

## MCA VOLUNTEER LEAVE POLICY (Updated 4/19/22)

In order to encourage and support employee volunteerism and to strengthen the relationship of Mitsubishi Corporation (Americas) (“MCA”) with select non-profit organizations, the MCA volunteer leave policy allows for up to five days of annual volunteer leave.

### Overview

1. **Number of days:** Five days annually (Half-days may be used; accrual to the next year is not allowed.)
2. **Eligible Participants:** Full-time MCA employees with more than 90 days of employment.
3. **Eligible Activities:** Volunteer leave is limited to the following organizations and activities that MC, MCA, MIC or the Mitsubishi Corporation Foundation for the Americas support and any others that may be added from time to time by CCS Department:
  - a) **Earthwatch Institute:** MCA provides financial support for four employees to volunteer in one-week or two-week Earthwatch environmental expeditions. Volunteers selected by MCA, as well as anyone else who wants to volunteer for Earthwatch, will be eligible to apply for volunteer leave.
  - b) **New York Cares:** New York Cares provides various opportunities for volunteers to improve living conditions in the city by performing maintenance work at public schools, at hospitals and in New York City parks. Please visit <https://www.newyorkcares.org/search/projects/results> for more information on volunteering projects. (Branches outside of New York that would like to participate in similar volunteer programs may do so subject to prior approval by MCA’s Corporate Communications and Sustainability Department.)
  - c) **Disaster Relief Efforts:** MCA employees may use volunteer leave to join disaster relief efforts in the event of a hurricane or other disaster, subject to prior authorization by MCA’s Corporate Communications and Sustainability Department.
  - d) **Wildlife Conservation Society (WCS):** WCS, an international organization dedicated to environmental conservation and education, is the recipient of three major grants from the MC Foundation for the Americas, including a \$1 million grant for the [Amazon Waters Initiative](#) to protect fisheries, wildlife, and habitats in two major watersheds in Brazil and Peru. WCS is actively looking for volunteers at its Bronx Zoo, Central Park Zoo, Prospect Park Zoo, Queens Zoo and New York Aquarium. Please visit <http://www.wcs.org/> for more information.
  - e) **New York Botanical Garden (NYBG):** NYBG, a world-renowned plant research institute, has received several contributions from the MC Foundation for the Americas and MCA. NYBG, based in the Bronx, looks for volunteers on a regular basis. Please visit <http://www.nybg.org/> to find out more.
  - f) **Central Park Conservancy:** Central Park, a private, not-for-profit organization is responsible for keeping Central Park beautiful. With 843 acres to manage, there's a lot of ground to cover, and many ways to volunteer year-round. Please visit <http://www.centralparknyc.org/support/volunteer/> to find out more.
  - g) **September 11th Day of Service and Remembrance:** 9/11 Day is the largest annual day of charitable engagement in the United States. Each year more than 40 million Americans, and many others in 150 countries observe September 11 by performing good deeds that help others. The goal of 9/11 Day is to keep alive the spirit of unity and compassion that arose in the immediate aftermath of the 9/11 attacks, providing a positive, helpful way for people to annually remember and pay tribute to the 9/11 victims, and honor those that rose in service in response to the attacks. More info at <https://911day.org/>.

- h) **God's Love We Deliver:** God's Love We Deliver, an American non-profit organization which cooks and home-delivers nutritious, individually tailored meals to people in the New York City metropolitan area living with severe illness provides various volunteering opportunities and looks for volunteers on a regular basis. Please visit <https://glwd.volunteerhub.com/> for more information on volunteering assignments.
  - i) **Other Local Programs:** Employees may be eligible to participate in other local volunteer activities, subject to MCA's Corporate Communications and Sustainability Department approval of the request.
4. **Application Procedure:** Employees should send an email to MCA's Corporate Communications and Sustainability Department with their manager's approval to participate in the volunteer activity. Once confirmed, employees should request "Volunteer Leave" through DayForce.

If an employee would like to recommend an organization to be considered, the employee should email MCA's Corporate Communications and Sustainability Department.