

THE BOSTON CONSULTING GROUP, INC.

US AND CANADA DONATIONS MATCHING PROGRAM

INTRODUCTION

The Americas Leadership Team has agreed that, as an extension of BCG's values, each of the BCG offices located in the US and Canada shall provide matching funds for up to \$500 per calendar year to each non-officer staff member (\$500Cnd for Canada). This is one component of our broader efforts to further our mission to make a difference in the world, as well as with our clients. The purpose of this brief memorandum is to lay out the specifics of the program supporting donations matching as well as to explain the procedural guidelines to be followed under this program.

PROGRAM SPECIFICS

- All non-temporary, non-officer staff are eligible under this program
- Donations will be matched up to \$500 per calendar year, with a minimum \$25 donation
- Organizations must be qualifying 501©3s or certified non-profit organizations
- All educational institutions (pre-schools, private schools, high schools, colleges/universities, etc.) are excluded from eligibility
- BCG reserves the right to refuse to match any donations to organizations that would create either actual or potential appearance of conflicts of interest, or that in any other way might create a brand risk or legal exposure for the company.
- Local offices may choose to create programs to consolidate donations to specific local community efforts. These programs are included under, and are not incremental to, this policy. If individuals choose not to participate in these local programs, they are still eligible to take advantage of the \$500 in matching funds available to them.

PROGRAM ADMINISTRATION

- Employees should contact their local Finance Manager / Controller for a matching form. This form must be completed and signed, with appropriate documentation attached, in order to be eligible for matching funds. Appropriate documentation rules are the same as defined for expense reimbursement (i.e., a receipt, copy of letter of acknowledgement of donation or print out confirming on-line giving is required).
- Forms should be submitted to your local finance staff for processing. All matching donations will be entered as received and will be sent for processing upon receipt.
- On a quarterly basis, The Americas Finance team will summarize donations and distribute the report to all individuals that have participated in the matching program. The summary will contain a list of the institutions to which BCG has donated.
- Please note the Canadian program has an annual payment cycle rather than quarterly – for details, please contact Dan Leaman, Toronto Financial Controller.

If you have any questions regarding this policy, please contact Howard Wilkins, Americas People Director at (301) 664-7466, Wilkins.Howard@bcg.com. If you have questions in regards to the Administration of said policy, required proof of donation, tax implications, etc., please contact Margaret Patricio, AMR Finance, at (617) 973-1369, Patricio.Margarita@bcg.com