

AFFINITY GROUP POLICY

INTRODUCTION

Affinity groups are an integral component of <Company Name>'s commitment to drive change in diversity and inclusion. An Affinity Group is a group of varied employees who actively engage in communicating and participating around a central unifying purpose, background or activity, which is consistent with the mission of the Company. Beneficial relationships should be developed between Affinity Groups and the Company and its workforce, as well as with the communities that the Company serves.

This Policy provides guidance for employees interested in establishing an Affinity Group, subject to Company approval, and provides resources for Affinity Groups that currently exist. The Company reserves the right to amend these guidelines from time to time in its sole discretion.

For Affinity Group resources generally, please contact:

[INSERT CONTACT INFORMATION]

ESTABLISHING AN AFFINITY GROUP

The success of a new Affinity Group often depends on a small nucleus of dedicated and interested employees. It takes commitment from these individuals to ensure the group organizes itself in such a way as to guarantee continuity. Below are criteria for establishing a new Affinity Group and in ensuring consistency with Affinity Group program objectives:

1. Complete an Affinity Group Application, which includes the following information:
 - A list of at least [number] of interested employees willing to volunteer to join your Affinity Group.
 - A proposed mission statement for your Affinity Group as well as the goals of the group.
 - An introductory message that will be used to construct an electronic invitation that will be delivered to the <Company Name> workforce.
2. If the Affinity Group is approved by the Company, the first meeting must be coordinated with and acknowledged by the HR Director.
3. At the first meeting, general discussion must take place to:
 - a) Confirm the general purpose and mission of the group.
 - b) Complete and submit the charter and bylaws for the Affinity Group (templates provided by the Company).

- c) Review the process for selection of a Chair, Vice Chair and Secretary (in the Bylaws).
- d) In electing officers, consideration should be given not only to an individual's standing with the Company, but also to the amount of time and resources it takes to establish and maintain the group's affairs. All officers must be approved by the Company to ensure that none are under active disciplinary action.

AFFINITY GROUP OPERATING PRINCIPLES

1. Members must be employed by the Company and in good standing.
2. The formation of the Affinity Group must be based on voluntary participation and interest from the Company workforce, and neither the Company nor members of the group may pressure any employee into joining.
3. The Affinity Group must be consistent with the mission of the Company.
4. Examples of activities may include the following:
 - a. Professional development
 - b. Networking events
 - c. Community relations programs
 - d. Promoting social and intellectual enrichment
 - e. Events which celebrate and showcase the unique contributions of Affinity Group members or the communities from which they originate.
 - f. Enhance the public image and presence of the Company.
5. Meetings may be held during the workday with advance scheduling and approval of supervisors. Other activities, such as social events, may be conducted outside working hours so long as participation is voluntary. Talk to Human Resources for details or questions about recording time for specific events.
6. Affinity Groups must be inclusive and may not limit participation to any particular race, gender, sexual orientation, age, veteran status, ethnicity, national origin, genetic information, or other classification protected by applicable laws. Affinity Groups are required to operate within Company non-discrimination policies, and may not discriminate in membership or participation in Affinity Group activities on the basis of any status or classification protected by applicable laws. To embrace diversity, the Company encourages employees to consider joining groups that are not necessarily reflective of their personal backgrounds or protected class(s).
7. The Company's anti-harassment policy and complaint procedure also shall apply to Affinity Groups.
8. No Company employee shall be subjected to retaliation or other adverse employment action for participation or non-participation in any Affinity Group meeting or activity.
9. An Affinity Group is not authorized to make decisions on behalf of the Company as

to employment issues concerning wages, hours or any other terms or conditions of employment.

10. Affinity Group members must conduct themselves in a professional manner at all times when participating in Affinity Group meetings and activities either inside or outside the Company. All who participate in Affinity Group meetings and activities are expected to adhere to Company policies, including but not limited to social media policy, and standards of conduct.
11. Employees should not perform job duties during Affinity Group meetings or activities without prior, express authorization from [Human Resources].
12. Affinity Groups formed for the purpose of promoting or advancing a political, religious, or legislative position are prohibited.
13. Nothing in this policy is intended to interfere with employees' Section 7 rights under the NLRA, or any other applicable state laws.

LIMITATION OF LIABILITY DISCLAIMER

The Company is not liable for the Affinity Group's practices or activities, either onsite or offsite, and reserves the right to deny the Affinity Group any and all benefits of affiliation at any time. All Affinity Group members and participants in Affinity Group activities must fill out a [Participation Agreement Form], which holds the Company harmless from all claims resulting from injury, death, or property damage each year/season prior to participating in or instructing Affinity Group activities, as determined on a case-by-case basis by [Human Resources].