



IHS Markit™

Volunteering Policy

December 2018

Purpose	3
Time Allocation	3
Framework	3
Improving health and wellness	3
Advancing education (prioritizing STEM)	3
Environmental stewardship	3
Eligibility	3
Approval	4
Recording	5
Examples	5
Acceptable uses of volunteering policy	5
Not acceptable uses of volunteering policy	6
Resources and Contact	7

Purpose

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

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 use this benefit, the volunteer work must be taken off during the employee's working hours. The allocation of volunteer time off is 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 an employee's normal working hours, but employees may use their volunteer time outside of these working hours (i.e., weekend) and take the corresponding time off during their normal workweek. For example, an employee's normal working hours are Monday through Friday but the employee wants to volunteer at an event on Saturday. The employee, with their manager's approval, can volunteer on Saturday for 4 hours and then take the same 4 hours off during their normal workday (Note that Workday requires that time off must be recorded for 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 workplace, including a society that is characterized by inclusiveness. For example, employees can participate in education and fundraising for health and disease prevention, donate medical supplies or food, or participate in activities that promote diversity and inclusion.

Advancing education (prioritizing STEM)

Support science, technology, engineering, and math (STEM) or promote equal access to educational opportunities. For example, employees support literacy, provide books or school supplies, or teach scientific and mathematical concepts to children.

Environmental stewardship

Reduce our impacts on the environment. Employees can clean up a local beach, plant trees or support programs that promote resource efficiency.

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 cannot use the volunteering benefit during any type of leave of absence.

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, gender identity or expression, 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 need to record their volunteering in the Workday 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 off).

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 Workday. At the top, it says 'Request Time Off Your Name' with an 'Actions' button. Below that, it indicates '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 is a separate text box containing 'Volunteering at local food bank warehouse'. Two green arrows point from text on the right to the 'Comment' field and the separate text box.

Enter the **organization name** of the cause

Enter a **short description** of your activity

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
- Offering skills-based or pro bono services to a not-for-profit charity (i.e., using your accounting or project management skills)
- Launching a diversity program at your office
- Time spent organizing or coordinating an office-wide charity event
- Time spent to drop off office-donated clothes to a charity

Not acceptable uses of volunteering policy

- Attending a parent/teacher conference
- Attending professional or religious conferences
- Activities of a political nature (i.e., activities centered on political issues or campaigns such as staffing voting booths or participating in a political strike)
- Participating in neighborhood 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

Resources and Contact

Questions concerning this policy should be directed to Sustainability@ihsmarkit.com.

Document Management:

Policy Name	Volunteering Policy
Policy Owner	Corporate Sustainability
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Related Documents	IHS Markit Corporate Philanthropy Policy [2018]
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Supersedes	Volunteering Policy [2017]