



Information Package—Arrow Gold Program

Program Overview

Arrow Gold is an Employer-Supported Volunteering program that promotes the spirit of philanthropy, volunteering, and community service within the Arrow Group of Companies. The program serves as a platform, resource, and support centre for Arrow employees to volunteer and engage within their local communities. The program's objective is to amplify employee impact, encourage employees to be involved in their communities, and empower them to volunteer.

The main programs are:

- 1. Arrow Employee Matching Program – Fundraising Match**
- 2. Arrow Employee Matching Program – Donation Match**
- 3. Arrow Employee Reward Program**

These programs will begin on March 1, 2021 and are available to all full-time Arrow Group of Companies employees, lease operators, and lorry drivers. The company does not pay employees to volunteer in these programs. Volunteering is done on the employee's own time.

Community Leaders

Arrow encourages Community Leaders to represent and support a division, office group, or region with multiple locations (Lower Mainland, Kamloops, and Edmonton areas). Any employee in good standing will be eligible to serve in this role (i.e., company drivers, lease operators, yard staff, office staff). They will work directly with Danielle Frothinger and fellow Arrow Community Leaders. The Community Leaders will be supported with a "tool kit" of resources to create volunteer opportunities, organize fundraising events, and support employees. Arrow will reward employees with a \$400 donation to a charity of their choice.

If interested in becoming a Community Leader, email Danielle Frothinger at community@arrow.ca.

About The Programs

1. Arrow Employee Matching Program – Fundraising Match

Arrow will match 'total funds raised' for employee fundraising events and donate to their charity of choice.

Details:

- Intended for divisions, group events, and individuals.
- The company will match up to a maximum of \$1,000 per event.
- Employee is required to fill out a pre-approval form with the estimated fundraising goal, this must be submitted and approved prior to the event.
- Proof of the event is required (i.e. Website link of event).

- Proof of the funds raised must be provided (i.e. pledge sheet).
- The employee must provide contact information for the charity.
- Fundraising must be directly for the charity.
- Donations will be made directly to the charity.
- Virtual fundraisers are allowed.

2. Arrow Employee Matching Program –Donation Match

Arrow will match donations made by employees by donating to the same charity.

Details:

- The employee is required to submit a copy of their tax receipt(s) from the charity.
- The company will donate up to a maximum of \$300 per employee (per year) for this matching program.

3. Arrow Employee Reward Program

Arrow will recognize and reward employee's (and their family's) volunteering efforts by donating to a charity of their choice.

Options

FAMILY PACKAGE: An employee and their family volunteer 50 hours in one year for a charity. A maximum of \$1,000.00 will be donated to a charity of their choice.

Example: Family of four plans to volunteer for the upcoming year with a goal of 50 hours (all their hours contribute to the goal).

FIVE TO ONE HUNDRED: Every 5 hours of an Employee's volunteer time receives a \$100 donation to a charity of their choice.

Details:

- Company will donate up to a maximum of \$1,000 per employee (per year) for this reward program.
- Pre-approval is required (form), employee will require approval before volunteering.
- The employee must provide contact information for the charity.
- Volunteering must be directly for the charity.
- Donations will be made directly to the charity.
- Volunteering on boards as a director or a committee member is acceptable.

Additional Information

- More than one charity may be chosen by the employee.
- Ineligibility: Employee is terminated or resigns. Employee is not in good standing with the company. Employee is misusing the program. Employee is on any form of 'leave of absence'.
- Employees are not entitled to tax receipts for company donations.

Instructions

If you are interested in participating in an Arrow Gold program, please follow the instructions below:

1. Complete and submit the pre-approval form BEFORE you begin your volunteer activity(ies) (only required for the Fundraising Match & Employee Reward programs).

Ways to access the form:

- Direct link to form
 - [Pre-approval Form – Fundraising Match & Employee Reward](#)
- Arrownet (located under Corporate Direction & General Policies/Arrow Gold - Employee Volunteering Program)
- Visit arrow.ca/corporate-responsibility/

2. Receive approval from Arrow.

3. Proceed with volunteer activity(ies) (Fundraising Match, Donation Match, or Employee Reward).

- Consider documenting the event and taking photos to share with Arrow.

4. Complete and submit the approval form AFTER your volunteer activity(ies) (required for all programs).

Ways to access the form:

- Direct link to forms
 - [Approval Form – Fundraising Match & Employee Reward](#)
 - [Approval Form – Donation Match](#)
- Arrownet (located under Corporate Direction & General Policies/Arrow Gold - Employee Volunteering Program)
- Visit arrow.ca/corporate-responsibility/

5. Funds are sent directly to your selected charity on your behalf.

Eligible Charities

Arrow will ONLY contribute to registered charitable organizations.

The following organizations and initiatives are ineligible to receive support:

- Organizations that limit their services to members of one religious group or whose services propagate religious faith or creed (exception if they represent non-denominational community and social support services).
- Retroactive funding, or for any project expenses to be incurred prior to the decision date.
- Debt retirement or reserves
- Political events
- Organizations that discriminate against race, gender, religion, and lifestyle.

For more information, please email Danielle Frothinger at community@arrow.ca.