

# Teamwork Matters

## Program Profile

### OBJECTIVE

To encourage volunteer service by WestRock teams and recognize the personal time groups of employees provide to charitable and community service organizations and public institutions.

### VOLUNTEER ELIGIBILITY

- Salaried and hourly full-time and part-time U.S.-based employees, including employees of joint ventures that are at least 50% owned by WestRock.
- U.S.-based interns and co-op students.
- Spouse or domestic partner of eligible volunteer.

### ORGANIZATION ELIGIBILITY

- Tax-exempt, public charities classified as 501(c)(3) organizations by the IRS.
- Public and qualifying private educational institutions located in the U.S.
- Government entities such as volunteer fire & rescue squads and parks & recreation departments.
- Faith-based organizations that provide nonsectarian community social service and educational activities that serve the public regardless of religious belief.

### GRANT INFORMATION

- Grants range from \$100 to \$1,000 and are calculated using the following formula: number of team members x number of volunteer hours x \$10 (e.g. 20 volunteers x 2 hours x \$10 = \$400).
- The maximum grant an organization can receive per event is \$1,000.
- There is an annual maximum of five (5) team events per employee.
- Grant payments are processed every 4-6 weeks.
- Teamwork Matters hours in calendar year 2019 must be validated by the organization by March 31, 2020.

### TEAM VOLUNTEER SERVICE REQUIREMENT

- A group of WestRock volunteers, with a minimum of five employees, who each perform a minimum of two hours of volunteer service during a single day project or multi-day event with a qualifying organization.
- Company sponsored, manager approved volunteer projects take place on the clock and are part of the employee's scheduled hours. Examples may include teaching a Junior Achievement class, participating in a school career fair, or a team building activity at a local food bank.
- Individual employees may also organize volunteer projects and invite team members to join. These projects take place off the clock and are not considered WestRock sponsored events; however, they may be eligible for a Teamwork Matters grant.
- Grants are based upon a calendar year. Volunteer hours for 2019 must be submitted and approved by the organization by March 31, 2020.

### RESTRICTION

- The Foundation's grant cannot be used to directly benefit any employee or their family members, or meet any legally enforceable annual or multiple-year pledge obligation.

