

 <p>HUBBELL CORPORATE POLICY</p>	VOLUNTEER PAID TIME OFF
	Owner: Senior Vice President, Human Resources

POLICY

Hubbell Incorporated (“Hubbell”) is committed to be an actively engaged and contributing member of the communities where our employees work and live through community involvement and educational outreach. In addition, we believe that our employees can bring positive change to their communities through their involvement in volunteer activities.

SCOPE

This Policy applies to regular United States full-time employees of Hubbell and its business units. Employees governed by a Collective Bargaining Agreement ("CBA") are limited to the provisions of those agreements. This Policy should be discussed with unions in collective bargaining locations prior to being implemented on behalf of bargaining unit employees.

Employees must be in good standing and must have a good attendance record in order to participate. Employees are ineligible for Volunteer Paid Time Off if:

- The employee is on a Performance Improvement Plan (PIP) or has disciplinary violations related to attendance issues;
- The employee’s employment is terminated prior to the date of the volunteer activity; or
- This program is suspended or modified by Hubbell prior to the date of the approved volunteer activity.

PURPOSE

The intention of this Policy is to foster and create community engagement opportunities for Hubbell employees that are meaningful, purposeful and to help those in need. Hubbell recognizes that participating in community outreach activities will enrich, inspire and enlighten the lives of our employees.

This *Volunteer Paid Time Off* Policy is designed to:

- Support volunteer activities that enhance and serve the communities in which we live and work
- Support communities that are impacted by disasters
- Address issues that impact the quality of life of communities