



DXC Cares Program Guidelines and Frequently Asked Questions

About DXC Cares

What is DXC Cares?

DXC Cares is a new program that puts our values in action with an easy-to-use platform that facilitates employee volunteerism, philanthropic giving and Environmental, Social and Governance (ESG) missions at DXC. The platform enables colleagues to share giving opportunities and build connection through volunteerism.

How does DXC Cares work?

This voluntary program lets you explore opportunities to give money, volunteer or participate in ESG missions as well as create your own giving or volunteering activities and invite other colleagues to join along. DXC Cares tracks all volunteering, giving and mission participation across our organization for visibility to the impact we make in our communities globally and locally.

The platform is maintained by Benevity, a corporate social responsibility software provider, who also vets and disperses donations to the charitable causes.

Who can use the platform?

All DXC colleagues, except contractors and external partners, can use the platform to give money, volunteer or participate in ESG missions.

Usage in Germany and Austria is subject to Works Council approval.

How do I access the platform?

You can access DXC Cares via my.dxc.com/DXCCares or dxc.benevity.org. The platform has single sign-on access using your Universal ID and password.

You can also download the DXC Cares mobile app from the Apple App Store or Android app stores.

- Search and download the **Benevity** application.
- Input DXC.Benevity.Org when asked for domain.
- Sign in using your Universal ID username (email address) and password.

What languages are available?

DXC Cares is available in English as the default language with the options to change to one of 22 languages offered in the platform.

Why am I prompted to enter contact information the first time I log in?

Contact information is used to produce the tax receipt for eligible donations.



Supporting Causes

What is a cause in DXC Cares?

A cause is a single organization or a grouping of organizations that address a similar issue, ESG topic, or concern in a community or around the world. DXC Cares has access to a robust database of over 1.8 million global organizations.

DXC Cares provides the ability to give a monetary donation to a cause or an individual organization that is vetted by Benevity. You can also volunteer to any cause globally or create a volunteer event or program available to DXC Colleagues.

What if I want to support a cause that is not listed in the DXC Cares database?

If a cause is not listed in the database currently, you can complete a nomination form to have the cause considered for inclusion in DXC Cares. Upon successful completion of the vetting process, the cause will be added to DXC Cares.

How are organizations or causes vetted for inclusion in DXC Cares?

Benevity maintains a database of eligible organizations by putting charities and non-profit organizations through multiple layers of vetting and verification, adhering to rigorous guidelines.

When a nomination for a new organization is received, Benevity's Vetting Team requests the pertinent documentation based on its country and confirms their authenticity; they then complete additional checks using a number of international databases to ensure that the organization is in good standing and has met all filing requirements imposed by its local government.

For more details on the vetting process, view the [Benevity Due Diligence policy](#).

What payment methods can be used to make donations?

You can make a donation in the platform using a personal Credit Card, Paypal account or Apple pay.

Are donations made in local currency?

Employees are mapped to 11 different local currencies where possible in the platform. Not all employees are able to donate in their local currency.

Are donations tax deductible?

Donations are tax deductible where legally permitted. You will have the ability to immediately get a tax receipt when applicable from the DXC Cares Platform.

What personal information is shared in the platform when making a donation?

You can control the extent of information your chosen cause will receive when you donate to them. You can choose to share your name and contact information or remain anonymous when you donate.

To update your privacy settings:

- Click your name in the top right corner of the site and select Settings.
- Click Privacy/Sharing from the side menu.
- Select the level of information you want to share. The minimum information we will share is your postal code or ZIP code.



How much of my donation goes to the charity?

On average 97% of your donation goes to the charity. Donations made in a given month are aggregated and disbursed in a single payment towards the end of the following month.

Can I set up payroll deductions through DXC Cares?

Payroll deductions are not available in DXC Cares currently. There are plans to enable payroll deductions in the future.

Can non-DXC employees (such as family members) give in the platform?

No, only employees are eligible to give in the DXC Cares platform. Employees may bring family and friends to qualifying volunteer events aligned with all guidelines provided by the local event.

How does DXC Cares affect efforts that are already established in specific sites or offices to support local charities?

DXC Cares provides a platform for employees to support the causes and issues that matter most to them. If a local office has an established program to support a local cause or organization, DXC Cares can help facilitate that program. It's a tool that supports grassroots efforts and allows all employees, regardless of location or position in DXC, to set up volunteer and giving opportunities.

How does the DXC Cares platform compare to the DXC Foundation?

The DXC Foundation and DXC Cares are separate programs. DXC Foundation is a U.S. based charity that invests in community groups. DXC Cares serves as a grassroots platform to support our global workforce in their efforts to make a difference in local and global communities. Both are ways that DXC puts our values into action.

Giving Opportunities

What is a giving opportunity?

A giving opportunity is a feature that lets you create a specific project in need of donations. It is a way for you to raise funds and awareness for a cause that you are passionate about. Any DXC employee with access to DXC Cares can create a giving opportunity using the DXC Cares platform.

How do I create and host a giving opportunity?

To create an opportunity, go to **Make a Donation** in the top navigation tab then select **Create a Giving Opportunity** to fill out and submit the form. After the opportunity is published, it will be available in search or in the Browse Giving Opportunities page and you can share it with other colleagues.

What is peer matching?

Peer matching gives employees the ability to create a giving opportunity and challenge fellow employees to contribute and match the donation to increase the donations given to the cause.



Volunteering

CAUTION / COVID-19 Restrictions Reminder

The global COVID-19 situation will remain complex for some time to come. We will continue our cautious approach to managing COVID-19 with only a limited number of authorized personnel on-site, and restrictions on in-person gatherings.

Please ensure compliance with all DXC COVID-19 protocols, as well as any requirements published by the local or country government authorities where you are based, before creating any volunteer opportunity that would bring people together in-person.

Can DXC employees volunteer during work time?

Employees are subject to local HR policies for paid time off for volunteer activity. Visit [HRConnect](#) for policy information.

How do I find volunteer opportunities?

Click **Volunteer** in the main navigation bar to get started. You can browse through the featured volunteer opportunities, search for a particular event using the **Find an Opportunity** section.

Can I create and host a volunteer opportunity?

Yes, all employees using DXC Cares have the ability to create volunteer opportunities and invite other colleagues to participate. Volunteer opportunities are queued for approval by a program administrator prior to publishing.

How do I track my volunteer time?

Tracking your volunteer time is optional and helps us know what impact DXC makes in our communities globally and locally. All volunteer reporting is aggregated and anonymous. Your individual input will only be shared at an organizational level to help inform ESG decisions and priorities anchored to our core values.

- To track DXC Cares volunteer opportunities, click **Volunteer** in the main navigation bar then select **Track your Time**. Complete the form provided with the hours you volunteered, the date or dates, and any comments you would like to add about your experience then click submit.
- To track volunteering you do on your own, click **Volunteer** in the main navigation bar then scroll down and click **Track All Your Volunteer Time**. Complete the form provided with the hours you volunteered, the date or dates, and any comments you would like to add about your experience the click submit.
- Volunteer time tracking is on an honor system and is not subject to approval.

Please note that the tracking of time in DXC Cares is entirely separate from any other time tracking activity (which should continue as normal).

Are any DXC employees eligible for a volunteer reward rate for time tracked?

No, at this time there are no volunteer rewards offered.



Company match

When will we learn about seeding and matching?

DXC Cares has decided to redirect seeding funds to the matching programs. Details on the matching programs are still being finalized and will be shared soon.

Support

Where can I learn more?

DXC Cares includes a How to Get Started guide on the platform's homepage and you can visit our my.dxc.com/DXCCares page for resources and information about the program.

How can I get help using the platform?

For any support needed, search the help center in the upper right corner of the DXC Cares platform or email Support@Benevity.com for assistance from the Benevity care team.

If you have additional questions about DXC Cares, please email to DXC_cares@dxc.com.