



employee matching gifts

BIOPEN FOUNDATION

U.S. EMPLOYEE MATCHING GIFTS PROGRAM GUIDELINES

WHAT IS THE U.S. EMPLOYEE MATCHING GIFTS PROGRAM?

The Biogen Foundation (the “Foundation”) U.S. Employee Matching Gifts Program is part of the Foundation’s continuing efforts to fund charitable organizations that improve the quality of people’s lives and contribute to the vitality of the communities in which we operate.

By matching employee gifts to charitable organizations that further these goals, employee and company resources are leveraged for maximum community benefit, demonstrating the powerful difference we collectively can make in the lives of others by caring deeply about needs in our communities.

The Foundation will match gifts dollar-for-dollar to those organizations deemed eligible by program guidelines, up to an annual maximum, per donor, of \$5,000 per calendar year.

This program will be available to all current Biogen U.S. employees and members of the Board of Directors.

WHO CAN PARTICIPATE?

U.S. full-time and part-time employees and Board Members of Biogen Inc. are eligible to participate from their first day of service.

WHO CANNOT PARTICIPATE?

All retirees, consultants, contractors, temporary employees, interns and those on long-term disability or salary continuance (severance) are not eligible. Gifts from spouses of employees are not eligible.

WHICH INSTITUTIONS QUALIFY TO RECEIVE MATCHING FUNDS?

U.S.-based nonprofit organizations in the following categories are eligible to receive matching funds provided they are:

- (1) recognized by the U.S. Internal Revenue Service as tax-exempt public charities described in Section 501(c)(3) of the Internal Revenue Code (other than a non-functionally integrated Type III supporting organization) or recognized as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Internal Revenue Code and
- (2) fall into one of the below categories:

Arts & Culture

Organizations that promote enjoyment or understanding of the visual arts, performing arts, and the humanities. Organizations may include public television, public radio, historical museums, historic associations and libraries.

Civic & Community Organizations

- Organizations that promote activities that help individuals, youth, senior citizens and the general public;
- Examples of organizations include, but are not limited to, youth organizations (e.g., Boy/Girl Scouts), local animal shelters, food banks and community foundations.

Educational Institutions

- Accredited post-secondary higher educational institutions offering courses leading to a recognized diploma or degree;
- Public primary and/or secondary schools with a National Center for Education Statistics (NCES) school ID number
- Accredited private primary and/or secondary schools
- Organizations that promote science, technology, engineering and math (STEM) or general education programs and/or activities for students, teachers or the general public;
- National, regional, or state associations of educational institutions whose sole purpose is to raise funds on behalf of their member institutions (e.g., United Negro College Fund); or
- Institutions serving children with mental or physical disabilities that are accredited, approved or licensed as educational institutions by an appropriate professional, state or specialized accrediting body.

Environment

- Organizations that promote the preservation and protection of the natural environment, including pollution control, conservation, and protection of natural resources (land, water, plant, and energy);
- Examples of organizations may include, but are not limited to, The Nature Conservancy, Sierra Club, Clean Jordan Lake, etc.

Health & Human Services

- Organizations that promote or provide a broad range of social, human, or medical services to individuals or families;

- Examples of organizations may include, but are not limited to, American Red Cross, hospitals, hospice care, homeless shelters, youth services, medical research and patient advocacy organizations (e.g., National Multiple Sclerosis Society, National Hemophilia Foundation, ALS Association).

HOW MUCH WILL THE BIOGEN FOUNDATION MATCH PER YEAR?

The minimum gift for matching is \$50. The maximum is \$5,000 per employee per calendar year. This maximum is based on the date the gift is received by the recipient organization.

WHAT GIFTS ARE ELIGIBLE?

- Personal gifts made by an employee that have been paid and not simply pledged;
- Gifts may be designated for eligible restricted funds including departments, libraries, building or other capital fundraising drives and scholarship funds. The Foundation's matching portion, however, will be unrestricted.

WHAT IS NOT ELIGIBLE FOR MATCHING?

- Gifts made in lieu of tuition payments, books or other student/alumni fees;
- Collections or cumulative gifts from several individuals, which are reported as one contribution (e.g., a fundraising walk);
- Fees for services;
- Membership fees;
- Dues to alumni groups or gifts made to school athletic associations for tickets or priority seating. All gifts to schools must be made payable to, and certified by, the institution and not the alumni or athletic association;
- Gifts made to or through third parties (i.e., family trusts, donor advised funds at community foundations and any contribution that is not the direct gift of the donor's personal funds to the recipient organization);
- Gifts to private foundations and certain supporting organizations;
- Gifts of real or personal property;
- Gifts of stock or other financial securities;
- Gifts of monies raised from fundraisers or sales;
- Gifts to organizations that have the nomination or election of candidates to political office as an explicit goal;
- Subscription fees for publications;
- Insurance premiums;
- Gifts to organizations that discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual preference or orientation, veteran or marital status;
- Gifts to organizations that practice violence as a means to achieve their objectives;
- Gifts to organizations that actively oppose major public policy positions taken by Biogen (e.g., organizations opposing any use of animal testing in medical research).

Gifts to **programs** sponsored by organizations that hold promotion of a particular faith as an explicit and primary goal **may** be considered eligible if their programs:

1. Are non-sectarian – open to all individuals in the community regardless of religious belief; and
2. Fill a humanitarian need and/or benefit the broader community (e.g. a food pantry or homeless shelter); and
3. Do not require participation in prayer, worship or other religious activities as a condition of receiving services; and
4. Do not use the individual gift or resulting match for religious purposes; and
5. The primary focus of the sponsored program is provide benefit to the broader community not to promote a particular faith.

Matching gifts cannot be used to satisfy a personal pledge.

Any thank-you gifts or donor benefits from an eligible gift must be based solely on the employee's contribution and not on the matching gift from the Foundation.

HOW DO I REGISTER MY GIFT AND APPLY FOR A MATCH?

Once you have made a donation of \$50 or more to a qualifying non-profit, you may register your gift and apply for a matching grant by visiting our [CyberGrants matching portal](#).

After you submit your matching request, you will be prompted to notify the non-profit of your match request. The non-profit must verify your gift. Once the non-profit verifies your donation, your match request will be reviewed by the Biogen Foundation during the next quarterly review. You will be able to track the status of your matching requests via the online CyberGrants matching system.

Newly hired employees should note that it may take approximately one month from date of hire before their information will be available in the system for processing.

Matching requests must be entered by the employee requesting the match.

HOW SOON WILL THE ORGANIZATION RECEIVE THE MATCHING GIFT FROM THE FOUNDATION?

Processing of checks is done on a quarterly basis. Checks will be sent within a few weeks of each quarterly review.

You will be able to track the status of your matching requests via the online CyberGrants matching system.

NEED SUPPORT?

If you have a question about the program or need assistance, please call (855) 824-0563 or email biogensupport@cybergrants.com

Support staff is available to answer your questions Monday through Friday from 8:00 a.m. until 8:00 p.m. Eastern Time, excluding U.S. federal holidays. Employees may not request CyberGrants support staff to enter their matching requests for them.

ADMINISTRATIVE CONDITIONS

The Foundation reserves the right to discontinue or amend this program at any time. The Foundation also reserves the right to determine whether a contribution qualifies for a matching gift and not to match gifts to any organization that it may determine is not an appropriate recipient for charitable funds. Decisions of the Foundation regarding the interpretation and administration of the U.S. Employee Matching Gifts Program and the eligibility of organizations or gifts are final.