

CONSOLIDATED RAIL CORPORATION

Dollars for Doers Program



The Dollars for Doers Program is designed to encourage Conrail employees to volunteer in their local communities. For every hour an employee volunteers at an eligible non-profit organization, he or she earns \$10 towards a charitable contribution that Conrail will make to a non-profit organization of the employee's choice. To qualify, employees must volunteer a minimum of 15 hours and up to a maximum of 40 hours during a calendar year.

Program

Conrail appreciates the contribution our employees make in their local communities through volunteer activities. We honor our employees' spirit of service and seek to support their volunteer efforts through the *Dollars for Doers Program*.

How the Program Works

Every hour an employee volunteers (*personal time during non-working hours*) at an eligible non-profit organization earns \$10 toward a contribution that Conrail will make to an eligible U.S. non-profit organization, 501(c)(3), of the employee's choice.

To qualify, employees must volunteer a minimum of 15 hours and up to a maximum of 40 hours during a calendar year. Employees can volunteer more than 40 hours. However, the maximum *Dollars for Doers* contribution is capped at 40 hours. Therefore, an employee's volunteer time can equate to anywhere from \$150 (15 hours) to \$400 (40 hours) in a charitable contribution from Conrail to a non-profit organization of their choice.

The hours do not have to be earned at one activity or agency; they can be accrued throughout the year at various eligible volunteer opportunities. However, the donation Conrail makes on an employee's behalf must go to only one eligible 501 (c)(3) non-profit organization.

Who Can Participate

All full-time active employees of Conrail are eligible to participate in this program.

Use of Personal Time

Conrail's support for volunteerism is intended to encourage employees to use their free time to help others in their community. The Company expects that employees who volunteer will do so during their personal time -- either on the weekends or after regularly scheduled work hours.

Eligible Activities

Approved activities include any community service or volunteer activity which occurs at or on behalf of a non-profit organization that meets the organization eligibility requirements where:

- Conrail employees have unique and valuable skills that can be of real benefit to local non-profit organizations, including technical proficiency (i.e., finance, computing), leadership, project management, marketing, communications and team development. Many non-profit organizations are in need of just these skills - on their Boards and in their day-to-day operations. Conrail encourages its employees to share their valuable talents, tools and techniques with these organizations.
- Time spent on charitable walks, runs and rides is eligible, but employees may only count two hours of volunteer time per

activity, with a maximum of five of these activities permitted per year (10 hours total).

- Time spent in a leadership or coaching role with a youth athletic team counts up to a maximum of ten hours per year.

Ineligible Activities

The following activities fall outside of program guidelines:

- Fundraising, either short-term or long-term including soliciting funds or products;
- Participation on athletic teams (unless the employee has a coaching or leadership position with a youth team);
- Religious-based activities for the purpose of furthering religious doctrine;
- Activities related to recreation and/or hobbies; or
- Donating Blood.

Eligible Organizations

Organizations eligible for a contribution from the Company must be:

- US non-profit organizations certified for tax-exempt status under the Internal Revenue Code Section 501(c)(3) operating in the United States.

Ineligible Organizations

Contributions will **NOT** be made to the following:

- Organizations that do not have Internal Revenue Code Section 501(c)(3) tax-exempt status;
- Individuals;
- Religious organizations unless the project benefits the community, such as a soup kitchen that is housed in a church;
- Political candidates or lobbying organizations;
- Organizations with a limited constituency, such as fraternal, labor or veteran's groups;
- Endowments or foundations; or
- Organizations that discriminate on the basis of race, age, color, religion, national origin, physical disability, sexual orientation, gender or any other categories protected by local, state or Federal law.

Non-Solicitation Policy

While Conrail supports charitable-giving campaigns to promote civic responsibility and foster a shared sense of company pride, charitable giving and support for any cause is strictly voluntary and has no bearing whatsoever on continued employment at Conrail.

Employees may not use Company resources for individual charitable solicitations, including document printing, broadcast and distribution list e-mails, common area poster space (except where allowed) or interoffice mail. The Company, however, does permit posters and announcements on break room bulletin boards.

Employees **MAY** do the following to get support from their co-workers for charity:

- Reach out to co-workers for their support while they are not at work and without using Conrail protected data; or
- Post announcements or posters on break room bulletin boards only.

Accordingly, employees **MAY NOT** ask co-workers to do the following while at work:

- Buy tickets to support a charity raffle;
- Purchase wrapping paper, chocolate bars, cookies or any other fundraising materials;
- Support your participation in a charity-sponsored - thon (walkathon, bikeathon, race) unless first given permission by their Department Head; or
- Place sign-up sheets or fundraising materials in public work spaces

Disbursement

Eligible grants are processed on a semi-annual basis. A notification of grant will be sent to both the employee volunteer and recipient organization at the time the grant is made.

Application and Contact Information

Employee-volunteers should complete the *Dollars for Doer* application form and forward it to:

**Conrail Dollars for Doers Program
330 Fellowship Road 3rd Floor
Mount Laurel, NJ 08054**

For additional information about the program please contact:

**Conrail Dollars for Doers Program
856-231-2067**

*Human Resources
2021*

CONSOLIDATED RAIL CORPORATION
Dollars for Doers Form



Instructions

Employee Volunteers:

- Complete this Form. Please print or type.
- Send this form to Dollars for Doer Program at the address listed below.

Employee Information	
Employee ID Number:	
Employee Name (Last, First, MI):	
Home Address:	
City, State, Zip Code:	
Home or Cell Phone Number – Include Area Code:	
E-Mail Address:	
List of Volunteer Activities	
Activity Date (MMDDYYYY):	Hours Volunteered:
Organization or Activity:	
Activity Location (City, State):	
Activity Date (MMDDYYYY):	Hours Volunteered:
Organization or Activity:	
Activity Location (City, State):	
Activity Date (MMDDYYYY):	Hours Volunteered:
Organization or Activity:	
Activity Location (City, State):	
Activity Date (MMDDYYYY):	Hours Volunteered:
Organization or Activity:	
Activity Location (City, State):	
Activity Date (MMDDYYYY):	Hours Volunteered:
Organization or Activity:	
Activity Location (City, State):	

Certification	
<p><i>I hereby certify that the information that I have provided on this application is true and complete to the best of my knowledge and is in compliance with the eligible activities set forth in the Dollar for Doer Program guidelines.</i></p>	
Employee Volunteer Signature:	Date:
Grant Recipient	
Employer Identification Number or Federal Tax Identification Number:	
Organization Name:	
Organization Name Address:	
City, State, Zip Code:	
<p>PLEASE RETURN TO: Conrail Dollars for Doers Program c/o Vice President – Chief Administrative Officer 330 Fellowship Road, 3rd Floor Mount Laurel, NJ 08054</p> <p>Phone: 856-231-2067</p>	