Guidelines – Dollars for Doers (D4D)

Introduction
The purpose of the Duke Realty Dollars for Doers Program is to encourage Duke Realty associates to support not-for-profit organizations in their communities by providing financial support to organizations with whom Duke Realty associates volunteer their time.

Who can participate?
Active full-time and part-time associates employed by Duke Realty for at least 90 days. Interns, temporary associates, contractors or free-lancers, as well as spouses or family members are not eligible.

Which institutions qualify to receive Dollars for Doers funds?
Any nonprofit organization located in the United States and recognized by the Internal Revenue Service as tax-exempt and designated as a public charity under Section 501(c)(3) of the IRS Code.

Eligible organizations include, but are not limited to:
Educational organizations, health organizations, human and animal service agencies, environmental and cultural organizations.

What organizations are <u>not eligible</u> to receive Dollars for Doers funds?
Ineligible organizations include religious organizations (except when designated to a community outreach program); organizations whose purpose is political or attempts to influence legislation; organizations or programs that promote hate, discrimination, or engage in illegal activities; and organizations that promote obscene or pornographic work, whether visual, audio, or otherwise.

How does the Dollars for Doers program work?
Associates who log their volunteer hours onto the Volunteer & Giving site can redeem a Dollars for Doers payout to any eligible 501(c)(3) nonprofit organization up to $1,000 per year.

How do I redeem Dollars for Doers funds?
Hours are redeemed on the Volunteer and Giving site which can be accessed through Duke LAUNCH or on the company intranet *Vision* under Quick Clicks or by logging on using the link https://duke.profits4purpose.com. Once on the site, click on Give – Dollars for Doers – Add/Redeem Hours.

When will Duke Realty Dollars for Doers grants be paid?
If the requested grant meets all requirements in the guidelines, payment will be sent to the organization when the next batch of monthly grant payments is made. Dollars redeemed by the 15th of each month will be paid on the 15th of the following month. Checks are printed by Network for Good and Duke Realty will be referenced on the letter that accompanies the check.

Grants will be paid only to eligible 501(c)(3) organizations. Dollars for Doers are earned at a rate of $10 per volunteer hour. Examples are shown below:

Time Commitment	D4Ds Earned
2 hours	$20
20 hours	$200
80 hours	$800
100 hours	$1,000

Outlined below is a list of the guidelines used when considering approval of Dollars for Doers grant payments. This list is not intended to cover all relevant considerations that may be applied, but rather to help associates have an understanding of the core criteria that is used.

1. Grants will only be paid when the contribution will benefit the community versus benefiting a single individual.
2. Grants to support travel expenses will not be paid.
3. Grants to support professional development or recreational organizations will not be paid unless the organization is supporting a charitable community event or organization and not the operations of the actual organization.
4. Grants may be limited or not paid based on considerations outside of these guidelines to maximize associate and community support within reasonable and consistent guidelines.

Is there a time limit for receiving the grant?
Hours must be redeemed by December 31st of the year the hours were worked and will go towards that year's $1,000 maximum. Hours that are not redeemed by December 31st will be forfeited.

Contact Information
For general information or questions about Dollars for Doers, please contact Erika MacLaren at 317.708.8049 or erika.maclaren@dukerealty.com.

Administration
Duke Realty reserves the right to interpret and administer the program, and may suspend, amend, or discontinue the program at any time.