

SizmekTM

Corporate Citizenship

Sizmek “Paying It Forward”! It’s important that we support our communities and their needs, be they global or right where our people live and work. To make this commitment to corporate citizenship real, Sizmek is implementing three new programs:

- Matching gifts made by employees to non-profit organizations
- Paid time off to volunteer in the community
- Funding employee-initiated corporate donations



Sizmek thrives because of entrepreneurship. Consistent with this strength, our corporate citizenship programs amplify employee initiative in improving the world locally, nationally, and globally. Our volunteer time and funding focus on activities and organizations that

- Provide direct service to individuals in need
- Improve the quality of life

MATCHING GIFTS

Sizmek makes grants that match employees’ charitable contributions. Eligible gifts are personal contributions made directly to eligible organizations in cash, credit card, or securities that have a quoted market value.

PAID TIME OFF FOR VOLUNTEERING

To support Sizmek employees in their volunteer efforts, the company provides eligible employees with up to 24 hours annually of discretionary paid time off to volunteer in the community.

CORPORATE GIVING

Sizmek’s corporate giving program is flexible and responsive to employee grant requests.

Additional Program Details

Tax-exempt nonprofit organizations are eligible for the programs below with the following exceptions:

- Political organizations and events including election campaign funds, committees, and events that influence legislation, relate to political campaigns, or are political in nature
- Organizations or events that promote religion including churches and synagogues
- Private foundations
- Organizations whose association with Sizmek would reflect poorly on the company

Payments that primarily cover services, tuition, subscriptions, tickets, raffles, etc. which provide benefits to individual employees, family members, or friends also do not qualify.

MATCHING GIFTS

Eligible gifts are:

- Personal contributions (not pledges) made directly to an eligible organization in cash, credit card, or securities that have a quoted market value.
- Each gift is a minimum of \$25 USD.
- Maximum of \$750 USD per full-time employee per year subject to Company budgetary limitations. The maximum for part-time employees is prorated based on the number of hours worked.

Funds may not be collected from others and submitted by an eligible donor to be matched.

Use Sizmek Matching Gifts Program Application form to request the match. Approved company matches are paid monthly directly to the non-profit organization.

PAID TIME OFF FOR VOLUNTEERING

Regular, full-time and part-time employees who have worked for Sizmek for at least three months and who have acceptable job performance or above are eligible to use this benefit.

In addition to tax-exempt organizations, employees may also volunteer at chambers of commerce, veterans' organizations, and volunteer fire companies.

Examples of eligible activities include

- Pro bono professional service
- Serving on nonprofit boards and committees
- School volunteering such as speaking at career day or tutoring

- Fundraisers for nonprofit organizations including setting up/taking down, registration, recruiting and organizing volunteers, answering phones, serving food
- Community centers: yard work/gardening, painting, window cleaning, maintenance, facility cleaning
- Building a house for Habitat for Humanity
- Cleaning up a beach, lake, highway, or park
- Participating in Big Brother/Big Sister programs
- Coaching a basketball team of disadvantaged young adults

Volunteer paid time off is discretionary, not reimbursable and does not accrue from year to year. This time should not conflict with work-related responsibilities, create need for overtime, or cause conflicts with other employees' schedules.

Process

Eligible employees are awarded 24 hours of volunteer paid time off at the beginning of the calendar year. Part-time, regular employees and employees who join the company after the beginning of the year are awarded a prorated amount of time.

Volunteer paid time off is requested and recorded using the employee portal similarly to requesting paid time off. Date(s) of volunteer activity, the nonprofit's name and website, nonprofit contact person, and a brief description of the volunteer activity are entered in the comments section.

Volunteer paid time off must be requested in the employee portal two weeks in advance. At that time, a screen shot of the request or an email with the same information should also be sent to your local Human Resources representative. The time must be approved by the employee's manager prior to the volunteer activity.

While volunteering, the employee has the volunteer service supervisor sign the Sizmek Volunteer Paid Time off Completion form. The employee gives this form to his/her Sizmek manager upon return to work.

CORPORATE GIVING

Employee-initiated grant requests are submitted using the Corporate Giving Application. Requests are reviewed on a monthly basis by corporate leadership to ensure they meet eligibility criteria and budgetary guidelines.