



ZB Dollars for Doers Program Guidelines

The Dollars for Doers program is sponsored by the Zimmer Biomet Foundation to encourage volunteer support of a wide variety of non-profit institutions operating for the public good. The Foundation will contribute \$100.00 USD for every 15 hours a team member volunteers at an eligible non-profit organization.

- For every 15 hours a team member logs at an eligible non-profit organization, the Foundation will award a \$100 USD cash grant to an eligible non-profit organization of the team member's choice.
- The maximum volunteer hours per eligible team member is 60 hours. The hours can be volunteered at multiple eligible non-profit organizations.
- The individual maximum cash grant is \$400 USD per team member per calendar year.
- ZB Dollars for Doers volunteer hours and redemptions must be submitted on-line in the ZB Giving Center in the calendar year in which the participation occurred. No submissions will be accepted after January 31 for the previous year (i.e. submissions for 2022 will be accepted until January 31, 2023.)

Eligible Individuals

- Global, full-time and part-time Zimmer Biomet team members.

Eligible Volunteer Service (examples)

- Participation on an eligible non-profit board
- Non-profit committee work for eligible organizations
- Organizing or volunteering with fundraising events or activities for eligible organizations
- Tutoring and mentoring for an eligible non-profit organization
- Coaching youth sports teams
- Leading or participating in non-school related activities (e.g., Boy Scouts, Girl Scouts)

Ineligible Volunteer Service

- Anticipated volunteer service or volunteer service not yet performed
- Attending (not organizing or working) fund raising events or activities like golf/sporting events, dinners, cocktail parties – ie, enjoying/participating in the event but not volunteer working to support the event.
- Paid community or volunteer service of any kind
- Volunteering that results in any kind of personal gain for the team member or their family, including any sort of compensations or “in-kind” gifts
- Travel time to or from a volunteer activity

- Volunteering for an event during regular work hours for which you are being paid (e.g., day of caring event)

Ineligible Organizations for Volunteer Hours

- Any organization that discriminates in its provision of goods or services to anyone on the basis of race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic by federal, state or local law.
- Any organization that directly or indirectly supports or conducts terrorist activities of any kind.
- Any organization that the Foundation, in its sole discretion, considers non-compliant with the law or otherwise incompatible with the Foundation's mission.

Eligible Organizations for Grants

- Eligible organizations to receive ZB Dollars for Doers Grants are those tax-exempt 501(c)(3) or international equivalent organizations that are vetted and approved in the ZB Giving Center.
- The organization selected by the team member for the Dollars for Doers Grant can be different from the organization for which their volunteer hours were logged.

Administrative Conditions

- Volunteer time logged in must be time spent in past, bona-fide volunteer work for which there was and will be no payment and is conducted in the year for which it is entered.
- All organizations receiving grants must be eligible organizations, meaning that they must be approved and vetted in the Giving Center, approved by the Foundation and comply with program criteria.
- The ZB Foundation reserves the right to audit an organization's records and documents and to request supporting donor documentation it considers necessary.
- An organization's tax status is reviewed and monitored on an ongoing basis. If an organization loses charitable status, goes out of business, or is otherwise unable to receive the grant (including not cashing checks within 90 days), team members will be contacted by Blackbaud/YourCause, Zimmer Biomet Foundation's grants vendor, to redirect the grant to a different eligible organization. If the team member cannot be reached in 14 days, the grant will be redirected to the ZB Team Member Relief Fund, the default recipient.
- Questions of interpretation, application or administration of the program shall be determined by the ZB Foundation. Their determination shall be final.
- Dollars for Doers grants are distributed from the ZB Foundation and are not tax deductible for team members.
- The ZB Foundation reserves the right to examine and exclude organizations, gifts, and participants as it deems appropriate.
- The ZB Foundation reserves the right to review any team member's entered volunteer hours for this program and may deny any as it deems appropriate.
- The Foundation may at any time amend or discontinue the Dollars for Doers Program, but no amendment or discontinuance shall affect the obligation of the Foundation to provide grants made prior to such amendment or discontinuance.
- If the ZB Foundation finds any misuse of funds or these guidelines by an organization, its participation in the Dollars for Doers Program will end. Any team member who misuses this

program or these guidelines may incur legal and/or disciplinary action up to, and including, employment termination.

Request to Add an Eligible Organization

- Click [here](#) to request to add a non-profit organization. Click on “Suggest an Organization.”
- Complete the request form and click submit.
- Please allow up to 60 business days for requests to be completed.
- The Foundation does not provide funding to any organization that has a written policy of discrimination in the services it provides. This includes, but is not limited to, discrimination based on race, color, gender, age, religion, national origin, sexual orientation, gender identity or expression, marital status, domestic partner status, disability or veteran’s status or any other classification protected by federal, state, or local law, regulation, or ordinance. Organizations that serve a specifically defined population, per their mission, would not be considered discriminatory.