Molson Coors Brewing Company

Global Volunteer Policy

Introduction

Molson Coors Brewing Company encourages our people to make a difference in their communities and to the environment, and supports volunteering through company sponsored and other approved events, and therefore:

Principles

- We encourage each employee (hourly and salaried) to volunteer at company sponsored events or other events that receive management approval.
- Up to one work day of volunteer time may be paid each calendar year. Paid time must be for:
    - company sponsored or approved events, and
    - during time away from normally scheduled work, and
    - must be approved by the employee's manager.
- Additional time may be approved when consistent with employee development and business requirements.
- Volunteer time may not conflict with peak work schedules, create need for overtime, or cause conflicts with other employee's schedule.
- The company will not sponsor or approve events for:
    - organizations that pose a conflict with the mission/goals, values, programs, products or employees of MCBC,
    - religious organizations or sectarian programs for religious purposes,
    - for-profit or labor organizations,
    - political organizations, or
    - any organization that is linked with intolerance, exclusionary practices or beliefs.
- We seek to comply with the laws that govern the hours of work and manner of pay for both hourly (exempt) and salaried (exempt) employees in all our markets. We will interpret this policy in accord with those laws.
- Each business unit will establish procedures for announcing volunteer events and for requesting and approving employee participation.
- Managers should encourage employees to enter their volunteer time into the Molson Coors online volunteer tracking system.