



## Company-Sponsored Activity Guidelines

AeroVironment may support various recreational activities including sports teams or leagues in which its employees participate by providing funds to organize such activities. Employees who wish to initiate such activities must designate an "Activity Project Leader" who has the responsibility for following the steps described below.

1. Obtain Management Approval
  - Regardless of the activity, employees who have interest in acting as an Activity Project Leader should receive permission to do so from their manager.
  - Any company time used to conduct project leader activities must be pre-approved by their department manager and is charged to the department's indirect overhead.
2. Coordinate with Human Resources
  - The Activity Project Leader will submit the recreational activity information including cost for consideration and approval.
  - HR will review the request and determine if funds are available
  - Typically the company will support several sports teams each season: Fall, Winter, Spring and Summer. If we have multiple requests in a season, we will look at requests on a first come, first serve basis and overall cost for participation.
3. Obtain Signatures on Company-Sponsored Activities Waiver
  - Activity Project Leaders are responsible for collecting the signed Company-Sponsored Activity Waiver from participating employees and returning the signed waiver to HR prior to the start of any activity.

Generally, the Company will consider sponsoring participant fees and the purchase of uniform shirts. Equipment and other fees will not be sponsored.

No less than half of the participants must be AV employees to qualify for a sponsorship.

All employees must sign the Company-Sponsored Activities Waiver prior to participating in any company-sponsored activity. A refusal to sign a waiver will prohibit such employee from participating in the activity.

All employees of AeroVironment are eligible to participate in a company-sponsored activity. Participation is completely voluntary and employees should not be coerced, forced or unreasonably encouraged to participate in non-work-related activities. Employees who decline to participate in such activities should not be, and will not be penalized, for such non-participation. Participation in any Company-Sponsored Activity is at the employee's own risk and all participation in any such activity should be done on the employee's own time and not during work hours.

