

Document No.	ICL-HR-13		Revision	1
Document type	Procedure		Organizational Unit	HR
Classification	Normal		Languages	English

ICL Volunteering Support – Program Pilot ICL-HR-13

1	10/4/22	Binding Edition	Yaar Amir	Yaar Amir	Ilana Fahima
Rev.	Date	Description	Written by:	Procedure owner:	Process owner:

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1. Introduction

ICL's Social Impact strategy is built on cooperation, meaningful partnerships, and shared values that shape and establish networks of social good.

By empowering entrepreneurship, innovation and excellence and by utilizing our products, resources and expertise, we build sustainable, lasting partnerships and establish networks that will be a driving force for change.

ICL fosters its employees' engagement with the local communities in order to make a significant impact on people's lives and makes a continuous effort to offer new opportunities and support our volunteers, wherever they choose to make an impact and create meaning.

To fulfill these goals the following support program will be introduced, as a pilot, as part of the 2022 ICL's sustainability year.

2. Purpose

This Policy is designed to increase employees' awareness and participation in volunteering activities, increase reporting and monitoring of volunteering activities and increase ICL's Social Impact.

3. Scope and applicability

3.1 The policy applies to all ICL Organized Volunteering Activities as well as to Personal and Private Volunteering activities performed by ICL employees, supported by ICL according to this policy.

3.2 Global HR is responsible for this policy, its updates and distribution.

4. Reference

a. Applicable documents –

ICL Third Parties Due Diligence Policy (Policy No. ICL-COMP-10)
 Procedure of Social Engagement, Community Relations and Donations (ICL-HR-12)
 ICL's Conflict of Interest procedures

b. Laws and directives -

Local laws, regulations and legal directives which are relevant to the states where the volunteering activities are performed.

c. Standards - None

d. Manufacturer instructions - None

5. Definitions and abbreviations

5.1 **Community service:** work performed by a person or a group of people for the benefit and betterment of their community and/or to promote a social goal.

5.2 **Volunteering Activity:** a voluntary act by an individual or a group freely giving time and labor for community service and/or to promote a social goal.

5.3 **ICL organized volunteering:** a community service activity organized and arranged by ICL companies, bodies, units or employees that occurs during or outside of work hours. Employee participation in such activity is voluntary.

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5.4 **Personal volunteering:** a voluntary community service in which an employee participates either independently, or as part of ICL - led volunteering activities that occur during the employee's free time.

6. The methodology

6.1 General Guidelines:

All ICL organized volunteering activities, and ICL employee's personal volunteering, supported by ICL as described in section 3 below, should align with the following guidelines:

6.1.1 Align with ICL's [Social Impact focus areas](#).

6.1.2 The volunteering activities should be in accordance with the [ICL Code of Ethics](#).

6.1.3 The engagement of ICL employees in Volunteering activities is strictly personal, and the use of the position at ICL in such activities to obtain favors from clients or any other interested parties is prohibited.

6.1.4 The Volunteering Activities shall be conducted without any conflict of interest of ICL's employees.

6.1.5 The association/organization in which Volunteering Activities can be performed shall follow the below requirements (the "**Eligible Organization**"):

(1) Does not discriminate on the basis of ethnic origin, ethnicity, gender, sexual orientation and gender-related identity, disability, age, or any other discriminatory factor.

(2) Is registered with the competent regulatory agencies, presenting proof of their moral and financial suitability and does not promote political goals or objectives.

(3) Any nonprofit organization, promote support for individuals, institutions, communities and causes, without interest in receiving material or financial benefits, regardless of political-party values, beliefs and preferences.

6.2 ICL - organized volunteering

6.2.1 ICL organized volunteering activities ("**ICL Activity**") will be arranged by a relevant staff member (community relations manager, site HRM, local/site coordinator or other).

6.2.2 Any ICL Activity will be approved by the site manager and regional HRM.

6.2.3 If the Eligible Organization is a Governmental organization, Compliance approval is required.

6.2.4 The ICL Activity information will be uploaded to the [WeCare App](#).

6.2.5 Each of ICL's employees will be eligible to participate in ICL's activities that occur during work hours, for up to **four volunteering hours** on a quarterly basis or up to **eight volunteering hours** on a semestral basis.

6.2.6 These volunteering hours will be considered as working hours.

6.2.7 In special occasions, it will be possible to increase the number of volunteering hours by submitting a request to ICL Social Impact Manager and ICL EVP CPO.

6.2.8 Unused volunteering hours cannot be accumulated.

6.2.9 As part of ICL ESG Week, ICL employees will be eligible for **additional four volunteering hours**, during work hours.

6.2.10 If the ICL Activity takes place on International Volunteer Day (Dec. 5th), ICL employees will be eligible for additional **two volunteering hours** during work hours.

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6.3 Employee Personal Volunteering

- 6.3.1** An employee who participates in a Personal Volunteering activity will be eligible for support from ICL as detailed below, subject to compliance with all the following criteria:
- 6.3.1.1** The volunteering activity aligns with ICL’s Social Impact focus areas.
 - 6.3.1.2** The volunteering is performed through an Eligible Organization that is a nonprofit association, nongovernmental organization (NGO) that is not a political organization and/or does not promote political goals or objectives.
 - 6.3.1.3** Volunteering hours will be recorded by the employee in the [WeCare@ICL App](#).
 - 6.3.1.4** Documentation proving the volunteering hours invested will be presented upon request, by the employee or the organization.
- 6.3.2** For the avoidance of doubt - An employee is not required to disclose information about personal volunteering activity except in the case that she/he wishes ICL to support this activity as detailed below.
- 6.3.3 Personal Volunteering Hours:** For every **10 hours** of personal volunteering recorded in the [WeCare App](#), the employee will be eligible for an additional **(one) volunteering hour, during work hours**.
- 6.3.4 Volunteering Donations:**
- 6.3.4.1** For every accumulated **50 hours**, or more, of Personal Volunteering, invested by a single employee through a specific Eligible Organization, recorded in the [WeCare App](#), ICL will donate to this Eligible Organization, an amount equal to the calculation of **5\$** for every volunteering hour invested by the employee.
 - 6.3.4.2** The donation will be executed provided all the following are met:
 - 6.3.4.2.1** The Eligible Organization is registered as a certified charitable entity under the local country's laws.
 - 6.3.4.2.2** Due diligence will be performed on the Eligible Organization (the recipient of the donation), in accordance with the requirements and procedure set out in ICL Third Parties Due Diligence Policy (Policy No. ICL-COMP-10) and in the Procedure of Social Engagement, Community Relations and Donations (ICL-HR-12).
 - 6.3.4.2.3** Check for potential conflict of interest according to ICL's COI procedures.
 - 6.3.4.3** The donations to the Eligible Organizations will be processed and donated by ICL by the end of the calendar year, for all the hours invested by a single employee, during the passing year.
- 6.3.5 Additional/other support:** community relations manager/site HRM/site manager can determine additional means of support that will be approved by the regional HRM or ICL’s Social Impact manager.

Speak UP

ICL wishes to protect its reputation as a company that operates with integrity. Please report any conduct that could put our reputation at risk. If you observe or suspect employee misconduct,

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unethical or illegal activity, talk to your manager, HR or use the Hotline to address your questions or concerns confidentially.

Questions about this Policy?

Contact yaar.amir@icl-group.com

7. Quality records

Quality Records	Person in charge of storage	Storage location	Duration of storage	
			At the issuing unit	At the archives

8. Training/distribution – through the LMS

1	Training needed?	<input checked="" type="checkbox"/> Yes (LMS) <input type="checkbox"/> No (Domino)
2	Who is the target population for training/distribution? Please write a list of positions/job titles	<u>Only if Yes (LMS):</u> ICL T-100, HRM's, Legal & Compliance
3	What training method is required in order to guide this procedure? Matching training mythology to population types is recommend.	<input checked="" type="checkbox"/> Confirm Reading <input type="checkbox"/> Short presentation <input type="checkbox"/> On line course <input type="checkbox"/> On line Video <input type="checkbox"/> On line skype training <input type="checkbox"/> Lecture in class (Frontal) <input type="checkbox"/> Workshop: theoretical and practical training <input type="checkbox"/> On the Job training (1:1) <input type="checkbox"/> Educational software <input type="checkbox"/> Other:
4	Training frequency	Once published / updated

9 Language translation:

9.1 Translation into the following languages is required:

French Dutch German Espanyol Chines Hebrew English Turkish Portuguese
 Other _____

10 Participating systems

11 Summary of changes

Change date	Edition	Nature of change
	1	

12 Appendixes - None