

GLOBAL VOLUNTEER TIME OFF (VTO) POLICY





CISION THRIVE: OUR MISSION

At Cision, our employees' total wellbeing matters. Our mission is to create an environment that proactively supports our employees' mental health and total wellbeing.

We are committed to working together as a company to reduce the stigma around mental health and to provide our employees with the environment, benefits, and programs that they need to be happy, healthy, and thrive.

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At Cision, we recognize that volunteering in your community is a meaningful way to connect and give back. We want you to have pride in your actions—that's why you're eligible to take up to **sixteen (16)** hours of paid Volunteer Time Off (VTO) per year supporting your community. This Global Volunteer Time Off policy covers all Cision global employees, superseding any prior regional Cision Volunteer Time Off policy.

Purpose and Intent

The purpose of Cision's volunteer program is aligned with Cision's Wellbeing Program's Mission Statement:

At Cision, our employees' total wellbeing matters. Our mission is to create an environment that proactively supports our employees' mental health and total wellbeing.

We are committed to working together as a company to reduce the stigma around mental health and to provide our employees with the environment, benefits, and programs that they need to be happy, healthy, and thrive.

The intention of this program is to create community engagement opportunities for Cision employees that are meaningful, purposeful, and help those in need.



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VTO Program Details

All regular Cision employees can volunteer up to sixteen (16) hours per calendar year with an eligible nonprofit organization.

If you are not sure of the status of your chosen organization, please contact HR.Support@cision.com.

Time off can be taken in half-day or full-day blocks.

Employees will be paid at their normal pay rate for the volunteer hours taken.

VTO is paid time off for community service during the business day; employees are not eligible for overtime pay as a result of participating in the VTO program. VTO is a benefit of the company, not a mandate. There should be no adverse business impact by an employee utilizing this benefit.

VTO is refreshed at the beginning of each calendar year unless the program is amended or discontinued, and cannot be accrued or carried over into the following year.

VTO is not paid out at termination.



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Eligibility.

- All regular employees of Cision are eligible to participate in this program after they complete their probationary period.
- The employee must be in good standing with the company.
- Employees can choose a charity of their choice or work together with other company members on a team volunteer activity.
- The employee must provide reasonable notice to their manager, and work demands can take priority over the VTO request.

Ineligibility.

Employees are ineligible to participate in the VTO program if:

- The employee is on a Performance Improvement Plan (PIP) or has recent disciplinary actions.
- The employee's employment with Cision terminates for any reason.
- The employee does not meet the eligibility criteria above.



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Approval Process

- If you are interested in a VTO opportunity, express your interest to the organizer and get your manager's approval before committing.
- You should give as much notice as possible to your manager, ideally no less than two weeks, and plan around the business commitments of your role.
- Email your manager to notify them of the opportunity, then formally submit the request for volunteer paid time off in your timekeeping system, adding in the notes field that this is a volunteering opportunity and specifying the organization.
- Do not commit to the organization until your VTO has been formally approved within the system.

Organization Eligibility

For VTO, an organization must be a community-led or non-profit organization (e.g., 501(c)(3) in the US). Cision-sponsored VTO may not be used for organizations that do not align with the company's corporate values.

Please email HR.Support@cision.com if you have any questions about an organization's eligibility.

Examples of Appropriate Uses for VTO

- Building a house for Habitat for Humanity
- Volunteering at a food bank
- Cleaning up at a beach, park, or trail with an eligible non-profit organization
- Volunteering at a local hospital with an eligible non-profit organization

Examples of Inappropriate Uses for VTO

- Taking a ski vacation and charitably giving ski lessons
- Coaching your child's basketball team
- Attending your child's local school conference
- Attending a professional, religious, or personal interest event

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