



“Zebra Gives” Employee Program Guidelines

Donations for Doers

Employees can earn a donation for charities they support through volunteerism. Zebra will gift \$200 for every eight hours of volunteer time, up to \$800 for 32 hours of service annually per employee. Time off can be utilized in eight-hour increments, or an employee can utilize all 32 hours consecutively pending manager approval. Employees may only submit Donation for Doers requests for personal, unpaid or vacation time. Donations for Doers hours cannot be submitted for Volunteer Paid Time Off.

The Donations for Doers program is open to regular full- and part-time Zebra employees globally. Volunteer hours conducted by spouses or other family members do not qualify.

Organization Eligibility

While Zebra encourages all volunteer activities, we must set some parameters for charitable donations on behalf of the company. We have established the following criteria for the organizations to which Zebra donations will be made:

- Must have non-discriminatory policies in place.
- Must serve the community at large and provide a public benefit.
- Must have a specified charitable cause.*
- Cannot be an individual or a religious or political organization.*
- Must be an official registered charity in its home country and meet requisite tax eligibility:
 - In the United States: must be recognized as tax-exempt by the IRS and hold current 501 (c)(3) tax exempt status.
 - Outside the U.S.: must satisfy all applicable laws, regulations and tax requirements for charitable donations in that country.

** Per Zebra’s Delegation of Authority policy*

Your volunteer service may be affiliated with a religious organization serving the community at large – for example, a local Boy Scouts troop supported by a church, or Catholic Charities Legal Assistance – but Zebra can only make a donation to a non-religious entity that meets the above criteria.

How to Participate

The required documents and payment request process varies by region and country. Click on your region for more details: [North America](#), [Latin America](#), [EMEA](#), [APAC](#).



Volunteer Paid Time Off (VPTO)/Community Service Days

Full-time and part-time employees can get approval for paid time off to volunteer at a charity during regular business hours. All Zebra employees are given four community service days (32 hours) a year. The time can be taken in increments of 1-8 hours.

Organization Eligibility

Employees may volunteer at a non-profit organization or school of their choice. However, that entity must meet the following basic eligibility requirements:

- Must have non-discriminatory policies in place.
- Must serve the community at large and/or provide a public benefit.
- Must have a specified charitable cause.

Volunteering and fundraising for a specified charitable cause, like running a charity marathon or donating blood, qualifies for use of VPTO/Community Service Days.

Eligible Volunteer Time

- Volunteer paid time off (VPTO) applies to time spent during regular business hours or an employee's shift.
- Employee should request the time away from the office before scheduling time to volunteer during regular business hours.
- Volunteer time should not interfere with the normal operations of a department, create need for overtime or cause conflicts with other employees' schedules.
- You can use this time individually, in groups or as a department.
- Employees who work 2nd or 3rd shift may request volunteer service time to join a 1st shift volunteer activity. In this situation, the employees normal shift may be abbreviated such that their total hours for the workday do not exceed their normal shift.

How to Participate

Discuss the volunteer opportunity with your manager. If your manager approves, follow your normal process to track your paid time off and select "Volunteer PTO/Community Service Days." VPTO time does not roll over year after year so please enter it in the system promptly.