

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

The Team Depot program exists to allow associates of The Home Depot to engage in quality volunteerism at the local level. To help facilitate this work, the program stewards financial resources to nonprofits and government agencies (Grantee) in the form of grants. The program is housed in The Home Depot Foundation (THDF) 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 associates that are designated by their leader to plan and organize Team Depot projects. The SOPs below provides guidance to these Captains on how to operate in the program. Any associate interested in volunteering or organizing a Team Depot project should connect with their Community Captain.

### Program Operations

Eligible Grantee Types	<p>THDF can grant to any of the following Grantee types:</p> <ul style="list-style-type: none"> <li>- Government entities including but not limited to public schools, municipalities, Fire Dept., and Parks Dept.</li> <li>- 501(c)(3) – Charitable, religious, scientific, literary, and other exempt organizations</li> <li>- 501(c)(19) and 501(c)(23) – Veterans’ Organizations (with 75% veteran membership)</li> </ul> <p>Any organization outside of these affiliations should seek approval from THD legal representative.</p>
Ineligible Grantees	<ul style="list-style-type: none"> <li>- Political Action Committees</li> <li>- Individuals serving as the grantee and the beneficiary</li> <li>- 501c4 Social Welfare organizations like Rotary Clubs, Elks Lodge, Kiwanis, Disabled American Veterans, Marine Corps League, etc.</li> <li>- Religious groups where the project or funding would not be seen as inclusive to the general public</li> </ul>
Ineligible Requests	<ul style="list-style-type: none"> <li>- Mobile Home repair (See Mobile Home)</li> <li>- Product Donation requests without associate volunteer engagement</li> <li>- Fundraising actions, including raffles, benefits, dinners, exhibits, conferences, golf tournaments, and sports events</li> <li>- Courtesy or journal advertising, political campaigns, endowments, or capital campaigns, multi-year commitments, sponsorships, scholarships</li> </ul>
Financial Interests/Conflict of Interest	<p>Associates cannot accept money, product or services (<a href="#">including, for example, home building or repairs</a>) from any parties involved. THDF cannot fund a Grantee where an associate or their family (includes spouse, domestic partner, children (including stepchildren), parents, stepparent, grandparent, siblings, step-siblings, niece or nephew, a father or mother-in-law, a son or daughter-in-law, a brother or sister-in-law), have an influential, controlling or financial interest/responsibility in the organization.</p> <p><a href="#">Refer to THD – Business Code of Conduct and Ethics</a>  <a href="#">Refer to THD Nepotism SOP</a></p>

<p>Required Documents for Grants</p>	<p>For standard Team Depot grants:</p> <ul style="list-style-type: none"> <li>- Grant Application</li> <li>- IRS Letter or W-9 (only required if tax status not verified using GuideStar Charity Check or connecting umbrella policy)</li> <li>- Store Quote of product needed for project</li> <li>- Proof of Insurance <ul style="list-style-type: none"> <li>o Grants &gt; \$25,000 <ul style="list-style-type: none"> <li>▪ Required</li> <li>▪ Coverage amounts of \$1M per claim and \$1M in the aggregate limit</li> <li>▪ Policy dates to cover project dates (Can be purchased for specific dates if verified between Grant Manager, Grantee and Store)</li> <li>▪ Can be provided by Grantee</li> <li>▪ THD listed on policy preferred</li> </ul> </li> <li>o Grants &lt; \$25,000 <ul style="list-style-type: none"> <li>▪ Grant managers discretion</li> </ul> </li> </ul> </li> </ul>
<p>Grant Eligibility for Associates</p>	<p>Associates and their family are not eligible for a Grant and may not be the beneficiary of a Team Depot project.</p>
<p>Mobile Home</p>	<p>Projects can only be completed on the exterior of a mobile home excluding roofing and siding; however, painting is allowed. Wheelchair ramps or decks must be built standalone and not affixed to the mobile home.</p>
<p>Volunteer Eligibility</p>	<ul style="list-style-type: none"> <li>- All THD associates can participate in a Team Depot project on a voluntary basis <ul style="list-style-type: none"> <li>o Hourly Associates – as a volunteer they will be “off the clock”</li> <li>o Salary Associates – Outside of normal working hours or schedule change approved by direct supervisor</li> </ul> </li> <li>- Members of the Grantee or volunteers associated with the Grantee</li> <li>- All participants in volunteer activity, including non-associate volunteers, must sign Team Depot’s volunteer waiver. Waivers are to be kept on file according to THD retention policies</li> </ul>
<p>Conduct</p>	<p>Associate volunteers are still representing the company and should conduct themselves as they would in their stores/facility.  <a href="#">Refer to THD – Business Code of Conduct and Ethics</a> and <a href="#">Standards of Performance</a></p>
<p>Dress Code</p>	<p>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. Volunteers must always wear closed-toe shoes during the project. Associate dress must not present a safety hazard.  <a href="#">Refer to HR SOP – Dress Code</a></p>

Health and Safety	<p>All projects must begin with an orientation session on safety and potential hazards. 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 work if we see signs of mold lead or asbestos before or during project.</p> <p>Volunteers should follow all general safety rules as listed in the Appendix under <a href="#">Team Depot General Safety Rules</a></p> <p><b>Incident reports</b> - Follow store reporting process when incidents occur on Team Depot projects.</p> <p><b>Communicable Disease</b> - 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: <a href="https://www.cdc.gov/">https://www.cdc.gov/</a>.</p>
Project Scope of Work	<p>All Grants approved by THDF will include a Scope of Work in the Grant Award Email or Grant Agreement, received by the requestor and relevant Home Depot associates. 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.</p> <p>No associate can do a project involving plumbing, electrical, HVAC, roofing or any project requiring licensed professionals. Funds may be approved by a Grant Manager to pay for contract work on a case-by-case basis.</p>
Public Relations	<p>Share all press materials including press releases, media alerts, invites, etc. with the public relations team for review via email address: TeamDepotPR@homedepot.com. Adhere to the Foundation’s brand guidelines and use as a resource. <a href="https://thdhomerfund.org/team-depot-toolbox/team-depot-pr">https://thdhomerfund.org/team-depot-toolbox/team-depot-pr</a></p>
Vendor Policy	<p>Vendors are allowed to participate in Team Depot projects; however, they should not be solicited by THD associates for product donations.</p> <p>If a vendor decides to donate, donations must be made directly to the nonprofit or beneficiary and not the Home Depot Foundation.</p>

## APPENDIX

### Team Depot General Safety Rules

- 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
- NO electrical wiring (work 'stops' at the wall)
- Installing light fixtures is permissible but ensure power is 'off'
- NO plumbing (work 'stops' at the wall); fixtures like faucets and sinks can be installed
- NO open flame or smoking or use of spark / flame producing activities within 25 feet of ignitable or combustible materials
- NO welding, grinding or other 'hot work' allowed
- 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
- Read and comply with all warning labels on any chemical or hazardous material
- Never engage in 'horseplay'
- Report any unsafe conditions or accidents to the Safety Captain or most senior manager at the site