

# Kohl's Volunteer Program

## Hourly Volunteer Guidelines

Effective January 30, 2022

At Kohl's, giving back is at the heart of our company; because your community is our community! That's why we volunteer our personal time, energy and talent, to enhance and preserve the well-being of the areas we live and work.

### Associate Responsibilities

- Volunteer time is unpaid and must be done outside of company time while not being compensated by Kohl's or by a non-Kohl's organization. Refer to [Policy 604 Gifts or Gratuities](#) for additional information.
- Associates can volunteer individually or with other associates to support an eligible 501(c)(3) nonprofit for a minimum of one hour and a maximum of eight hours at a time to qualify for volunteer rewards.
- Associates cannot take possession of supplies sent by a nonprofit to complete a volunteer event, unless pre-approved by community relations.
- Associates must track volunteer hours in the [Kohl's Volunteer Portal](#) or within the Benevity App within two weeks of the volunteer event end date to ensure the nonprofit receives the reward. Events will be archived after 90 days from the volunteer service date and time can no longer be tracked.
  - Time must be tracked by the volunteer or by the designated Volunteer Champion at your location.
- Only volunteer time that has occurred during the term of the Kohl's associate's employment is eligible for volunteer rewards.
- Associates are responsible for following health and safety [guidelines](#), state and local government requirements, and any additional requirements from nonprofit partners while volunteering. Refer to [Policy 705 Communicable Illness/Social Distancing](#) for additional information.
- Associates who hold leadership positions within a nonprofit or receive compensation from a nonprofit must disclose this information to Kohl's Community Relations prior to volunteering, as this may result in a conflict of interest.

### Nonprofit Organizations

#### Eligible Nonprofits

- Nonprofit public charity that maintains a current tax-exempt status under section 501(c)(3) of the Internal Revenue Code and is registered in the [Benevity Causes](#) portal.

#### Ineligible Nonprofits

- Organizations that engage in political activities.
- Organizations that discriminate based on race, ethnicity, gender, gender identity, religion, sexual orientation, disability, age or have exclusionary practices.
- Organizations that do not follow the Business Partner Code of Conduct or do not align with Kohl's overarching mission of giving back to our communities, as determined by Kohl's.
- Organizations for which its tax-exempt status has been revoked by the Internal Revenue Service.
- Organizations that intend to use Kohl's donation for a purpose other than its charitable cause.

### Ineligible Volunteer Events

The following activities do not qualify for the volunteer program:

- Travel and sleep time.
- Events that require nonprofits to deliver supplies directly to the store or volunteer in order for associates to complete.
- Events such as virtual walks, runs, exercise challenges unless pre-approved by Kohl's Community Relations.
- Attending meetings or events in which the associate is not actively volunteering.
- Activities that do not directly benefit an eligible 501(c)(3) nonprofit.
- Activities such as coloring and letter writing/card making, unless interacting with beneficiaries of the volunteer event, i.e coloring with seniors or writing letters with children.
- Activities held on Kohl's property unless pre-approved by leadership and by Kohl's Community Relations.
  - Including all donation and collection drives
- Events that extend beyond 180 days and/or extend into the next fiscal year
- Any other event or activity which Kohl's deems ineligible, in its discretion.

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### Resources

- The [Business Partner Code of Conduct](#) applies to all Kohl's Business Partners, including nonprofit organizations who benefit from the Volunteer Program
- Need volunteers? Review the guidelines above and visit the Benevity Causes Portal. <<https://causes.benevity.org>> to register your organization and submit volunteer requests.
- Additional Questions? From the Benevity Causes Portal, click Help > Charity Support Request or email [causes@benevity.org](mailto:causes@benevity.org).
- Visit the Kohl's Corporate site at <https://www.kohls.com/volunteer> for additional details.

### Additional Terms and Conditions

- Kohl's reserves the right to request documentation validating nonprofit status, tax documentation and/or other verification of charitable outcomes.
- Failure to comply with the terms of the Kohl's Volunteer Program and other Kohl's Policies may result in permanent revocation of the associates' volunteer privileges and may lead to other disciplinary actions, up to and including termination of employment.
- Kohl's reserves the right of final decision on the interpretation of these terms, including a determination not to issue a volunteer dollar reward to an organization if eligibility and program criteria are unmet/unfulfilled.
- Kohl's reserves the right, without prior notice and in its sole and absolute discretion, to discontinue or amend this program at any time.