Process: For volunteer activities not organized or sponsored by Honest, employees must fill out the VTO Request Form and submit it to their manager and The People Team at least two weeks before the requested time off. Approval is at the discretion of the employee's manager and The People Team and will be based on business needs. After approval from the manager participating in the volunteer event, employees must log hours through The Giving Spot. The Honest Company sponsored VTO may not be used for organizations that discriminate based on creed, race, religion or sexual orientation.

- **Examples of appropriate uses for VTO:** Building a house for Habitat through Humanity, donating your time at a food bank, cleaning up a beach, highway or park
- **Inappropriate examples:** Taking a ski vacation and charitably giving ski lessons, coaching your kid's basketball team, attending your kid's PTA conference

If you have any questions regarding VTO please reach out to your Human Resources Business Partner.