



Corporate Citizenship Policy



1 Introduction

BMC's Corporate Citizenship Policy is rooted in our existing mission to prioritize inclusion to drive innovation, advancing digital democratization, in alignment with the United Nations' Sustainable Development Goals. BMC has established a set of guidelines for States and companies to prevent, address, and remedy human rights abuses committed in business operations. This policy sets forth standards for business conduct and social commitments and enables BMC to identify community needs and serve them as needed.

2 Scope and Compliance

This policy is applicable to all officers, directors, employees, and affiliates of BMC Software. Failure to comply with the policy, including not reporting actual or suspected violations of which you are aware, may result in disciplinary action, including but not limited to termination of employment.

This policy applies to all BMC employees. Employees are required to comply with this policy as described in the [Overview of Corporate Policies](#).

3 Definitions (glossary)

- A. **Corporate Citizenship:** Priorities that increasingly inform the ways in which we serve the communities where we live and work.
- B. **BMC Cares:** Inspires and empowers BMC's ecosystem to invest in people and enrich communities globally through digital literacy, interventions, accessibility, volunteer efforts, and donations, fostering an inclusive Autonomous Digital Enterprise and advancing a more equitable world.
- C. **United Nations' Sustainable Development Goals (SDGs):** A collection of 17 interlinked global goals designed to be a blueprint to achieve a better and more sustainable future for all. The SDGs were set up in 2015 by the United Nations General Assembly and are intended to be achieved by the year 2030.
- D. **United Nations' Guiding Principles:** A set of guidelines for States and companies to prevent, address and remedy human rights abuses committed in business operations.
- E. **Volunteer Time Off:** Employees are eligible for up to two days of paid time off to volunteer (VTO) per calendar year. Employees must receive advance approval from their manager prior to taking a Volunteer Time Off day.

4 Policy Statement

BMC is active in supporting charitable programs, humanitarian efforts, and sustainable projects that advance digital literacy, digital interventions, and technological equity across the world. BMC proudly shares the United Nation's vision of improving lives through the promotion of social progress and sustainable development. In the interest of advancing this mutual goal of an inclusive and equitable future, we strategically leverage BMC employees and a wide range of partnerships and initiatives in correspondence

with the [United Nations' Sustainable Development Goals](#) and the [United Nations' Guiding Principles](#). These goals and principles have long been aligned with our Corporate Social Responsibility.

BMC is committed to creating strategic partnerships with community organizations. Charitable contributions on behalf of BMC through BMC Cares, including donations of computer equipment, cash donations or the purchase of tickets for fundraising events, may only be committed by and should be directed through the [Corporate Social Responsibility Team](#) (bmc_cares@bmc.com).

5 Commitments

Cultivate an environment dedicated to the betterment of the community at large that promotes charitable giving in such a way that is inclusive and equitable.

- 5.1 **Promote diversity and equal opportunity.** The BMC approach to diversity is defined by inclusiveness, respect, and fostering a culture that allows each individual to contribute to his or her fullest potential. All philanthropic support must be contributed toward inclusive organizations.
 - A. Political campaigns or religious institutions are not eligible for any philanthropic support. This includes donations, in-kind giving, awareness campaigns, etc. Employees and BMC affiliates are prohibited from promoting any of these organizations.
 - B. Any organization with a written policy of discrimination against LGBTQ individuals or that in any way discriminates on the basis of sexual orientation or gender identity is not eligible for philanthropic support. This includes donations, in-kind giving, awareness campaigns, etc. Employees and BMC affiliates are prohibited from promoting any of these organizations.
 - C. Any organization with a written policy of discrimination against any people or that in any way discriminates on the basis of race, religion, gender, ethnicity, etc., is not eligible for philanthropic giving. Employees and BMC affiliates are prohibited from promoting any of these organizations.
- 5.2 **Annually publish a Corporate Social Responsibility report** to ensure transparency on corporate support of and performance of efforts. The report should track and best quantify the company's efforts for the previous fiscal year.
- 5.3 **Be a responsible corporate citizen.** BMC prohibits the use of child labor, physical punishment, or forced or compulsory labor, as well as any other forms of human abuse including human trafficking.
- 5.4 **Undertake philanthropic activities** directly or through a combination of grants, sponsorships, and volunteer support to non-profit organizations, non-governmental organizations, and other implementation partners.
- 5.5 **We empower our employees** to make a difference through Volunteer Time Off (VTO). Annually, we observe Martin Luther King Jr. Day as an International Day of Service across the globe. Additionally, we offer our employees an extra VTO day to volunteer for a project or cause of their choice. Please note that unused VTO days do not roll over and must be used by December 31 of each year. All volunteering activities must be conducted with a charitable organization.

5.6 **Work toward serving and advancing equity in global communities** through the support of social programs.

5.7 **Roles and Responsibilities**

- A. **Corporate Citizenship Team:** This team is responsible for formulating and recommending a corporate social responsibility policy, allocate expenditures, organize activities, monitor related policies, and oversee all philanthropic commitments and expenses.
- B. **Employees:** Employees are responsible for tracking and utilizing their Volunteer Time Off in a responsible manner in accordance with the policies set forth in this document.
- C. **Managers:** Managers are responsible for promoting, tracking, and approving the proper use of their employee(s)' Volunteer Time Off. Managers should also collaborate with the Corporate Social Responsibility core team to organize team-based volunteer events for their team.

6 **Related Information**

[Corporate Social Responsibility Report](#)

[Code of Conduct](#)

Communications System Use and Security Policy

Confidential Information Protection Policy

[Environmental, Health, and Safety Policy](#)

[Data Protection Binding Corporate Rules \(GDPR\)](#)

Employee Personal Data Privacy Policy

[Equal Employment Opportunity Policy](#)

Information Security

[Non-Harassment Policy](#)

Violence Free Workplace Policy

[Whistleblower Policy](#)

7 **Document Information**

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