



Clarity Cares Program

Purpose

Clarity Partners, LLC has always believed we can and should have a positive impact on the communities we serve. We created the Clarity Cares Program to officially promote organizational and community citizenship through volunteerism and financial contributions throughout the Chicagoland area. One of the goals of Clarity Cares Program is to promote a diverse profile of charitable causes, including arts and culture, civil rights, community service, education, environment and health and human services. Service projects will vary in size and focus. Any employee who actively volunteers within their chosen organization is eligible to apply for a financial contribution from the Clarity Cares Program.

Policy

Clarity Partners will donate a fixed dollar amount each calendar year to employee volunteer services and organizations with significant presence in Illinois. The minimum donation awarded will be \$100 and the maximum donation awarded will be \$1,000 per calendar year. Employees can apply multiple times for different organizations. Submissions will be accepted within the calendar year or in advance of the organization's event date (i.e. a marathon, gala, etc.). All organizations must fall under the 501(c) (3) category and a receipt of donation must be submitted to the Clarity Cares Committee after donations have been made. The recipient organization cannot conflict with any of our policies or that of our clients. Please refer to the employee handbook or Human Resources on our policies. The Clarity Cares committee will decide on charitable contributions.

The Clarity Cares Committee is a voluntary committee comprised of Clarity employees. Term commitments range from 6 months to 1 year. Committee members include the Committee Chair, Treasurer, Secretary and other committee members. Employees can self-nominate themselves or others by completing the *Clarity Cares Program Nomination* form.

The Committee will schedule monthly meetings based on their availability to review requests for donations. Lunch or light snacks will be provided by Clarity Partners for the working lunch or after hours meeting. In recognition of the Committee's active participation, there will be an annual luncheon with the firm's partners. The program is overseen by Clarity's Human Resources department.

Qualifications for Employees

In order for an employee to qualify, they must be a full-time Clarity Partners employee. They must also actively volunteer and/or participate within their chosen organization. Frequency can range from a onetime event (e.g. running a marathon) or weekly participation in a program or organization (e.g. an afterschool tutoring program).

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Qualifications for Eligible Organization

- All organizations must be 501(c) (3)
- Must have significant presence in the State of Illinois
- Volunteering organization cannot conflict with any of Clarity's policies or that of our clients. Please refer to the employee handbook or Human Resources on our policies.

Submission Procedures

- Employee must submit a *Clarity Cares Request for Donation* form
- Clarity Cares Committee will meet monthly to review request
- Employee will receive an email notification of decision as well as next steps if donation is granted
- Receipt of donation must be submitted to the Clarity Cares Committee
- Please contact ClarityCares@claritypartners.com for forms

Disclaimers

- The donation may be posted on the Clarity website under the About Us section, News section, or social media.
- Donations must be presented as "on behalf of Clarity Partners, LLC" if possible.
- Not every request will be granted based on funds remaining, qualifications, or possible conflict of interest.

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