

## **Volunteer Time Off Benefit**

### **How does LII give back to the community?**

LII takes its responsibility as a good corporate citizen seriously and is committed to supporting organizations working for excellence in health, education, and the environment. In addition to [Foundation Grants](#) and major initiatives, such as Feel the Love, the Company:

- Coordinates employee volunteer opportunities as team-building exercises; and
- Provides salaried employees with up to 8 hours paid time/year for their independent, community service efforts with recognized not-for-profit organizations (“Volunteer Time Off” or “VTO”).

### **Who is eligible for VTO?**

All full-time salaried employees (exempt and non-exempt) in the U.S. and Canada are eligible for VTO.

### **How much VTO do I get each year?**

Full-time salaried employees (exempt and non-exempt) can claim up to 8 hours’ VTO/calendar year.

### **When can I use my VTO?**

VTO can be used anytime you volunteer for a non-profit during working time. Non-profits include things like local schools or youth sports organization, churches, food banks, animal shelters, public clinics and hospitals, professional associations, and museums.

### **How do I use my VTO?**

To take advantage of VTO you must log your volunteer hours on the Workplace Giving site on Fidelity’s [www.netbenefits.com](http://www.netbenefits.com) within a week of when it is used. VTO time must be used during normal work hours, in 4- or 8- hour increments.

### **What if I volunteer as part of a Lennox group?**

Time spent volunteering with an LII group is paid and does not count against your VTO. Contact [Foundation@Lennox.com](mailto:Foundation@Lennox.com) to have your volunteer event created on Fidelity Workplace Giving. Volunteers will be able to sign up for the event and after check in their hours will be automatically logged in their profile. These hours will not count against your VTO.

### **What if I volunteer after work, on the weekend, etc.?**

We want to understand and share all the ways our employees are giving back to the community. If you volunteer after work, on the weekend, etc., you can log your volunteer hours on [Fidelity Workplace Giving](#) by clicking on the menu in the upper left; select My giving; then Volunteering.

### **How do I find volunteer activities?**

Check out LII’s three areas of giving: health, education, and the environment. You can volunteer within these areas or find a cause you’re personally passionate about. Reach out to [Foundation@Lennox.com](mailto:Foundation@Lennox.com) for support with finding local volunteer opportunities. [Read more about our giving areas on the LIINK.](#)

### **What if I don’t use my VTO?**

Unused VTO is forfeited each December 31 and will not be paid out at the end of employment.

### **Where can I find more information?**

For more information on LII’s community engagement, please visit the [LII Lennox Foundation page](#) on THELIINK.