

Volunteering Policy

The ID Factory 2022

Education about Traceability and Transparency,
Inclusion, Community Support and Climate Pledge for
Carbon Neutrality by 2050

The ID Factory SRL Società Benefit Unipersonale

L.go Danilo Danieli, 9
36071, Arzignano (VI) Italy
phone: +39 0444 451789

P.IVA e C.F. 03970050245
Soggetta a direzione e coordinamento di Y Hub SRL
info@theidfactory.com
www.theidfactory.com

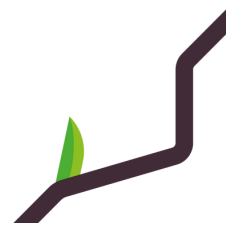
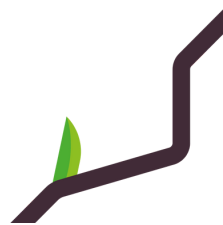


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(1) Introduction:

The ID Factory places high significance on having a positive impact on the community and environment.

To further engage the team in this mission, it has become a new objective for ID Factory to offer company-supported volunteering activities to staff members.

Offering these opportunities for volunteer work will encourage staff members to take action in local communities and global causes.

The following policy will provide guidelines and standards to guide the selection and carrying out of such volunteering activities.

If any questions arise, please contact: info@theidfactory.com.

(2) Policy Scope:

All clauses of the policy apply are applicable to staff members occupied directly by ID Factory.

The cause of the volunteering activity must be registered as a charity or non-profit organization to be authorized as a valid engagement.

Any organization that is presented in connection to volunteer work will undergo screening to check the requirements eligibility.

Additionally, the cause must be in line with one of the four The ID Factory main objectives: 1. Education about Transparency and Traceability 2. Inclusion 3. Community Support, and 4. Climate Pledge for Carbon Neutrality by 2050.

(3) Approach Taken:

The basis of this volunteer policy are the answers of all staff members on the recently sent out survey about the general opinions about possible volunteer opportunities.

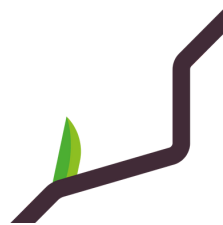
As the most important finding, all employees agreed to the idea of implementing a volunteer policy.

After finding individual difference in the answers, multiple approaches to volunteering will be allowed.

In the past, The ID Factory has already been able to engage in volunteer work with limited participants. Now initiatives where everyone on the team can take part it in will be planned as part of the flagship program.

Staff members are also welcomed to support charities or volunteer organizations, which they have been priorly engaged with.

Every full time staff member with a fixed contact will be eligible to request 14 paid hours (2 days) of volunteer time.



Terms and eligibility will be explained later. The cause of the individual volunteer work is required to still be in line with one of the four key objectives of The ID Factory.

Group Initiatives and Flagship Programs:

The ID Factory will plan group volunteering activities, which staff members can choose to participate in.

These activities will be part of the Education about Traceability and Transparency Flagship Program.

They will be organized and announced by the impact manager on the official Cooperate Volunteering Slack Channel.

The hours a staff member spends volunteering for the Education about Traceability and Transparency Flagship Program will not be counted towards the 14 hours available for individual volunteer work.

Individual efforts:

If a staff member wants to support a charity or non-profit organization through individual or group-based volunteer work, they have to gain approval for their activity.

The reasoning behind this lies in ensuring that the activity will be validated by the B Corp Certification. Additionally, individual volunteer work must be in line with one of the four The ID Factory key objectives.

(4) Key Objectives and corresponding opportunities:

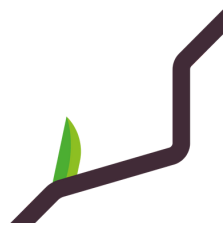
The overarching objective of implementing a volunteer policy is for the entire team to be engaged in creating a positive impact in an area of one of the four main objectives of The ID Factory:

- Education about Transparency and Traceability
- Inclusion
- Community Support
- Climate Pledge for Carbon Neutrality by 2050

The ID Factory Flagship Program is specifically focused on Education about Traceability and Transparency.

However, staff members are encouraged to also support one of the other three through their individual activities.

All ideas for possible activities can be found on the external Volunteering Master Program-file.



Here activities will be listed and updated regularly by the impact manager. Furthermore, this file will act as the tool for recording and reporting on completed volunteer work.

(5) General Rules:

Volunteer Days:

Each staff member will be eligible to 14 hours / 2 days of time for volunteering activities per year.

These volunteer days will be paid as a normal workday. They also do not have any effect on the staff member's annual leave allowance.

Any remaining volunteer time which has not been used up in one year cannot be carried over to the next year.

Approval of Volunteer Activity:

Both the volunteer time (days), as well as the volunteer activity must be approved. For this, the staff member must propose their plan via the Volunteering Slack Channel, which is also where approval will be granted by the Impact manager.

The request for approval has to be made before carrying out the actual activity. Criteria for individual activities are that the cause either belongs to an official charity or a non-profit organization.

If the volunteering activity is a part of The ID Factory Flagship Program, the time and date will still have to be proposed on the Volunteering Slack Channel.

Eligibility for volunteer activity

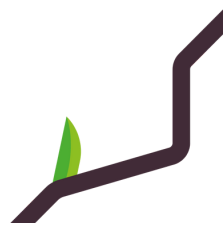
The Flagship activity and any other company-sponsored activity have undergone extensive scanning before being posted to the Volunteering Master Program file. Therefore, they are regarded to be eligible as a valid volunteer activity.

This process is monitored by the Impact Manager.

To ensure the same quality for individual activities, volunteer opportunities have to be uploaded to the mentioned file and await approval of eligibility.

Research to find these charities and non-profit organizations has to be conducted independently.

This scanning is necessary to provide full transparency on the impact of the volunteer work of The ID Factory.



Reporting on volunteer activity

To ensure that all volunteer work can be registered and documented correctly it is important to follow the following procedure:

1. Flagship Program volunteer opportunities are to be posted on Corporate Volunteering Slack Channel
2. Proposition of charity or non-profit organization for individual volunteering opportunity on Corporate Volunteering Slack Channel
3. Approval of individual volunteering activity
4. Participate in Flagship Program or plan and carry out individual activity
5. Record date, hours and description of the activity on Volunteering Master Program File and upload pictures for proof
6. Share takeaways and learnings with the team.

All these steps are necessary to make sure that The ID Factory can have a comprehensive insight on the energy and time staff members have dedicated to volunteering.

Health and safety

Any team members volunteering do this solely in their private and personal capacity.

Health and safety rules of the according organization should be followed.

The ID Factory is not liable for any injuries or other damages that occur during the time of volunteering.

Expenses

If you have chosen to volunteer in a charity or a non-profit organization, which is located further away, The ID Factory does not cover any travel expenses of the journey.

