

VOLUNTEER PROGRAM

Datamax encourages employees to make an impact in their communities. The Company has established a volunteer program to allow employees to give back. Each year, employees will be given 8 hours of paid time off to perform volunteer services at an organization of their choice. After 90 days of employment, the volunteer time off will be given to employees on the first of the month and every year thereafter following their anniversary.

Volunteer time off is separate from any volunteer opportunities Datamax organizes for the company. The decision to approve a request is based upon the business and needs of the department. Additionally, volunteer time may be used only in half or full day increments during regular scheduled work hours.

Procedures for using volunteer time off:

To use your volunteer time off, employees must get approval from their manager and enter their volunteer time in ADP.

