

# BHP Billiton Matched Giving Program

## Internal Procedure

### Brief description

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This procedure outlines the operational process for the BHP Billiton Matched Giving Program. It describes the purpose of the Matched Giving Program (MGP), how the program works, who can benefit, along with the terms and conditions and eligibility requirements for matching. The procedure aims to give all the detail required for MGP organisers and Asset coordinators to thoroughly understand the MGP.

[BHPBillitonMatchedGiving@EasyMatch.com](mailto:BHPBillitonMatchedGiving@EasyMatch.com)

<https://www.easymatch.com/bhpbillitongive/>

### GLD Compliance

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The Matched Giving Program must be implemented in accordance with this procedure as required by Community GLD.008.

GLD.056 Anti-corruption

### Audience

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- Employees
- Matched Giving Program Asset Coordinators
- Operation Managers / Asset Presidents / Group Function Leaders
- Group HSEC
- External Service Provider – JK Group Inc.

### Key contact

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# BHP Billiton Matched Giving Program Internal Procedure

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## 1. Program Overview

### 1.1. Description

Through the Matched Giving Program (MGP) BHP Billiton 'matches' contributions made to the non-profit and community organisations its employees support. This program provides the eligible non-profit organisation an amount in recognition of an employee's personal donation or a payment in recognition of the volunteer work they do for eligible non-profit organisations.

### 1.2. Purpose

This program supports employee community involvement by providing additional resources (the Company's matching donation) to those non-profit organisations directly supported by BHP Billiton employees. Through the MGP, BHP Billiton employees have a say in where the Company's contributions are directed.

### 1.3. Eligibility

All full and part time employees of BHP Billiton and any of its designated affiliates or wholly owned subsidiaries are eligible to participate in the Program. Where there is any doubt, all decisions on the eligibility of participants are entirely at the discretion of BHP Billiton. Contractors are not eligible to participate.

## 2. Community contributions

There are three kinds of contributions matched as part of the Program:

- Employee volunteering time for non-profit organisations outside work hours. This includes one-off and regular volunteering. Volunteer work must be a personal contribution, and your time freely given, for which you receive no financial or in-kind benefit in return. Volunteering done in Company time does not qualify for matching.
- Personal cash donations to non-profit organisations. Regular or one-off donations are included.
- Payroll donations at Assets where it is available. Payroll giving donations are payments taken from salary with employee permission, and paid to a nominated non-profit organisation. These payments can be matched through the MGP.

**All of these contributions must be actual, and not merely pledged.**

### 2.1. Volunteering

Volunteering covers employee activity in support of an eligible non-profit organisation.

Volunteering time must be signed off by an office-bearer of the organisation in the case of paper applications (but you cannot sign your own application). If you are using the online system JK Group will contact the non-profit organisation to confirm your volunteering claim.

Employees must also provide dates and hours of their volunteering on the online or paper application. Applications that do not contain this information will be deemed incomplete and returned to the employee before they can be processed.

## 2.1.1. Maximum Claim Hours for Volunteering

The number of volunteer hours an employee can claim per month is capped at 40 hours. This is an average of approximately 10 hours per week and will be calculated by calendar month. The 40 hour maximum volunteering hours may be undertaken with one or a number of organisations.

The Health GLD (GLD.011) outlines the Company requirements for fatigue management and this cap on volunteer hours is in line with an assessment of the risk of fatigue on employees.

Matching claims for volunteer hours must be made in whole hours, not part thereof i.e. if the total time volunteering was 4.5 hours the claim should be made for 4 hours.

Attending school camps as a volunteer is capped at 12 hours per day (with a maximum of 40 hours per month).

If an employee is a foster parent the daily cap for this volunteering activity is 8 hours per day and the match can only be made to an eligible non-profit organisation, not to a government department. You can only apply for matching hours you actively foster the child – you cannot claim if your spouse is supervising the child while you are at work. This is the same principle for fostering animals. The employee can only claim the time they are actively fostering a child or animal (with a maximum of 40 hours per month).

## 2.1.2. Volunteering on Leave

Employees can apply for matching of volunteering they have done on annual leave but claims while on sick leave, study leave or while an employee is suspended are not permitted. Volunteering while on parental or unpaid leave is eligible for matched giving.

## 2.1.3. Volunteering for Sporting Clubs

Volunteering for senior (adult) sports clubs (i.e. sports clubs for adults) is not eligible.

Volunteering activity for junior sports activities will only be matched where volunteers are actively involved in the game or activity in the 'field of play' – the coach and the referee (unpaid) or a first aid or ambulance officer attending the game. Other assistance in junior sports (e.g. administration) is not eligible for matched contributions.

## 2.1.4. Time spent giving Blood Donations

Time spent donating blood can be claimed as volunteering time. This will be matched with the same hourly rate as general volunteering time. Each trip to give blood will be matched at the equivalent of one hour volunteering time. This means that you need to have given blood twice during any 12 month period in order to be eligible.

## 2.2. Cash Donations

To be eligible, personal donations must be freely given, and not as part of a membership, or access to facilities or for some return benefit. For example, a compulsory contribution to the school building fund of an employee's child's school, or a donation as part of the membership fee or of a sports club is not eligible.

The donation **MUST** be the employee's personal contribution and donations made on behalf of third parties may be considered fraudulent. Several controls exist to monitor applications.

Some operations have access to payroll giving where employees can choose to donate through their pay. It is best to check with the local pay office about payroll giving facilities. If it is available then employees can claim a matching amount for payroll donations.

## 2.2.1. Employee Events

In instances where donations are made by a large number of MGP eligible employees as part of an approved event, MGP Asset coordinators are able to lodge an application for bulk processing of these donations as per the following requirements:

- The event must be approved by the Asset coordinator and Asset President in advance
- Asset coordinators need not record details of each donation if the minimum match threshold is not reached (Appendix. 1) and can simply lodge a donation in the full amount against their own profile (eg. a large number of gold coin donations)

- Details of employee donations which reach the minimum match threshold (Appendix. 1) must be recorded and lodged by the Asset Coordinator in the approved format. Required details for each donation include:

- Employee name
- 1SAP ID
- Date
- Donation amount
- Match amount

- Once the application has been lodged by the Asset coordinator and approved, the donation will appear against each employee's Matched Giving profile

- If for any reason an employee does not wish to have a profile created and match recorded, they must notify the Asset coordinator at the time of donation and the transaction record will not be included

## 3. Matched Funding Details

### 3.1. Maximum amount for matching

There is a maximum cap of USD\$100,000 in matched (company) contributions for each employee in each financial year (1 July to 30 June). This may be a mix of the community contributions described above (volunteering and donations), or just one of them (see **Appendix 1** for the levels in each currency).

The currency conversions will be reviewed annually by Group HSEC at the end of each financial year and adjustments will be made to ensure the values are the approximate equivalents of the USD amounts.

Eg. An employee may choose to make a direct cash donation of US\$50,000 which will be matched at 2:1 and \$100,000 paid to the organisation, reaching their annual limit of US\$100,000 in matched (company) contributions.

### 3.2. Minimum amounts for matching

There are administrative costs involved with managing the MGP so to ensure efficient operation of the program there is a minimum amount for each claim. The minimum for each claim is in line with **Appendix 1** and two hours of volunteering work from one individual.

It is not possible to pool volunteering time to reach the minimum, with several employees combining their efforts into one claim. Volunteering is an individual contribution, and the minimum level of two hours for one individual applies.

For team efforts each person must apply separately for a minimum of two hours volunteering. The MGP is to match individual volunteering efforts, although this can be done as part of a team.

## 3.3. Timing of contributions

Contributions must be made in the current financial year (1 July to 30 June) to be eligible for matching.

If, for example, an employee found a receipt in November 2012 for a donation made in March 2012, it could not be claimed as the donation was made in the previous year.

Some employees may make a monthly payment to a non-profit organisation, and receive an annual receipt after the end of the financial year. Therefore claims can be accepted up until 30 September each year which gives enough time for tax receipts to be issued. The Program will accept any applications/receipts from the previous financial year up until 30<sup>th</sup> September of the new financial year so employees have 3 months after the end of the financial year to get their applications in.

## 3.4. Matching Ratios

In 2013 generous changes were made to the MGP to increase the employee donation to match contribution ratio to 2:1. This means for every dollar you donate the MGP will contribute two dollars.

## 3.5. Foreign Currency Exchange

The program process may require the exchange of foreign currencies at points in the payment process cycle. As such there may be slight variations between the amount donated by the employee and the matched equivalent at the time the funds are disbursed through the program due to exchange rate fluctuations.

# 4. Roles and Responsibilities

## 4.1. Group HSEC

Group HSEC is responsible for the implementation of the Matched Giving Program including management of its operating, governance and reporting framework.

Group HSEC pays all administrative costs for the program, including service provider fees and charges. There are no administrative costs deducted from employee contributions.

Group HSEC works directly with JK Group to manage the program. Reports on all Matched Giving activity are sent to Group HSEC for review each month and Group HSEC approves all organisations included in the MGP.

## 4.2. Asset Coordinators

At each asset, one person should be nominated as the *Matched Giving Program (MGP) Asset Coordinator*. This person is the central contact person for the overall administration of the program for that site and plays a key role in the program's success.

Asset Coordinators have access to an online Matched Giving administrator site designed to allow them to produce reports on their employee's participation in the program.

The Asset Coordinator also provides further information about the MGP, assists their employees with queries about their applications, and acts as the conduit between JK Group and the employee.

The Asset Coordinator is responsible for promoting the program on site and in the community. Experience to date has shown that this is a very useful way to communicate the details about how the program works and ways to get involved.



Asset Coordinators are also required to review specific applications on request from Group HSEC and will receive automatic emails from JK Group for any large Matched Giving applications asking for them to confirm the application is accurate and reasonable.

If a response is not provided to these queries within one month of receipt of the request, the application will expire and the employee will be advised that their application has been declined.

## 4.3. Asset/Operation and Group Function Leaders

General Managers and Group Function Leaders are sent a quarterly report which contains:

- all Matched Giving applications processed from their Asset or Function for that period.
- all new non-profit organisations added to the Matched Giving Program.

The report gives Asset/Operation and Group Function leaders visibility of their employees' giving and their contribution to the Matched Giving Program and provides an important control in the program. It also provides Asset/Operation and Group Function leaders with the opportunity to query new organisations which are receiving contributions from employees.

Operation General Managers and Group Function leaders are required to review this report for accuracy and reasonableness, and where exceptions are identified they must provide details to Group HSEC within one month of receipt of the report. Concerns in relation to local not-for-profit organisations receiving matched giving funds should also be logged with Group HSEC for further investigation.

## 4.4. Service Provider

BHP Billiton contracts JK Group Inc. to administer the Matched Giving Program during the trial period of FY14. JK Group will administer the program under rules and criteria set by BHP Billiton as outlined in this document. Any questions about the eligibility of an employee or organisation to participate in the program, or questions of interpretation of the procedure are directed to Group HSEC.

## 4.5. Employees

Each time an employee applies for Matched Giving, they must confirm that their application is made in accordance with this document and the BHP Billiton Code of Conduct.

Employees should understand that any deliberate misrepresentation of the statements made in their application will result in disciplinary action and potential termination. As part of the application form, employees must acknowledge this point and the fact that a report which contains information of individual employee contribution will be reviewed by their Asset/Operation or Group Function Leader.

## 4.6. Organisations

The role of the organisation is to assist in facilitating the process of the company making a donation to their organisation on behalf of an employee. The organisation will be contacted by JK Group to confirm a donation was made or volunteering was done by an employee and it is up to the organisation to respond to these requests to enable them to receive a matched giving donation. Organisations are asked to complete an Eligibility Application once every two years so JK Group can do their due diligence on the organisation and be satisfied that it continues to meet the criteria set by BHP Billiton for inclusion in the MGP.

IMPORTANT- If an organisation is continually unresponsive to requests the associated application will be cancelled. Requests for documentation and confirmation of contributions will be issued at 30 and 60 days from application date and if an adequate response is not received the application will be closed out and the organisation may be excluded from the MGP in future.

## 5. Organisations

### 5.1. Eligible recipient organisations

To receive matching funds from the Matched Giving Program, organisations must operate on a non-profit basis and must provide a benefit for the community. Many may be certified for tax-exempt status in their country of operation. The following list is not exhaustive, but gives a selection of examples:

**Education and Training Institutions** – Schools, universities, pre-schools and other educational establishments that are properly accredited to the laws of their country of operation. They do not need to be tax exempt to be eligible for this program. However, the Company does not give funds to government institutions. Funds can be paid to organisations that support the work of the institution such as part run organisations, school governing bodies, school foundations, library funds, building crèches and adult education centre.

**Health and Human Welfare Service Organisations** – Organisations that deal with health, eradication of disease, medicine, drug rehabilitation, hunger, HIV/AIDS, unemployment, disability.

**Organisations involved in Arts and Culture** – Museums, art galleries, theatre, orchestras, historical societies, performing arts companies, libraries.

**Civic, Community Service and Welfare Organisations** – Community improvement or service organisations involved in work such as housing, job training, urban redevelopment, skills development and programs dealing with youth, child welfare, disability and homelessness.

**Junior Sport** – Any junior sporting club that provides sporting activities for individuals under 18 years of age. Contributions to adult sporting clubs will not be matched, and volunteering for these types of organisations is limited to the roles defined in the Matched Giving Internal Procedure (referee/judge, first aid, coach, etc).

**Environmental and Conservation Organisations** – Organisations concerned with environment, nature and wildlife preservation including animal welfare, water usage programs, pollution prevention, recycling and energy conservation. Some larger not-for profit organisations do not accept funds from the company or are not eligible. These include Greenpeace, Friends of the Earth, Sea Shepherds, Australian Conservation Foundation and the Wilderness Society. Please check with the organisation before making an application.

**Emergency services/disasterrelief** – Organisations that provides funding or activities to support international community development programs and aid relief. Examples of these organisations would be World Vision, Plan International, The Red Cross, etc but they can also be much smaller organisations with projects designed to support development needs overseas. This is generally in developing countries, and may require JK Group to consider the country of residence that the applying employee is in. Some larger not-for profit organisations do not accept funds from the company or are not eligible. These include Amnesty International and Médecins Sans Frontières. Please check with the organisation before making an application.

### 5.2. Exclusions

The Program does not match contributions to the following:

- Political organisations
- Organisations with officers, directors, beneficial owners or employees who are known to be government officials in a position to take official action in favour of BHP Billiton or close relatives of such government officials
- Organisations that support terrorism or terrorist organisations
- Religious organisations that raise funds for religious purposes or whose services do not benefit the wider community (i.e. missionaries, Sunday schools, denomination-specific services or groups)

- Organisations or groups that discriminate or limit membership based on race, gender, beliefs, class or cultural considerations
- Adult sporting clubs, unless the application is for matching for volunteer time with junior sports (this is restricted to coaches, referees and first aid officers)
- Recreation clubs
- Donations made to individuals
- Payments made in lieu of tuition or payments of class fees, alumni association fees, membership payments or fees for any service of similar payments
- If you host an exchange student this volunteer activity is excluded from the MGP
- Gifts in kind will not be matched through the MGP
- Organisation in sanctioned and high risk countries

Additionally BHP Billiton reserves the right not to match donations to organisations in certain circumstances.

## 5.3. Designations

Some organisations may have a specific “designation” or program where an employee may wish their donation to be directed. For example World Vision has the “Overseas Aid Fund” for child sponsorship donations and the Red Cross has designations for emergency aid such as the “Victorian Bushfire Appeal”. If you have a specific designation, please make sure to include it in your application.

In the online application there is a box for employees to add details of their designation. This assists the organisation as they know where the funds should be directed, and assists JK Group in paying the funds to the correct program. Some designations have different bank accounts so it’s very important to be clear on where the funds should be directed.

Designations are also important when there are exclusions in our program as outlined in section 5.2 of this document. For example in the category of sport BHP Billiton will only make donations to junior sporting clubs. In many cases sporting clubs are for both juniors and seniors therefore it is important that the application is designated for the junior part of the club to ensure it is eligible for the Program. In the case of applications for state schools BHP Billiton will not give funds to government institutions, so it’s important that an organisation that supports the work of the institution is designated, such as a building fund or parents and citizens association.

Contributions to religious organisations must be for non-religious purposes and services must benefit the wider community. Designations to religious organisation must clearly state the intended purpose of the donation.

Designations ensure the Company donations go to the correct program within the organisation.

## 5.4. Dissolution Clause

There is a requirement for organisations’ documentation to include a dissolution clause. This is a standard eligibility requirement for programs such as the MGP and means that an organisation must be able to show what would happen to their funds in the unfortunate event of the dissolution of their organisation.

## 5.5. Decisions on eligibility

As part of the ongoing management and administration of the Matched Giving Program, certain checks are performed to ensure that funds from the Program go only to eligible non-profit organisations that benefit the community.

JK Group will check that all organisations that have been nominated for a matching payment by BHP Billiton employees meet the criteria of being a genuine non-profit community organisation.

Organisations are required to submit an eligibility application form and supply JK Group with copies of their organising documents such as a copy of their Charter.

JK Group sends a “new organisation” report monthly to Group HSEC for approval. This report lists all new organisations in their categories (health, environment, etc) and lists any organisations deemed outside procedure. Each organisation on this list must have submitted the required documentation.

Group HSEC reviews this list each month and consents to these organisations receiving donations from BHP Billiton through the Matched Giving Program.

All final decisions on the eligibility of non-profit organisations to receive funding through the Matched Giving Program are at the discretion of BHP Billiton.

## 6. Application Process

### 6.1. Online

Employees have the ability to apply for matched giving through an online process. There are three steps to making an online application for a matching payment under the Matched Giving Program.

1. Go to [www.JK Group.com/bhp/matchgiving](http://www.JK Group.com/bhp/matchgiving)
2. Complete the online application. Choose the program option from the menu on the left side. For example to match a donation click on “Donation”. Then enter the name of the organisation or choose the country and state (if relevant) for a full list of organisations. If the organisation is not listed an employee can nominate to add a new organisation . Please ensure a contact person is listed for the organisation to facilitate the due diligence process.
3. JK Group receives the employee’s application online and processes it. This involves:
  - a. JK Group will check that the employee has not exceeded their limit for matching
  - b. JK Group will check that the non-profit organisation has been validated or meets the eligibility criteria
  - c. If this is the first time there has been an application for this organisation, JK Group will send the organisation an eligibility application form and a letter asking for this to be completed and returned along with copies of the organisation’s operating documents, including banking details
  - d. Any new organisations nominated for the first time are sent to Group HSEC for approval on a monthly basis
  - e. With JK Group checks completed and approval from Group HSEC, donations can be made
  - f. JK Group is authorised to make the payments via wire transfer to the eligible organisation. All payments are made in the local currency unless otherwise requested.
  - g. JK Group will notify each employee by email, advising if an application has been successful, and the Matched Giving donations that have been made for their community contributions.

### 6.2. Paper

Employees without regular online access have the option of completing a paper Matched Giving application form. There are four easy steps to complete a paper application under the Matched Giving Program.

1. Locate an application form. This is available from MGP Site Coordinators, on the Matched Giving online site or in the Matched Giving Program eRoom.

2. Complete the Application Form. Employees need to complete an application form for each organisation for whom they seek a match. There is only one application form for volunteering and donations.
  - The form asks for information about the employee
  - Then it asks for information about the non-profit organisation
  - Finally it asks for information about the community contribution. If claiming for volunteering, a description of volunteering activities must be included. A person in authority within the non-profit organisation must sign the form to confirm the volunteering (if an employee is an office bearer they cannot sign their own form. It must be an alternative person who holds an office in the organisation).
3. Submit the form to the Matched Giving Program Asset coordinator who will check to ensure all parts are completed, that the employee is a current employee and that the application fits within the Program Procedure. The site coordinator will then either scan and email the applications, or post batches of paper applications to JK Group.
4. JK Group receives the employee's application and processes it. This involves:
  - JK Group will check that the employee has not exceeded their limit for matching
  - JK Group will check that the non-profit organisation has been validated or meets the eligibility criteria
  - If this is the first time there has been an application for this organisation, JK Group will send the organisation an eligibility application form and a letter asking for this to be completed and returned along with copies of the organisation's operating documents
  - Any new organisations nominated for the first time are sent to Group HSEC for approval each month
  - With JK Group checks completed and approval from Group HSEC, donations can be made
  - JK Group is authorised to make the payments via wire transfer to the eligible organisation. All payments are made in the local currency unless otherwise requested.
  - JK Group will notify each employee by email, advising if an application has been successful, and the Matched Giving donations that have been made for their community contributions.

## 6.3. Processing Time

**It is important that expectations are managed in regards to processing times and no promises or commitments are made to employees or organisations as to the receipt of or processing time of applications and payments. Payments will not be made out of cycle and BHP Billiton reserves the right to refuse all applications at any point.**

JK Group estimates that it will take an average of 8 weeks to process applications where the non-profit organisation has already been validated. However when an organisation needs to be approved for the first time, it could take from 8 weeks to 4 months to complete the necessary due diligence checks.

Speedier processing will depend on where in the cycle the application was made and the amount and quality of information supplied on the Matched Giving application forms or in the online system.

JK Group undertakes due diligence checks on the non-profit organisation so they can be validated. It is important that the non-profit organisation sends JK Group information about how they are governed so JK Group can ensure they are a genuine non-profit organisation that provides a benefit to the whole community. Failure to do this promptly can cause delays that lead to frustration for all involved and considerable administrative expense. 501(c)(3) organisations or organisations with Deductible Gift Recipient (DGR) status only need to provide proof of this and correct banking details for validation.

IMPORTANT- If an organisation is continually unresponsive to requests the associated application will be cancelled. Requests for documentation and confirmation of contributions will be issued at 30 and 60 days from application date and if an adequate response is not received the application will be closed out and the organisation may be excluded from the MGP in future.

## 7. Matched Giving Program Controls

In comparison to other corporate programs, the BHP Billiton Matched Giving Program is generous, in so far as its individual annual limit, the number and diversity of organisations it supports and the range of employee contributions that are eligible for matching. In the 2013 financial year the Company donated USD\$7.5 million to community organisations on behalf of BHP Billiton employees.

To maintain the integrity and longevity of the Program so that non-profit organisations can continue to benefit from the Company's donations, it is necessary to monitor the Program closely.

The Program is audited each year by Group Risk Assessment and Audit (Group RA&A). The objectives of this internal audit are to examine the processes and key controls in place to manage the BHP Billiton Matched Giving Program and to identify areas where processes and/or controls can be further enhanced or strengthened to enable the Program to achieve its purpose. To achieve this objective Group RAA will look at data transfer and records management, the validation of organisations, the validation of BHP Billiton employee contributions, disbursement procedures, reporting, adherence to the Service Level Agreement (SLA) between BHP Billiton and JK Group, and records management.

### 7.1. Privacy and Data Protection

For paper applications the Matched Giving Program Site Coordinator will review each application to ensure all parts of the form are completed, that the employee is a current employee and that the application fits within the Matched Giving Program Internal Procedure. He/she needs to be aware that any information they access by doing so needs to be treated with the utmost privacy. Site Coordinators are also able to run reports on the contributions of employees at their asset only. This is so they can follow up on behalf of the employee if necessary and get an overall snapshot of Matched Giving at the asset for reporting purposes.

Each quarter the Asset or Group Function leader will also be sent a summary report on all Matched Giving activity for the previous quarter and as per Section 4.3, they are responsible for reviewing this report for accuracy and reasonableness. This was introduced as an added control to the program and to ensure each asset has visibility over the contributions from their asset.

JK Group retains all paper Matched Giving Program application forms for two years. After two years these application forms are sent to BHP Billiton.

## 8. Reporting

Group HSEC have access to all reports and are in daily contact with JK Group. JK Group sends monthly reports to Group HSEC detailing all applications processed in the previous month in the categories of donations and volunteering along with an invoice for the total donations.

All site coordinators have access to a back end "administrator" site as part of their online access. Through this administrator site they are able to run reports of Matched Giving activity at their asset. They can run reports on particular activities, i.e. all donation applications for a given period, or on particular organisations. The online site is updated in real time so site coordinators have access to up to the minute information.

Additionally, JK Group will provide quarterly reports to Group HSEC and end of year reports with data for inclusion in the public Sustainability Report.

Asset and Group Function Leaders are also sent a Quarterly report of all the Matched Giving applications processed for employees from their asset or function over that period. This gives the asset and group function leaders visibility of their employees' giving and their contribution to the Matched Giving Program.

## 9. Communication

### 9.1. Correspondence

Employees and organisations will receive correspondence from JK Group regarding Matched Giving applications.

The BHP Billiton Matched Giving Program has several dedicated JK Group staff working on this program. They can be contacted on the contact details provided in section 10 of this document.

#### 9.1.1. Confirmation of application

Employees can expect to receive an automated confirmation email confirming their application within 24 hours of making an online application, and an automated email once the application has been processed and the donation has been made to the organisation.

Employees submitting paper applications will also receive confirmation and summary emails.

#### 9.1.2. Information requests to employees

If there are any problems with an employee's application or JK Group needs further information, they will also contact the employee via email. There can be many reasons for follow up such as an error in the application, the gift amount or number of hours are below the minimum, the organisation is outside the Matched Giving Program Procedure, the organisation hasn't responded to repeated requests for information or there is an inconsistency between the information provided by the employee and the organisation

#### 9.1.3. Information requests to organisations

Organisations will also be contacted by JK Group via email or post. JK Group will send a follow up letter to the organisation 30 days later if they don't receive a response. This letter will advise that if they don't receive a response in another 30 days the request will be closed.

### 9.2. Publicity and promotion

BHP Billiton is committed to sustainable development and aims to be a valued member of the communities in which we work. The Matched Giving Program is an important part of this commitment. Therefore the Company will seek out and support opportunities to promote the valuable community contributions of employees (along with BHP Billiton's matching amount).

In all internal and external publicity about Matched Giving contributions, the important work of non-profit community organisations should be emphasized, as this promotion and support can often be helpful to the recipient organisation.

Employees / community organisations who wish to avail themselves of BHP Billiton support in promoting how the community work they do was supported through the Matched Giving Program should contact their local MGP Asset Coordinator and their Communications / External Affairs contact.

## 10. Contact Details

Further information about the BHP Billiton Matched Giving Program is available on the Matched Giving Program online site (go to Community GLD.008 and click on the Matched Giving Program link), the Matched Giving Program eRoom or from the Site Coordinators.

Enquiries about the BHP Billiton Matched Giving Program can be directed to:

- Your local site: to the Matched Giving Program Site Coordinator (see the eRoom for a list)
- JK Group directly:

BHP Billiton Matched Giving Program  
P.O. Box 8688  
Princeton, NJ 08543-8688  
USA

[bhpbillitonmatchedgiving@easymatch.com](mailto:bhpbillitonmatchedgiving@easymatch.com)

Australia (toll free) 1800 856 229  
South Africa (toll free) 0800 983 100  
US (toll free) 1 866 321 6435

Australian Fax number (toll free) - 1800 095 317



## Appendix 1. Employee Giving Levels

Country	Currency	Minimum	Volunteering Hourly Rate
Australia	AUD	20	20
Belgium	EUR	11	14
Brazil	BRL	25	26
Canada	CAD	16	18
Chile	CLP	8,200	8,800
China	CNY	100	110
Colombia	COP	30,000	32,000
Hong Kong	HKD	110	120
India	INR	720	760
Indonesia	IDR	140,000	150,000
Japan	JPY	1,500	1,500
Mozambique	MZN	500	540
Pakistan	PKR	1,100	1200
Russia	RUB	450	460
Singapore	SGD	22	26
South Africa	ZAR	100	130
Switzerland	EUR	11	14
The Netherlands	EUR	11	14
Trinidad & Tobago	TTD	95	100
United Kingdom	GBP	10	10
USA	USD	15	16