



Abbott Pilot Volunteerism Guidelines

Introduction

At Abbott, our business is about improving health and our employees continue this mission by volunteering in the community. We ask that all employees refer to these guidelines when planning volunteer activities involving other Abbott employees and/or work-time volunteerism.

Abbott will focus on ways to build healthier communities aligning with Abbott's expertise, sharing company strengths, and addressing societal needs. The program will utilize and build employee skills, focus on impactful, measurable projects expressing the corporate identity.

Three-Tier Pilot Volunteer Program Structure

Employee volunteering activities should fit within three categories or tiers: 1) Abbott Fund Sponsored Volunteer Projects, 2) Local Skill-Based Volunteer Projects, and 3) Traditional Volunteer Projects. This 3-Tiered pilot volunteer program structure serves to support employee interests in volunteering while providing an effective mechanism to focus Abbott's resources and community investments.

Abbott Fund-Sponsored Volunteer Projects		
Tier One projects are aligned with the company strengths including STEM education, health and wellness and the environment.	Local Skill-Based Volunteer Projects	Traditional Volunteer Projects
	Tier Two projects allow local sites and affiliates to use employee's current talents for the advancement of a charitable organization's or Non-Governmental Organization's (NGO's) mission that is also aligned with business priorities.	Tier Three projects include unskilled work activities with the recommendation to move toward more impactful projects skill-based projects that align with business expertise.

TIER ONE: Abbott Fund-Sponsored Volunteer Projects

- A combination of turnkey and replicable programs, such as STEM education, water conservation, and Nutrition Backpack Program activities are available for consideration at many locations.
- Abbott Fund or Global Citizenship will offer guidance to support these programs.

TIER TWO: Skill-Based Volunteer Projects

- Local volunteer champions will identify employee engagement opportunities with non-profit organizations or NGO's aligning with business priorities.
- These opportunities may require more work on the part of the local volunteer champion as they will not have the 'turnkey' components developed for the Abbott Fund-Sponsored Projects.
- The business will use their own resources, networks and knowledge of community needs to implement Tier Two projects.
- Volunteering opportunities will make strong use of skills and competencies of Abbott employees.
- Focus on programs with strong local recognition - enhancing relationships with key stakeholders with competitive advantage.
- Focus should be on programs that are impactful, measurable, and sustainable.

TIER THREE: Traditional Volunteer Projects

- It is recognized that traditional volunteer projects may have a role in the sites overall community engagement strategy, e.g. team building.
- This level of engagement will receive fewer tools and resources with the recommendation to move toward skill-based, business aligned volunteer projects.
- Press releases or other external promotion will not be considered for these activities unless they are part of a regional or global program approved by Global Citizenship and Policy.

Criteria for Choosing Volunteer Activities:

Volunteer activities performed on behalf of Abbott should:

- Include skill-based, sustainable, measurable and impactful activities aligned with business interests.
- Take place in communities where employees live and work.
- Develop transferable leadership skills needed in the workplace.
- Support the mission and sustainability of the partner organization.
- Include Abbott employees only. Activities should not be made available to family members or friends.

Abbott employee volunteer projects should not:

- Jeopardize employee's safety.
- Include esthetic/cosmetic activities, such as painting or cleaning.

Key Requirements

- **Avoid interference with work priorities or business:** Work schedules will always take priority over volunteer opportunities. Employees need to consider issues related to peak work schedules, avoiding the need for overtime, or causing conflict with other employee's or department's schedules when identifying a volunteer activity.
- **Manager approval:** Abbott employees who participate in volunteer activities on behalf of Abbott and/or on work time must receive manager approval prior to making commitments to volunteer. Managers have the discretion to accept or deny the request.
- **Track hours:** Sign-up forms or the Employee Engagement web platform will be used for company-sponsored events. Employees must report their volunteer hours through Abbott's volunteer on-line registration system on the Employee Engagement platform (this varies according to location). The employee's registration and evaluation of their volunteer experience provides critical insights and suggestions for how Abbott can continue to deepen its community impact and is also needed for indices reporting.
- **Waivers:** Employees will fill out a waiver provided on Abbott's Employee Engagement web platform prior to volunteering on behalf of the company. If an employee is unable to complete this waiver, he or she must complete a paper waiver obtained by the team captain coordinating the volunteer activity. This waiver will then be retained by the Regional/Division Administrator or employee manager approving work-time volunteer activities. The waivers completed on the platform will be stored online.
- **Board Service:** Employees who wish to contribute their expertise and time by participating on boards, steering or other committees of registered 501(c)(3) organizations or equivalent may do so as a community representative, not as an official representative of the company. Therefore, employees should not commit resources or use of Abbott's name or logo to the organization. Board placements on behalf of Abbott will be coordinated with Global Citizenship and Policy.
- **Financial or in-kind donations:** Team or individual volunteering may lead to requests for financial or in-kind donations creating an extended partnership with a nonprofit organization or NGO. The local site should focus on a few impactful projects and limit community engagement resources to no more than 1% pre-tax net income. Additionally, please do not respond to a natural disaster or crisis situation without specific direction from the Global Citizenship & Policy department.

Identifying the Right Organization

It's important to pick the right organization to donate your time and energy. We advise employees to follow the guidelines below when choosing an organization.

Abbott employee volunteers should work with charitable organizations aligned with Abbott's business expertise and focus.

Recommended Organizations:

- Well-established, financially sound, and trusted non-profit organizations. In the U.S., organizations must be registered 501(c)(3) and in good standing with the IRS. Employees outside the U.S., should consult their national or local governing body that oversees the credibility of NGOs.
- Partners that utilize innovative and sustainable approaches to address societal needs.
- Partners with the ability to replicate/scale program(s).
- Organizations that have a track record of delivering measurable results, positively impacting societal needs.

Organizations Deemed Inappropriate:

- Organizations that discriminate on the basis of race, color, religion, sex, age, sexual orientation, or national origin.
- Organizations that do not support Abbott's principle code of conduct or otherwise run contrary to Abbott's best interest.
- Sectarian, religious, fraternal, political, or lobbying organizations.

What to Do About Gifts & Solicitations

For all team volunteer projects, the sponsoring department or employee network is responsible for the purchase of any necessary supplies or materials (e.g. including meals). Employees should not bear any costs.

We believe it is the right of the employee to not participate in a volunteer activity. We also believe an employee can participate in a volunteer effort without making donations of money or goods to support the charity, such as a required "fee", "donation", or "solicitation of pledges" to volunteers by the nonprofit organization or other employees.

It is inappropriate for employees or volunteer teams to solicit monetary support or donations of materials from other businesses or any third party.

Media

Abbott and the Abbott Fund prefer to have our charitable partners speak on behalf of our relationships. If you are approached by a reporter for an interview, please refer them to the charitable organization's spokesperson or your local Public Affairs team. Additionally, Corporate or Division Public Affairs must be contacted if any photos of

Abbott logos, employees, property, or business events on Abbott premises are to be distributed externally. Additional information on communications can be found in Public Affairs Corporate Communication Policies PA-002 and PA-005.

Resources

Abbott currently has a pilot volunteer website (www.abbottbeyondgiving.com) accessible by employees in the China, Ireland, Puerto Rico, and the United States. In the coming months, access to this site will be extended to additional countries in a phased approach.

For information on when your country may have access to the volunteer website or for answers to any other questions, please contact us at beyondgiving@abbott.com.