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SPIARS CARES – WHY

Blessed by God, owned by God, and called by God to pay forward the blessings we've received.

We believe that God created all things and has called us into a partnership with Him to be a blessing to all that He has created. As a company and as employees working at Spiars Engineering we have been blessed with great clients, great work, and a great culture. Our response to such a blessing is a sense of gratitude that drives us to pass the blessing on to those who have need.

In order to discover needs and determine which needs we should meet, the Company established the Spiars Cares Program to give back to the community and to assist employees and their families in times of need and hardship. Spiars Cares exists to transform lives through loving and meeting the needs of our employees, their families, and our community - locally and throughout the world.

MISSION

Identify and serve the Physical, Emotional and Spiritual needs of our employees, their families, and our community, locally and globally.

VISION

A sustainable, God honoring service that transforms lives.

CORE VALUES

Love – in all things show Christ's love to all we serve.

Serve – provide acts of service to meet the physical, emotional, and spiritual needs of our employees, their families, and our communities locally and globally

Sustain – provide services that can build long-term, self-sustaining processes, products or environments that support the community and individuals who are positively affected by our service.

Transform – we leave a lasting impact that positively transforms the lives of all those we serve.

Restore – build up, encourage, redeem (give back), and breathe life into those we serve for a greater purpose.

SPIARS CARES – WHO

The current leadership structure includes six (6) different positions, with each position having a “trainee” under the current leader. These six positions exclude the Management Representative and Firm Board Member, whose roles are to help guide and mentor the entire Leadership Team. Each position, other than Team Coordinator, Donations and Budgeting, Management Representative, and Firm Board Member, will have a committee to help guide in decisions and aid in implementing all activities/events. The minimum commitment for a leadership position is four years. Role transitions and term lengths are described in detail in the “How” section on page 6. The leadership positions and their respective descriptions are as follows:

EMPLOYEE & PARTNER CARE COORDINATOR

- To be the main point of contact to our Legacy Partners and proactively provide support.
- To be on the lookout for needs within the company and how we can provide support and care for our employees and their families.
- Establishing and tracking KPIs for employee & partner care (see “Service Metrics” below).

EMPLOYEE EVENT COORDINATOR

- Oversee Employee Event Committee and lead monthly committee meetings.
- Plan:
 - Monthly Mingles
 - Larger scale quarterly events for employees and their families/friends
 - Occasional small events/treats during workday to boost company morale and celebrate wins
- Organize company intramural leagues or sports scrimmages
- Establishing and tracking KPIs for employee events (see “Service Metrics” below)

COMMUNITY SERVICE COORDINATOR

- Lead a team to research worthy causes to provide monetary and physical support.
- Plan 2-3 events per quarter to take part in as a company.
- Oversee the Community Service Committee and lead monthly committee meetings to discuss new ideas for events and delegate coordination of events to committee members.
- Establishing and tracking KPIs for service in the community (see “Service Metrics” below)

INTERNATIONAL SERVICE COORDINATOR

- Lead a team to strategize and plan Spiars Cares service internationally.
- Focused on Sustainable Development and Outreach.
- Discipleship-based service with God's glory being at the center of all we do.
- Big Wins for Group
 - Get Spiars Employees and Families involved in what God is doing internationally.
 - Serve those that are in physical and spiritual need.
- Oversee International Team and lead monthly meetings.
- Track International Budget
- Build long term relationships with key partners to multiply our impact internationally.
- Establishing and tracking KPIs for international service (see "Service Metrics" below)

DONATIONS & BUDGETING COORDINATOR

- Manage and track all expenses related to the Spiars Cares budget.
- Process approved payments to individuals and organizations identified by the Spiars Cares Leadership.
- Keep the Spiars Cares Leadership regularly updated on balances and expenditures related to the operations of Spiars Cares.

TEAM COORDINATOR

This role may be held by one person or split between two people as described below during transition times.

"Lead" Role – Typically held by the current coordinator.

- Conduct and guide the group in all activities, including leadership and company-wide meetings, by creating agendas, facilitating discussions, etc.
- Serve as the primary person who pushes the group to accomplish their goals as a team.
- Responsible for driving the mission of the Spiars Cares Leadership Team, encouraging continued involvement, and making sure Leadership Team members have the tools they need to succeed.
- Assist other team coordinators in collecting data for KPIs as needed.

"Communication" Role – Typically held by the person being trained or in the "support" role.

- Learn the responsibilities of the Lead Team Coordinator and slowly transition into their role or support the new coordinator after serving for two years.
- Responsibilities include coordinating with other committees for upcoming events and relevant information, emailing meeting and event invites, taking notes during meetings, and sending follow-up emails.
- Information/emails/calendar invitations from committees that are to be sent out to all company employees should be sent through the Communication role, who then relays the



information to all employees through the Spiars Cares email to help streamline the communication process (spiarscares@spiarsengineering.com).

FIRM BOARD MEMBER – One Spiars-employed board member will serve as the company leadership representative and will have the ability to determine budget allocation and have the deciding vote should there be an impasse on any item the leadership committee is voting on. The Spiars executive team can rotate serving on the Spiars Cares Leadership Team, as the Firm Board Member, as deemed necessary.

MANAGEMENT REPRESENTATIVE – This role, currently assumed by the CCO, provides coaching and support to team coordinators. Coaching includes, but is not limited to:

- Ensure projects and activities align with the mission, vision, and core values
- Provide guidance in team communication and meeting management
- Meet with team coordinator(s) on overall progress and individual well-being
- Act as a resource for communication, leadership development, etc.

The Firm Board Member, Management, and Donations & Budgeting Coordinator roles have “trump” rights on voting matters.



SPIARS CARES – HOW

At Spiars Engineering, we believe God has called all our employees to serve. Whether we serve our clients, our fellow employees, our families, our community, or internationally, our purpose is to use Spiars Cares as a tool to carry out the work God has entrusted upon our hearts. We encourage all employees to participate and serve as members of the Spiars Cares Team, with all work completed as voluntary and unpaid. No matter what capacity a member serves in, whether they lead, participate in a committee, or just show up to events, all positions are purposeful and valued.

MEETING SCHEDULE

At each level of service, meetings are held periodically to make decisions, collaborate, and inform each other on all things Spiars Cares related. Meeting timelines for each level of service are listed as follows:

- Committees: Monthly
- Leadership Team: Quarterly
- Company-Wide: Semi-Annually

ROLE TRANSITIONS & TERM LENGTHS

Each Spiars Cares Coordinator position is intended to rotate through a 4-year transition cycle. Each person will serve as the current Coordinator, with voting power, for two years, preceded and followed by one year in the “Support” role. The purpose of the first year in the “Support” role is for someone to learn from and support the current Coordinator. The second time someone serves as the “Support” role (after they’ve served two years in the Lead role) is to support the new Coordinator as they take over their role and assist in the selection of a new successor. See the table below as an example:

YEAR	CURRENT COORDINATOR/ LEAD ROLE (VOTING POWER)	SUPPORT ROLE
1	Person A	Person B
2	Person B	Person A
3	Person B	Person C
4	Person C	Person B
5	Person C	Person D
6	Person D	Person C
7	Person D	Person E

Coordinators are to present the proposed successor to the Leadership Team so any concerns/thoughts may be noted prior to making any decisions. Ultimately, the decision of who will take over said role is up to the discretion of the coordinators.

We highly advise any Coordinators coming out of their four-year term to take a year off from serving as a leader. This gives fellow employees an opportunity to serve and lead as they feel called. During this year off the individual is encouraged to serve on any of the committees, or simply participate in the Spiars Cares events.

VOTING PROCESS

There will be eight votes—the four current committee leaders, the Firm Board member, the Management position, the Donation & Budget Coordinator, and the Team Coordinator.

When it is time to vote, a poll will be sent via Teams chat or email to the eight Leadership Team members, who are responsible for consulting with their committees, and then they will each cast their vote. If voting is conducted in person, a majority of the Leadership Team must be present. A majority vote (at least 5/8) is required for approval.

AUTONOMY OF COMMITTEE LEADERS FOR ALLOCATION OF BUDGET

IF A LEGACY PARTNER

Changes/additions to the money spent/earmarked in the budget for a Legacy Partner that amount to more than \$2,500 must be proposed to the Leadership Team and receive a majority vote to be approved. Otherwise, committee leaders and their teams have full discretion over how funds should be allocated within their budget.

IF NOT A LEGACY PARTNER

Changes/additions to the money spent/earmarked in the budget for an organization that is not a Legacy partner that amount to more than \$1,500 must be proposed to the Leadership Team and receive a majority vote to be approved. Otherwise, committee leaders and their teams have full discretion over how funds should be allocated within their budget.

Committee Leaders must send their committee's updated budget or present at the Leadership Meeting at least once per quarter in the Spiars Cares Leadership Teams chat or via email so other Leadership Team members may provide feedback in the form of questions, comments, concerns, or approval.

APPLICATIONS

EMPLOYEE CARE

- Camp Scholarship Application- Completed by a Spiars employee on behalf of their child/dependent. To qualify: Recipient must be a child/dependent of a full-time Spiars employee with a tenure greater than six months at the start of camp, the Camp must be approved by the Leadership Team, and the application must be completed and submitted to the Employee Care Coordinator by March 31.
- College/Trade School/Gap Year Scholarship Application- Completed by the child/dependent of a Spiars employee. Candidates may be asked to participate in an interview with the Employee Care committee.



To qualify: Recipient must be a child/dependent of a full-time Spiars employee with a tenure of greater than six months at the start of classes/program, must be preparing to or presently pursuing a degree at an accredited university, college, seminary, trade school, or gap year program, and the application must be completed and submitted to the Employee Care Coordinator by February 28 for the Spring semester or July 31 for the Fall semester.

- Employee Ministry Application- Spiars employees may apply for a scholarship to help with the cost of a mission trip they plan to go on, locally or internationally (through an organization other than Spiars Cares).
- Employee Request for Assistance Form- A Spiars employee may apply for assistance (financial, physical service, etc.) on behalf of themselves or an immediate family member.
- Request for Christian Counseling Assistance Form- A Spiars employee may apply on behalf of themselves or an immediate family member for financial assistance to aid with the costs of beginning to attend short-term Christian counseling sessions. Spiars Cares may contribute up to \$100 per session for 12 sessions or four months, whichever comes first. This is meant to help introduce the recipient to the benefits of counseling services, so financial assistance from Spiars Cares will be provided to each recipient only once.

NEW OPPORTUNITIES

- Initial Interest Form- To be completed for any potential new opportunities. Applies to all new requests for either long-term partnership, donations, or service opportunities. The form is to be filled out by a Spiars employee about the new organization/opportunity, and should be submitted to spiarscares@spiarsengineering.com to determine its alignment with Spiars Cares' mission, vision, and core values.
- Legacy Partner Application- To be completed by a member of an organization interested in becoming a Spiars Cares Legacy Partner. This is a thorough evaluation to ensure the relationship with the organization/ministry would align with the core values of Spiars Cares. Submit to spiarscares@spiarsengineering.com upon completion.

VOLUNTEER PAID TIME OFF

Each year, employees will receive 16 hours of Volunteer Paid Time Off (VPTO) that cannot be rolled over from one year to the next. VPTO may only be used for Spiars Cares service events or mission trips that occur between 8:00am – 5:00pm on weekdays.

SPIARS CARES – WHAT

As Spiars continues to grow, so too will the Spiars Cares Program and the causes we're fortunate enough to assist, whether through monetary means or service hours. As more partnerships continue to present themselves, we need to utilize a "filter" to process these opportunities and identify how they align with our mission, vision, and core values.

Listed below are the means to track the impacts of our service ventures, ways to identify who we are impacting and in what way, and a method to evaluate each partner periodically to determine whether we will continue our support. These methods are intended to grow and evolve as the company does and require occasional reflection from the Leadership Team to determine if they are still valid or need updating.

SERVICE METRICS (KPI)

To monitor the progress and impact of the Spiars Cares program, we've set Key Performance Indicators (KPIs) in place to serve as measurements for the Spiars Cares committees. These are intended to analyze ways the organization is growing and how we can improve. Committee KPIs are as follows:

EMPLOYEE CARE TEAM

1. Number of care-giving opportunities for Spiars Engineering employees
2. Number of employee requests for one time assistance each year
3. Number of employee requests for one time assistance approved

EMPLOYEE EVENT TEAM

1. Average number of attendees at Monthly Mingles
2. Average number of employees and family members attending larger scale events
3. Average attendance at occasional small events/treats during workday to boost company morale and celebrate wins

COMMUNITY SERVICE TEAM

1. Average number of employees and family members participating in company service projects
2. Length of partnerships
3. Organizations worked with each year
4. Employee satisfaction with service events (measured with satisfaction survey)
5. Number of Volunteer PTO hours used each year

INTERNATIONAL SERVICE TEAM


1. Number of Legacy Partners
2. Number of Partners (Monthly Giving)
3. Amount (\$) of Monthly Partnerships

4. Number of One Time Donations
5. Amount (\$) of One Time Donations
6. Number of Employees on Short Term Trips
7. Number of Short Term Trips
8. Amount of Long Term Partner Giving
9. Number of Missions Presentations/Trainings
10. Total Budget Amount
11. Total Rollover Amount

SERVICE MATRIX

The purpose of the Service Matrix is to analyze each service partnership and establish the intended recipient and what need is intended to be met at the highest level. The “recipient” is identified as either Employee, Family, or Community, community including both our local and international community. The “need” each opportunity meets is to be classified as either a Physical, Emotional, or Spiritual need. Many services and donations may fall under multiple areas, but the intention of the Service Matrix is to identify who/how each opportunity is ultimately meant to impact at its core. A few examples are as follows:

- Rough Riders Baseball Game (Employee Event) –
 - The “recipient” in this case is the Employee. Even though family is involved, the intention of the event is for the Employee.
 - The “need” in this case is Emotional. The physical need may be met with food, but the intention of this event is to celebrate the culture and comradery of Spiars Engineering with one another.
- Christian Camp Scholarships –
 - The “recipient” in this case is the Family. The employee may be affected, but the intention of this gift is to support the Family and child of the employee.
 - The “need” in this case is Spiritual. Although there will indeed be physical and emotional impacts of this experience, the intention is to provide an opportunity for the child to grow in their relationship with God.
- Children’s Advocacy Center of Collin County’s “Holiday Project” Shopping Event –
 - The “recipient” in this case is Community. Our employees benefit from this experience, but the service is intended to impact children supported by CACCC in our Community.
 - The “need” in this case is Physical. The children receiving these gifts will be impacted emotionally, but the intention is to provide Physical support through Christmas Gifts.



Community			
Family			
Employee			
	Physical	Emotional	Spiritual

PARTNERSHIP EVALUATION/RE-EVALUATION – Core Value-Based Evaluation

The key to ensuring the Spiars Cares program has a sustainable impact for our employees, families, and communities is to periodically evaluate our current and proposed partnerships. Each partnership should be analyzed with the KPIs to decide whether we'll continue our support, and the evaluation of the appropriate completed forms/applications should determine if a new partnership aligns with our core values. The exact amount and length of support for each opportunity is ultimately the decision of the Spiars Cares Leadership Team on a case-by-case basis, but this section serves as a guideline to refer to when needed.

- One-Time Donations – One-time donation opportunities (of time, money, or resources) will be aimed at meeting a current or immediate need an organization or individual employee may have. These will be donations for a specific need and will not be a reoccurring donation.
- Service Projects – Service opportunities can either be a one-time event or a recurring service that may or may not lead to a partnership with that organization. The goal is that the service be provided by Spiars Engineering employees, their families, and friends.
- Partnerships – Shorter-term commitment (1 year or less) to an organization to provide time, money, or other resources. These partnerships will be evaluated on an annual basis.
- Legacy Partnerships – Longer-term commitment (1-3 years) to a faith-based organization to provide recurring contributions/donations of time, money, or other resources. These partnerships will be the principal focus of Spiars Cares resources and coordinators will actively pursue ways to meet their needs.

Evaluation of Opportunities

When evaluating service opportunities and partnerships, the Leadership Team will make the decision to provide the service or engage in a partnership by the following process.



1. Service Matrix – Does the service opportunity or partnership opportunity fall in line with the categories outlined in our matrix.
 - a. Is the need in one of the three categories of Employees, Family, or Community
 - b. Does the opportunity to serve or to partner long term provide for either a physical, emotional, or spiritual need within the three categories of Employees, Family and Community?
2. Core Values – As we evaluate taking on service opportunities or partnerships, the Leadership Team will also evaluate these opportunities to see how well they align with our mission, vision, and core values. A close alignment with all our values is our top priority. Our desire is that our service opportunities leave a self-sustaining and transformative impact. However, we recognize that many opportunities may only be sustainable through our on-going service or monetary donations.

Annual Reviews of Service Projects, Partnerships and Sponsorships

In October, the Leadership Team will conduct an annual evaluation of our Service Projects, Partnerships, and Donations. The goal is to ensure that these engagements continue to align with our service matrix and our core values. If research on any organization is required, then our Employee and Partner Care team will initiate this research. The Leadership Team will vote on any changes in these relationships going into the next year.

All Spiars Cares forms and applications with instructions can be found in the Shared (F) drive:

[F:\Spiars Cares Applications](#)