

The National Payroll Institute “NPW 2025 – Member Engagement” Contest Rules

OFFICIAL RULES

1. Contest Period

The National Payroll Institute’s National Payroll Week Contest (the “**Contest**”) begins at 12:00:01 a.m. Eastern Time (“**ET**”) on August 5, 2025 and ends at 11:59:59 p.m. ET on September 21, 2025. (the “**Contest Period**”). By participating in the Contest, each entrant agrees to abide by and be bound by these Official Rules. Entrants further agree to abide by and be bound by all decisions of The National Payroll Institute (“**Sponsor**” or “**NPI**”), which shall be final and binding in all matters relating to this Contest.

2. Eligibility

The Contest is open to individuals who are legal residents of Canada, members of the National Payroll Institute in good standing, and who have reached the age of majority in their jurisdiction of residence as of the date of entry. Excluded from eligibility are the officers, directors, employees, agents and representatives of Sponsor, any Contest judges, and each of their respective parents, subsidiaries, affiliates, advertising and promotion agencies (collectively, the “**Promotion Entities**”), and members of the immediate families (defined as parents, siblings, children and spouses, regardless of where they live) or households (whether or not related) of such officers, directors, employees, agents and representatives. If entering or accepting a prize on behalf of a member organization, you represent and warrant that you have the authority of your employer to participate in the Contest, and that your participation and/or acceptance of a prize will not violate any policies of your employer.

3. How to Enter

Participate in the National Payroll Institute “NPW 2025 – Member Engagement” Contest, follow these steps:

1. Share Your Payroll Story

- a. Post your personal payroll story on one of the following social media platforms: Facebook or Instagram.
- b. Share your personal story of how working in payroll has led to a meaningful and rewarding career.

2. Use the Hashtag

- a. Include the official contest hashtag #powerofpayroll and #contest in your post.

NO PURCHASE NECESSARY.

Limit one (1) entry per person. Duplicate entries will be deleted.

Internet access and Facebook or Instagram account required.

By entering the Contest, each entrant agrees that their submission may be posted by the Sponsor on any website associated with the Contest or the Sponsor's social media channels, in the Sponsor's sole discretion but without obligation. By entering the Contest, each entrant warrants and represents that: (i) they own or have licensed all necessary rights, title and interest, including copyright and a waiver of all moral rights in the submission; (ii) the submission has not been previously published; and (iii) the submission does not infringe upon the intellectual property rights, or defame or invade the publicity or privacy rights, of any third party, living or deceased.

4. Prize

There are ten prizes available to be won, each consisting of \$250 digital prepaid credit card. Ten potential winners will be chosen at random amongst members who have successfully completed the entry requirement. Prize must be accepted as awarded and may not be substituted, transferred or redeemed for cash or otherwise, except at Sponsor's sole discretion. Sponsor reserves the right, at its sole discretion, to substitute a prize of greater or equivalent monetary value if the Prize cannot be awarded as described for any reason. Prize will be awarded to verified winner only. Any other costs or expenses associated with the Prize not specified herein will be the responsibility of selected winners. Winner will be solely responsible for the tax consequences, if any, of accepting the Prize.

5. How to Win

Ten potential winners will be drawn randomly on September 29, 2025 at The NPI's offices from among all eligible entries received during the Contest Period. Odds of being selected depend on

the number of eligible entries received during the Contest Period. The selected entrant will be notified within two (2) business days by via the social media account that they've used to enter the contest. In order to be declared a winner, selected entrant must: (i) respond to notification of selection within ten (10) business days of first attempt by Sponsor; (ii) correctly answer a time-limited mathematical skill-testing question to be administered by Sponsor by email or telephone; and, (iii) otherwise comply with these Official Rules.

Return of any prize or winner notification as undeliverable, inability to reach selected entrant or failure of selected entrant to respond to notification within five (5) business days of first attempt by Sponsor, failure to provide proof of eligibility (if requested), or other required documentation in a timely manner, failure to correctly answer the skill-testing question, or other non-compliance with these Official Rules may result in disqualification, forfeiture of the prize and, at Sponsor's sole discretion, selection of an alternate eligible entrant for the forfeited prize in accordance with these Official Rules, who will be subject to disqualification in the same manner.

6. Right to Void / Terminate / Suspend / Modify

Sponsor reserves the right to terminate, suspend or modify this Contest, in whole or in part, at any time and without notice or obligation if, in Sponsor's sole discretion, any factor interferes with its proper conduct as contemplated by these Official Rules. Without limiting the generality of the foregoing, if the Contest, or any part thereof, is not capable of running as planned for any reason, including but not limited to infection by computer virus, bugs, tampering, unauthorized intervention, fraud, programming errors, or technical failures, which, in the sole discretion of Sponsor, corrupt or affect the administration, security, fairness, integrity or proper conduct of this Contest, Sponsor may, in its sole discretion and void any suspect entries and: (a) terminate the Contest, or any portion thereof; (b) modify or suspend the Contest, or any portion thereof, to address the impairment and then resume the Contest, or relevant portion, in a manner that best conforms to the spirit of these Official Rules; and/or (c) award the prizes from among the eligible, non-suspect entries received up to the time of the impairment in accordance with the winner selection criteria discussed above. Sponsor reserves the right at its sole discretion to disqualify any individual who tampers or attempts to tamper with the entry process, the operation of the Contest and/or website associated with the Contest, violates the Official Rules, or acts with intent to annoy, abuse, threaten or harass any other person.

7. Limitation of Liability and Releases

BY PARTICIPATING IN THIS CONTEST, ENTRANTS AGREE THAT THE PROMOTION ENTITIES, INSTAGRAM AND META HAVE NO LIABILITY WHATSOEVER FOR, AND SHALL BE HELD HARMLESS BY ENTRANTS AGAINST, ANY LIABILITY FOR ANY INJURIES, LOSSES OR DAMAGES OF ANY KIND TO PERSONS OR PROPERTY RESULTING FROM THE CONTEST, INCLUDING THE ACCEPTANCE, POSSESSION, MISUSE OR PARTICIPATION IN PRIZE. FURTHER, BY PARTICIPATING IN THIS CONTEST, ENTRANTS AGREE THAT PROMOTION ENTITIES, INSTAGRAM AND META HAVE NO LIABILITY WHATSOEVER FOR, AND SHALL BE HELD HARMLESS BY ENTRANTS AGAINST, ANY LIABILITY FOR ANY INJURIES, LOSSES OR DAMAGES OF ANY KIND TO PERSONS OR PROPERTY RESULTING FROM: A) ENTRY OR PARTICIPATION IN THIS CONTEST, INCLUDING ACCESS TO AND USE OF THE CONTEST WEBSITE, OR B) ANY CLAIMS BASED ON PERSONALITY OR PRIVACY RIGHTS, DEFAMATION OR MERCHANDISE DELIVERY. Some jurisdictions do not allow the exclusion of certain damages, and therefore such exclusions may not apply to you.

Without limiting the foregoing, the Promotion Entities, and any of Sponsor's other suppliers or contractors, as well as Instagram and Meta shall not be responsible for: (a) any incomplete or inaccurate information that is caused by Contest Website users, or by any of the equipment or programming associated with or utilized in the Contest, or by any technical or human error which may occur in the processing of submissions in the Contest; (b) lost, interrupted, or unavailable network, server, service provider, on-line systems, telephone networks or telephone lines, or any other connections; (c) the theft, destruction, loss or unauthorized access to, or alteration of, entries; (d) any problems with, or malfunctions or failures of, telephone networks or lines, computers or computer on-line systems, servers or providers, computer equipment, software, viruses or bugs; (e) garbled transmissions or miscommunications; (f) failure of any e-mail to be received by or from the Sponsor for any reason, including but not limited to, traffic congestion on the Internet or at any website or combination thereof or technical incompatibility; (g) damage to a user's computer equipment (software or hardware) occasioned by participation or downloading of materials related to this Contest or in connection with any website associated with the Contest; (h) printing, distribution, programming or production errors, and any other errors or malfunctions of any kind, whether human, mechanical, electronic or otherwise; or (i) technical, pictorial, typographical or editorial errors or omissions contained herein.

8. Personal Information and Publicity Release

Sponsor and its authorized agents will collect, use, and disclose the personal information you provide when you enter the Contest for the purposes of administering the Contest and prize fulfillment.

By accepting a prize, a winner agrees to Sponsor's use of his/her name and city/province of residence biographical information, statements, voice and likeness in any advertising and publicity Sponsor and its respective successors, assigns and licensees may conduct relating to the Contest in any media or format, whether now known or hereafter developed, including but not limited to the World Wide Web, at any time or times in perpetuity, without further compensation or notice, and hereby releases the Promotion Entities from any liability with respect thereto. Winner may be asked to sign a document to this effect. For further information about Sponsor's privacy practices, please see Sponsor's Privacy Policy at: www.payroll.ca/privacy-policy/. Each entrant's use of Facebook and Instagram is subject to each platform's privacy policies, as applicable.

9. General Conditions

The Contest is in no way sponsored, endorsed, or administered by, or associated with Meta or Instagram. Any questions or comments regarding the Contest should be directed to the Sponsor.

All entries become the property of Sponsor and will not be returned and no correspondence will be made with or entered into except with selected entrant(s). Winning a prize is contingent on fulfilling all the requirements set forth herein. Mass entries, automated entries, entries submitted by third parties, and any entries or prize claims that are late, incomplete, fraudulent, illegible, unidentified or delayed will be void. All entries and prize claims are subject to verification. Proof of entry submission does not constitute proof of receipt. Decisions of Sponsor and/or any independent Contest judging organization will be final and binding on all matters pertaining to this Contest. Contest is subject to all applicable federal, provincial and municipal laws. Void where prohibited. Sponsor reserves the right to correct any typographical, printing, computer programming or operator errors. Sponsor's failure to enforce any term of these Official Rules shall not constitute a waiver of that provision. The invalidity or unenforceability of any provision of these Official Rules shall not affect the validity or enforceability of any other provision. If any provision of the Official Rules is determined to be invalid or otherwise unenforceable, then the Official Rules shall be construed in accordance with their terms as if the invalid or unenforceable provision was not contained therein. Should a winner make any false statement(s) in any document referenced above, the winner may be required to promptly return to Sponsor his/her

prize, or the cash value thereof. WARNING: ANY ATTEMPT BY AN ENTRANT OR ANY OTHER INDIVIDUAL TO DELIBERATELY DAMAGE ANY WEBSITE ASSOCIATED WITH THIS CONTEST OR UNDERMINE THE LEGITIMATE OPERATION OF THE CONTEST IS A VIOLATION OF CRIMINAL AND CIVIL LAWS, AND SPONSOR RESERVES THE RIGHT TO PROSECUTE AND SEEK DAMAGES TO THE FULLEST EXTENT PERMITTED BY LAW.

In the event of a dispute as to the identity of the person who submitted any entry, the authorized account holder of the authorized account holder of the social media account associated with the entry will be deemed to be the entrant. The "**authorized account holder**" is the natural person assigned an Instagram or Facebook account by the applicable social media platform. The potential winner may be required to show proof of being the authorized account holder.