



# Community Investments

Volunteers With Energy and Volunteer Service Gift Guidelines



At ONEOK, volunteerism reflects our Core Value of Service by encouraging employees, retirees and board members to actively engage in meaningful community efforts. Our Volunteers With Energy (VWE) program supports and recognizes volunteer service, while the Volunteer Service Gifts amplify these efforts by matching volunteer hours with donations to eligible charitable organizations. For questions, contact [communityinvestments@oneok.com](mailto:communityinvestments@oneok.com).

## PROGRAM ELIGIBILITY

### ***Participant Eligibility:***

Regular, full-time employee or part-time employee working at least 20 hours per week at ONEOK on the date of the donation; ONEOK retirees and board of directors

### ***Volunteer Organization Eligibility:***

- Charitable organizations recognized by the Internal Revenue Service as a 501(c)(3) or state tax-exempt nonprofit whose purpose is charitable or educational
- Charitable organizations with primary operations and programming serving communities within the United States
- Accredited PreK-12 schools, school districts, colleges, universities and technical schools to which donations are tax deductible under the United States Internal Revenue Code

### ***Volunteer Hours Generally Not Eligible:***

- Churches, religious groups, and religious causes or activities
- For a cause that is fundraising for, supporting or benefiting a specific individual
- Entities, organizations or causes that are for profit, not deemed to be of a charitable nature, appropriate governance is not in order and/or includes a conflict of interest
- For individual persons, candidates, or organizations with missions or programs primarily focused on influencing legislation, achieving particular political outcomes, or advancing partisan objectives or agendas
- International services, causes and/or activities provided exclusively outside of the United States

## VOLUNTEERS WITH ENERGY

### ***Program Includes:***

- Volunteers With Energy (VWE) company-approved projects
- Independent Volunteer Activities (IVA) on your own
- Civic/community board and/or committee service



### ***Project Guidelines:***

- Company-approved volunteer project requests must be submitted at least 12 weeks prior to the project date for consideration; eligible organizations with current employee affiliations will receive priority
- Employees must receive supervisor approval prior to participating in projects during scheduled work hours and do not have to use paid time off
- IVA hours are reviewed on a regular basis for consideration; hours are subject to verification on a random basis, and the organization may be required to complete a letter of verification for audit purposes.
- Eligible participants are encouraged to log all volunteer hours in ONEOK Gives Back as recorded and approved hours are included in annual company reports

## **VOLUNTEER SERVICE GIFTS**

### ***Gift Eligibility:***

- Volunteer hours served at eligible organizations, company-approved and independent, can be redeemed for a maximum gift total of \$500 in a calendar year
- Gift must be designated to an organization with hours recorded and approved in ONEOK Gives Back
- 20 volunteer hours = \$250 grant, which can be redeemed twice in a calendar year
- Volunteer hours will be counted collectively across donor types (employee, retiree, board of director) toward a grant, but the maximum grant total can only be met once per calendar year

## **PROGRAM ADMINISTRATION**

### ***Volunteer Service Gift Request Process and Payment Schedule***

- Volunteer Service Gifts (VSGs) must be redeemed in ONEOK Gives Back
- VSGs can be redeemed once volunteer hours eligibility has been met
- VSGs are paid monthly; requests submitted in December might not be paid until the following year
- Donations made during the current calendar year must be submitted no later than January 15 of the following year to be eligible

### ***Administrative Conditions:***

- ONEOK, Inc. reserves the right to verify the eligibility of any donation prior to paying a VSG
- The interpretation, application and administration of the VSG program will be determined by ONEOK in its sole discretion, and its decisions shall be final
- ONEOK reserves the right to amend, modify or discontinue the Volunteer Service Gifts Program, in whole or part, at any time without notice