



IHS Markit™

Volunteering Policy

December 2017

Purpose	3
Time Allocation	3
Framework	3
Eligibility	4
Approval	4
Recording	5
Examples	5

Purpose

IHS Markit encourages employees to participate in volunteer activities by providing paid time off for volunteering. Employees may use the volunteering benefit to contribute their time and talents to recognized charities, causes or not-for-profit organizations, making a positive difference in their communities.

Time Allocation

Employees may take up to three working days of paid time off per fiscal year to volunteer for a qualified charitable organization or cause in accordance with this policy. To qualify as volunteering time off, the volunteer work must be performed during the employee's working hours. When we transitioned to Workday in 2018, the allocation of volunteer time off was aligned with our corporate fiscal year (Dec. 1-Nov. 30), which means the annual volunteering quota resets each year in all countries on December 1.

Volunteer work is typically performed during the employee working hours but employees may use their volunteer time outside of working hours (i.e., weekend) and it can be accounted for as paid volunteering. For example, normal working hours are Monday through Friday but an employee wants to volunteer at an event on Saturday. The employee should work with their manager to ensure coverage (as they would with any other paid time off) to volunteer on Saturday, taking another day during the work week in lieu of the volunteer time (Workday requires that time must be recorded during an employee's normal working hours).

Volunteering will be granted as paid time off if it is applied for the sole purpose of volunteering and cannot be counted as hours worked for the purpose of overtime.

Framework

IHS Markit employees are encouraged to work together or individually to contribute their skills, expertise and efforts in areas that focus on three key areas:

Improving health and wellness

Support programs and activities encouraging health and well-being in our communities and the workplace, as well as human rights. For example, employees can participate in education and fundraising for health, safety and disease prevention charities and education, as well as gathering medical supplies or items for food banks.

Advancing education (prioritizing STEM)

Support education, especially for the benefit of youth. Employees can use their volunteering to support science, technology, engineering, and math (STEM) or promote equal access to education, regardless of race or gender. Among a host of activities, some employees can also support literacy or help to provide books and school supplies.

Environmental stewardship

Reduce our impacts on the environment. For example, employees can support programs for recycling in the workplace, cleaning a local beach or park, planting trees in their communities or supporting environmental education programs.

Eligibility

All IHS Markit regular full-time, part-time and fixed-term employees, including internal temporary workers are eligible to use the volunteering benefit. The IHS Markit contingent workforce, including consultants and contractors, are not eligible to participate. The paid volunteer hour allocation is refreshed at the beginning of each fiscal year or other annual period applicable in the country of the employee, unless the program is amended or discontinued. The days do not carry over to the next fiscal year or time period. Volunteering is never paid out if it is not used. Usage of volunteering or lack of usage does not affect the accrual of vacation or any other type of time off.

Exceptions: Employees on leave of absence of any kind may not participate. Any employee who has been placed on a Performance Improvement Plan (PIP) is not eligible to participate until the PIP has meet successful resolution.

Approval

Approval is at the discretion of each employee's manager. Managers retain the right to request documentation about the organization being served, as well as time volunteered and specifics of attendance. IHS Markit business takes precedence should there be a conflict with scheduling. If any concerns arise, the local HR business partner should be contacted.

Important: The volunteering benefit may not be used for organizations that discriminate based on creed, race, color, national origin, religion, age, disability, sex, gender, identity, sexual orientation, pregnancy or any other legally protected classification.

Recording

Workday is the HR system for requesting time off and tracking volunteer hours. All employees are expected to record their volunteering in the Workday system and all managers are expected to respond to these requests in the system (just like any other time off request such as vacation or flex time).

How to request a volunteering day

Employees are expected to request volunteering time from their manager through the Workday system. Workday requires employees to **record the name of the organization** and a **short description of the volunteering activity**. If the beneficiary is a school or national park, then put in the name of that entity as the organization name.

Enter details as shown below:

The screenshot shows the 'Request Time Off' form in the Workday system. The form is titled 'Request Time Off Your Name' and includes an 'Actions' button. Below the title, it shows 'Total: 8 Hours'. A note states: 'If this is a volunteer time off request, then please enter the Organization Name in the first Comment box and a short description of your activity in the "enter your comment" box.' The form fields are: 'When' (Wednesday, March 28, 2018), 'Type' (Volunteering), 'Daily Quantity' (8), 'Unit of Time' (Hours), and 'Comment' (ABC Food Bank). Below the form, there is a text area with the text 'Volunteering at local food bank warehouse'. Two green arrows point from text annotations on the right to the 'Comment' field and the text area. The first annotation says 'Enter the organization name of the cause' and points to the 'Comment' field. The second annotation says 'Enter a short description of your activity' and points to the text area.

Examples

Acceptable uses of volunteering policy:

- Donating time at a food bank
- Cleaning up a beach, highway or park
- Collecting items, then filling and distributing back to school packs
- Participating in a Multiple Sclerosis bike-a-thon fundraiser
- Organizing a Cancer walk or run
- Playing in a fundraising tournament
- Volunteering in a classroom or school field trip

- Volunteering at an animal shelter
- Helping with events for a hospital program on health and wellness
- Doing skills-based volunteering at a not-for-profit location
- Organizing any of these activities at IHS Markit locations

Not acceptable uses of volunteering policy:

- Attending a parent/teacher conference
- Participating in activities of a religious nature (i.e., attending a religious conference or camp; any event where the activity involves promoting, teaching or proselytizing religion)
- Participating in activities of a political nature (i.e., staffing voting booths or activities supporting political issues or campaigns)
- Participating in neighbourhood association events
- Giving ski lessons free while on a ski vacation
- Doing any fundraising that does not meet the guidelines
- Coaching or playing in adult sporting leagues with no charitable fundraising purpose

Document Management:

Policy Name	Volunteering Policy
Policy Owner	Corporate Sustainability
Applies To	IHS Markit employees (see “eligibility” section above)
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Related Documents	n/a
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