

The Home Depot Foundation: Team Depot Program - Standard Operating Procedures

Team Depot's mission is to empower Home Depot associates to build better communities through volunteerism. To facilitate this work, the program stewards' resources to nonprofits and government agencies (Grantees) in the form of Grants. The program is housed in The Home Depot Foundation (THDF), a 501(c)3, therefore, certain procedures and processes should be followed to maintain ethical operating standards and to align with The Home Depot's (THD) standard operation procedures.

Community Captains are salaried associates designated by their leader to plan and organize Team Depot projects. The SOPs below provide guidance to these Captains and Foundation staff on how to operate the program. Any associate interested in volunteering or organizing a Team Depot project should connect with their department or location Community Captain.

Program Operations

Eligible Grantees	THDF can grant to any of the following Grantee types: - Government entities including but not limited to public schools, municipalities, Fire Dept., and Parks Dept. - 501(c)(3) – Charitable, religious, scientific, literary, and other exempt organizations - 501(c)(19) – Veterans' Organizations (with 75% veteran membership) If a Captain wants to partner with any organization outside of these affiliations, he/she should connect with their Grant Manager for approval before any formal steps in the project planning process. Additionally, organizations will also be vetted by Team Depot's Volunteer Management System and are also subject to approval by THDF Leadership.
Ineligible Grantees	THDF cannot grant to the following Grantee types: - Individuals serving as the Grantee and the beneficiary - 501(c)(4) Social Welfare organizations like Rotary Clubs, Elks Lodge, Kiwanis, Disabled American Veterans, Marine Corps League, etc. - Religious groups where the project or funding are not freely and openly accessible to the general public - Political Action Committees or any organization participating in activism or political lobbying
Ineligible Requests	THDF cannot provide a Grant for the opportunities below: - Product Donation requests - Sponsorships or fundraising actions, including raffles, benefits, dinners, exhibits, conferences, golf tournaments, and sports events - Courtesy or journal advertising, political campaigns, endowments, or capital campaigns, multi-year commitments, sponsorships, scholarships - Where there is a private benefit to an employee of an organization that is also receiving the THDF Grant. - Mobile home and rental property work is discouraged, see Mobile Home.
Beneficiary Ineligibility as Associates	If the project funded by a THDF Grant involves providing a service (including, for example, home building or repairs) to a specific individual, such service shall not be provided to an employee, officer, or trustee of THDF, The Home Depot, or any affiliate thereof, or an immediate family member of any such individual. An "immediate family member" is defined as an individual's spouse, ancestor, sibling, child, grandchild, great-grandchild, or a spouse of one of such relatives.

Financial Interest/ Conflict of Interest	Associates cannot accept money, products or services (including, for example, home building or repairs) from any parties involved. THDF cannot fund a Grantee where an associate or their family have an influential, controlling or financial interest/responsibility in the organization. An individual who possesses influence, control, or a financial interest/responsibility includes the organization's officers, directors, and other executives. The limitation extends to any identified person's spouse, domestic partner, children (including stepchildren), parents, stepparent, grandparent, siblings, stepsiblings, niece or nephew, a father or mother-in-law, a son or daughter-in-law, a brother or sister-in-law. Refer to THD – Business Code of Conduct and Ethics Refer to THD Nepotism SOP
Required Documents for Funded Grants	Required documents for Funded Team Depot grants: - Grant Application - Store Quote showing product needed for project - Proof of Insurance from the Grantee - o Coverage amounts of \$1M per claim and \$1M in the aggregate limit - o Policy dates to cover project dates (Can be purchased for specific dates if verified between Grant Manager, Grantee and Store) - o THD listed on policy, preferred For applications greater than \$25,000, the Grantee's Board of Director listing and most recent Form 990 are required
Grant Funds and Purchases	Grant funds are provided to the Grantee and NOT The Home Depot. Therefore, purchases or remaining funding are the property of the Grantee. Any leftover materials and tools are at the discretion of the nonprofit. Significantly under-budget projects that are completed (+\$1,000) should be flagged with your Grant manager.
Project Scope of Work	All Grants approved by THDF will include a Scope of Work in the Grant Award Email or Grant Award Letter. The Scope of Work shall be what THDF has approved, and work on the project should not exceed the scope provided. This may differ from the original proposal. No projects should be completed on homes with a presence of mold, lead or asbestos until it is remediated by a certified professional. It is the Community Captain's responsibility to ensure the Grantee and/or homeowner verifies there is no presence of mold, lead or asbestos. Community Captains should set the expectation with Grantee and homeowner that work will stop if there are signs of mold, lead or asbestos before or during project. No associate can perform work on plumbing, electrical, HVAC, roofing or any project requiring licensed professionals. Infrequently, funds may be approved by a Grant Manager to pay for contract work on a case-by-case basis. See Contractor Services. Any associate has the authority to stop work immediately if safety, compliance or eligibility concerns arise, without repercussion.

Project Guidance	See below for a list of allowed and not allowed Team Depot projects. Please note, this is not an exhaustive list of project types – anything not listed under these two categories falls under the discretion of the THDF staff reviewing the grant.	
	ALLOWED	CONDITIONAL
	Landscaping Painting Building furniture Flooring Decks/Ramps Cabinets/Countertops Sheetrock Siding Shed - Roofing (On a Ladder)	Electrical HVAC Roofing (On-Roof) Plumbing Millworks Abatement/Remediation Gas/Water/Elect. Main shut-off Appliance Installation Hazmat Cleanup
	See below for more specific definitions of project types. Please note that any prior experience, certifications, or any other type of qualification does not allow an associate volunteer to engage in these activities. Associate volunteers are ONLY allowed to assist licensed, insured contractors which are provided by and managed by the Grantee or beneficiary.	
	Allowed	Not Allowed
Electrical	“Non-invasive” projects, “Do not go beyond the wall.” Ex: installing ceiling fans, installing exterior sconces, floodlights, etc. Follow all manufacturers’ installation instructions. Ensure power is ‘off’.	Any project pertaining directly to wiring/rewiring transmission lines or any work pertaining to the breaker box (meaning the fixture which houses the breakers and wiring from which the building pulls power).
Plumbing	Drip irrigation installation if it does not necessitate shutting off the water main	Any project pertaining directly to “inaccessible” plumbing lines or necessitating the shut off the water main, ex: installing valves, drain lines, repairing transmission lines, etc. Associates ARE NOT ALLOWED to cut, glue, change, or remove any type of PVC, CPVC, Pex or any other type of pipe (including, but not limited to, replacing P-traps, adding caps, etc.).

	HVAC	Non-operational changes/upkeep (changing air filters, changing air intakes/registers). Installation of window units.	Any project pertaining to the OPERATION of the HVAC unit (furnace, exterior fan, exhaust fan, etc.), ex: draining/charging the unit with freon, changing compressor parts, etc.
Project Guidance Cont'd		Allowed	Not Allowed
	Millworks	Interior door (all types) installation Non-structural work, ex: painting exterior doors, recaulking windows, greasing garage doors, etc.	Any project directly pertaining to the installation or rehab of exterior doors, garage doors, or windows. This includes reframing, manipulating siding/sheathing for future installations.
	Roofing	May roof a small shed while on an A-frame ladder.	Any project pertaining to the main, structural roof of the home or facility – anything which will require the volunteers to be ON the roof.
	"Hot work"		No open flame or smoking or use of spark/flame producing activities within 25 feet of ignitable or combustible materials, i.e., welding, grinding or other 'hot work'
Mobile Homes	We discourage working on a mobile home; however, guidance for a mobile home project is below: - Must mention you are working on a mobile home property in the grant application project description - Must be owner-occupied - Any structures built by Team Depot (ramps, decks, etc.) must be built completely standalone and may NOT be affixed to the mobile home - Landscaping/beautification projects around mobile home ARE ALLOWED - Any structural/repair work on mobile home or attached structure IS NOT allowed - Any interior project must have Sr. Manager of Team Depot approval		
Rental Properties	We discourage working on single-family rental properties. Nonprofits and/or Captain should obtain written permission to work on the property by the property owner or authorized property manager that includes confirmation on the proposed work scope. This should be included as additional documentation in your grant application.		
Permits	Any permits required to be pulled are the responsibility of the Grantee or Beneficiary. Additionally, a Captain should note in their grant application if permits are required for projects. Captains are required to verify that permits have been pulled prior to the start of a project.		

Volunteer-use Tools	Tools on the store quote are allowed if they directly connect to the volunteer scope of work (i.e., an auger for a planting project, drill for a deck build, etc.). If purchasing tools with Grant funds: - No “high-end” tools if there is another reasonably priced option - Tools are the property of the Grantee and cannot be kept by The Home Depot or associates - The Grantee can donate tools to the Beneficiary or another nonprofit Depending on the market, consider renting tools from a ToolBank affiliate instead of purchasing. THDF can provide grant funds to cover Tool rental fees. When using powered tools: • Follow the manufacturer’s operating instructions • Ensure all guards are in place • Wear the required personal protective equipment (PPE) such as safety glasses <i>Continued on next page</i>
Volunteer-use Tools Cont’d	Observe safe ladder usage including: • NO use of extension ladders • Open a step ladder completely • Maintain a 3-point contact on a ladder when ascending or descending (2 feet – 1 hand or 1 foot – 2 hand) • Make sure the ladder has all feet stable and level before using • Never use a defective or damaged ladder • Never place ladder in front of a door that opens towards the ladder • Heed all warning or instruction labels • Never place a ladder close to electrical power lines
Contractor Services	Engaging a contractor as part of a Team Depot project IS allowed but must be “infrequent,” and only possible in THDF pillar-aligned projects. It must also follow all standards below: - The contractor is donating their time/labor (in this case, Team Depot is allowed to provide the product needed) - The cost associated is 30% or less of the total grant request - The contractor work is a necessary part of the Team Depot scope of work (i.e., fixing a roof leak before Team Depot installs flooring) Avoid Incremental Company Benefit
No Company Benefit	Team Depot is not intended as a program to support relationships with the PRO network, drive sales or in any way cause incremental company benefit. Any project that signals these objectives will be declined.
Volunteer Eligibility	All U.S. THD associates can participate in a Team Depot project on a voluntary basis. Participation in the Team Depot program is entirely voluntary and provided without promise or expectation of compensation. Reimbursements, including for mileage traveled, are not permitted. - Hourly Associates – as a volunteer, they will be “off the clock” and participation should be approved by direct supervisor - Salaried Associates – outside of normal working hours or schedule change approved by direct supervisor - Minor associates under the age of 18 may volunteer only if (i) approved by the Store Manager or Dept. Director or above in partnership with Human Resources leadership (ii) the minor associate’s participation will not result in the minor associate assuming any

	duties or responsibilities in violation of the Minor Associate HR SOP, and (iii) the minor associate meets the Grantee's volunteerism policy requirements for underage volunteers All participants in volunteer activity, including non-associate volunteers, must sign Team Depot's volunteer waiver. Parents or legal guardians of minors (anyone under 18 years old) must sign the volunteer waiver of the minor. Waivers are to be kept on file according to THD retention policies.
Volunteer Project Limits	All projects should have a minimum of three (3) associate volunteers. Individual <i>engagement</i> moments may exist, but volunteer posting should allow for multiple opportunities as part of a larger effort (i.e. Coaching students through 3DE). Additionally, projects should be at least 30 minutes.
Conduct	Associate volunteers are expected to conduct themselves in a professional manner while participating in volunteer activities. Refer to THD – Business Code of Conduct and Ethics and Standards of Performance

Dress Code	For safety reasons, Volunteers must always wear closed-toe shoes during the project, and the Associate's attire must not present a safety hazard. Volunteers are encouraged to wear a Team Depot shirt. Ensure associates have proper PPE (gloves, glasses, hearing protection, sunscreen, etc.) for the activities they intend to participate in. While THD respects the personal opinions and beliefs held by associates and customers, Team Depot projects are not an appropriate place to promote or display religious beliefs, causes or political messages unrelated to workplace matters, or messages that would violate our policies on discrimination and unlawful harassment. Refer to HR SOP – Dress Code
Volunteer Health and Safety	All projects must begin with an orientation session on safety and potential hazards. Ensure all participating associates warm up and stretch prior to beginning work. Never engage in 'horseplay'. Report any unsafe conditions or accidents to the Community Captain, Safety Captain, or most senior manager at the site. Read and comply with all warning labels on any chemical or hazardous material. Incident reports - Follow standard reporting process when incidents occur on Team Depot projects. Please connect with your HR partner to understand your team's incident reporting procedures. Communicable Disease - Volunteers (associate, nonprofit partner, beneficiary, community member, family, etc.) may not participate at a Team Depot event if they have tested positive or been exposed to or showing symptoms of any communicable diseases (Influenza, COVID, Monkeypox, common cold, etc.) and the isolation/quarantine period has not been met per the CDC's guidance: https://www.cdc.gov/. Captains should monitor weather forecasts and have the authority to delay or cancel projects if needed. Ensure volunteers take breaks and provide hydration stations.
Vendor Policy	Vendors are allowed to participate in Team Depot projects; however, they should not be solicited by THD associates for product donations. If a vendor decides to donate, donations must be made directly to the nonprofit or beneficiary and not THDF.

	Vendors should not register their participation in the Deed volunteer management system.
Public Relations	Share all press materials including press releases, media alerts, invites, etc. with the public relations team for review in advance of publication via email address: TeamDepotPR@homedepot.com. Adhere to the Foundation's brand guidelines and use as a resource. https://thdhomerfund.org/team-depot-toolbox/team-depot-pr Refer to the Community Captain Social Media toolkit for standards and procedures.

Disaster Reimbursement (Store only)	THDF authorizes funds to reimburse stores who make disaster donations for immediate disaster relief supplies like tarps, gloves, water, trash bags, etc. Upon a disaster event, Grant Manager can activate funding and send a budget to the appropriate Store Manager (SM) or District Manager. SM or designated Community Captain should notify Grant Manager of the request from a nonprofit or government agency they plan to use the budget on. Upon approval, SM or designated Community Captain can make a donation to this nonprofit or government entity and in return must provide the Grant Manager with Store Quote, IRS Letter 947 (charitable organization determination) and nonprofit or government agency contact information. THDF will create a grant request for the nonprofit or government entity to track reimbursement, capture volunteer engagement and schedule payment. Grant Manager will approve grant and order payment sent to the SM noting applicable quotes to be paid.
Disaster Bucket Kitting	Team Depot Bucket Kitting events are defined as disaster relief assembly projects which generally take place on THD property by associates who are off the clock. During these projects, associate volunteers fill Homer buckets with products relating to the disaster project they are volunteering on. Team Depot kitting projects are intended as a disaster response option for facilities to support their local communities in times of need. Store and district kitting events are not intended as a primary volunteer opportunity during disasters. Work with your Grant Manager to connect with nonprofits with track records in disaster response volunteerism. Additionally, kitting is not intended as a product donation conduit for organizations. Kitting projects must follow these standards: - Kitting materials on store quote MUST be able to fit in a THD Homer Bucket alongside ALL other goods in kit - Associate volunteers ARE REQUIRED per Team Depot SOP to be off-the-clock to participate - Stores are capped at \$5,000 per project pending budget availability - Districts are capped at \$15,000 per project pending budget availability - Facilities are limited to three kitting projects per year pending budget availability Facilities must be aligned (whenever possible) with the standardized kitting options provided by THDF.