

# Baker Hughes Foundation

## Matching Gift Program

Baker Hughes Incorporated recognizes the many important public and civic services provided by nonprofit organizations and the importance of the Company partnering with its employees as they choose to provide assistance to these organizations.

Recognizing this, the Baker Hughes Foundation has established a matching gift program—a pool of funds, which may vary in amount from time to time.

### Eligible Donors

All active, full-time employees currently employed on the U.S. payroll and active full-time U.S. nationals on international assignments are eligible donors.

### Eligible Contributions

Effective January 1, 2004, Baker Hughes Foundation began matching \$1.00 for every \$1.00 for contributions made by eligible donors in the form of cash, on-line credit/debit, check, or publicly-traded securities within the following limits:

**Minimum Gift:** \$100 (per donation)

**Maximum Gift:** (Per calendar year)

- \$1,000 per employee
- \$2,500 per employee on the executive payroll
- \$25,000 per Executive Leadership Team (ELT) member

**Distribution:** Contributions are matched continuously up to the maximum annual budget established for the year by the Baker Hughes Foundation Trustees.

### Eligible Organizations

All institutions must be located in the United States or one of its possessions and recognized by the Internal Revenue Service as tax-exempt under Section 501(c)(3) of the IRS Code. Eligible categories include, but are not limited to, the following areas:

#### Education

- Degree-granting two-year and four-year colleges and graduate schools that are accredited by one of the six nationally recognized regional accrediting commissions.
- Pre-collegiate schools grades K-12 that are accredited by one of the six nationally recognized regional accrediting commissions or by one of the affiliates of the National Association of Independent Schools.
- Pre-school programs that are affiliated with an accredited school or have a license.
- Public schools.
- Foundations receiving funds for public or private schools or school districts.

#### Arts and Culture

Includes arts education; dance companies; opera companies; historical societies; neighborhood art centers; orchestras; libraries, museums; community or other theater groups; musical performing groups; public radio and television broadcasting; and historic architectural restoration projects. Note: The Foundation will not pay the cost of any memberships.

#### Community Services

Community agencies, public charities, and similar groups that provide services such as nutrition, housing, clothing, job training, family counseling, economic revitalization, relief efforts, and the like.

#### Health Care

Public charitable health agencies, public and private short-term nonprofit hospitals accredited by the Joint Commission on Accreditation of Hospitals, local health organizations, medical research centers and other related organizations.

All matching gift requests for the prior calendar year must be received by the Foundation no later than February 15 of the current calendar year.

### Gifts Ineligible for Matching

- Organizations not recognized by the Internal Revenue Service as a charity having tax-exempt status under Section 501(c)(3) ruling, such as fraternal, social, trade or political organizations, chambers of commerce, and professional membership societies.
- Private schools that are not accredited by one of the six nationally recognized regional accrediting commissions or one of the affiliates of the National Association of Independent Schools.
- Religious organizations or programs aimed at propagating a particular faith or creed, or programs that are otherwise religious. This includes gifts to fulfill tithes, pledges, or other church-related commitments. Programs that operate under the sponsorship of a religious organization that are separately incorporated as independent, non-religious, tax exempt organizations are eligible.
- Dues or gifts to alumni groups which are not distributed to the eligible higher education institution.
- Amounts payable as dues, subscription fees for publications, ticket or merchandise purchases.
- Insurance premium payments.
- Real or personal property (i.e. gifts in kind, except marketable securities).
- Payments that cover the cost of services, tuition, books or student fees.
- Unpaid pledges.
- Bequests.
- Donations to organizations that discriminate on the basis of race, sex, color, creed, or other illegal categories.
- Gifts made with funds provided to the employee for donation purposes by other individuals (i.e. pooled/ group funds such as for a walk-a-thon).
- Programs aimed at promoting a political candidate.
- Groups which address issues by means of adversarial and confrontational tactics.
- Gifts to a charitable gift fund, such as Fidelity Charitable Gift Fund, or a family fund, family foundation, or other private foundation.

### Procedure

**Employee:** Fully complete and sign Part I of this form and mail the entire brochure, along with your contribution, to the eligible institution of your choice.

**Organization:** Complete and sign Part II of the form and return the completed form to Baker Hughes Foundation Matching Gift Program.

Proof of tax status is required the first time matching funds are requested. Please enclose a copy of the current Section 501(c)(3) IRS exemption letter, including your Employer Identification Number (EIN). Government agencies such as public schools and community libraries should submit a copy of the law under which they are established, or a comparable document.

Completed forms must be received within 45 days of the date of the contributor's gift. Foundation checks will be issued continuously with available funds. The donor's annual limit is based on the date of the gift. Faxed or photocopied signatures are not acceptable.

After verification that the institution qualifies, the Baker Hughes Foundation will forward a check to the designated agency. Contributors will be notified only if a gift is ineligible for matching.

### Baker Hughes Foundation

Telephone: (713) 439-8662  
Fax: (281) 582-5859

The Baker Hughes Foundation reserves the right to modify or discontinue the program at any time. The Foundation determines the eligibility of organizations and gifts, and its decisions are final. The Foundation may periodically verify donors and recipient public charities as a matter of standard practice.

