Brocade Employee Gift Matching Guidelines:
Beginning on February 1, 2014 Brocade's Employee Giving program will include a matching feature. Brocade will match US employee donations dollar-for-dollar, up to $500 per calendar year, made to eligible qualified 501c3 charitable organizations or preK through 12th grade public and private schools. Beneficiaries are subject to eligibility requirements and limitations (below). Matching transactions must be made through the B-Involved Giving platform available at binvolved.benevity.org .

Eligibility:
- All US active Full-Time and Part-Time regular employees of Brocade are eligible to participate pursuant to the terms and conditions of this program. There is no minimum service requirement for participation.
- Eligibility of 501c3 organizations and or preK through 12th grade public or private schools to receive this match are consistent with the eligibility requirements of the rest of the Brocade's corporate giving policies, i.e.:
    - The recipient organization must be tax-exempt, nonprofit, and hold a current Section 501(c)(3) determination letter from the Internal Revenue Service. The organization must be classified by the IRS as a public charity or the recipient organization must be a preK through 12th grade public or private school that is nondiscriminatory and offers an 'opt-out' policy for religious courses.
    - The organization/project being funded must have a non-religious primary purpose and must have non-discrimination policies congruent with Brocade non-discrimination policies set forth in the Brocade's employee handbook, to be determined in Brocade's sole discretion
    - The organization/project must serve the community at large.
    - No goods or service may be received by the employee, the employees' family or other designated individuals in exchange for the matching gift.
- All eligible matching gifts will be submitted and processed through the B-Involved Giving platform and be mailed (or wire transfer) directly to the non-profit from the American Endowment Foundation.

Exclusions:
- Contributions made by spouses, other family members
- Payments for which donors, their families, or other individuals designated by donor receive a direct benefit; for example payment for services, tuition, books, and student fees.
- Contributions for an appointed or elected government board
- Organizations whose primary function is lobbying or litigation
- Organizations/projects that are religious or political in nature or promote a hobby
- Organizations/projects that do not serve the community at large
- Organizations that are membership-based (booster clubs, fraternities, sororities)
- Organizations that are not consistent with Brocade non-discrimination policies, to be determined in Brocade's sole discretion
- Athletic teams

Requirements:
- Initial personal donation(s) and associated corporate match(es) are made using the B-Involved Giving platform available at binvolved.benevity.org.
- If the employee is unable to make the donation online via the B-Involved Giving tool, the employee can submit their donation receipts via the tool and program administrators can approve the match. Note:

matches requested for donations made outside of the tool and submitted through the tool, may require additional processing time.

- ALL donation match requests require a valid 501(c)(3) designation by the IRS, or the tool will not allow them to submit their request.
- You are ineligible to participate in the Program, if:
  - o Your employment with Brocade terminates for any reason
  - o You are on a leave of absence (LOA), in which case you will not be able to utilize Brocade Employee Matching while on Leave
  - o The Program is discontinued. Brocade reserves the right to amend or terminate this program at any time
  - o The Company also reserves the right to postpone approved Employee Match for business reasons (e.g. effect of the employee's absence or change in schedule on work operations and productivity), and to revoke approval for potential misuse of the program.

Employee Matching Program Process

Program Tool:
The Employee Matching Program is administered through B-Involved Giving, a secure web-based platform for Brocade employees. B-Involved Giving provides U.S. employees with the capability to search for charitable causes, make donations securely using personal credit card. Brocade anticipated the added feature of one-time or recurring payroll deductions in a future quarter. Additionally, employees will be able to easily manage their personal giving and track Brocade corporate giving programs and campaigns.

Account Set-up:
Employees activate a B-Involved Giving account using the unique user name and temporary password created by the Program 3rd Party Provider. Employees requiring assistance with account activation click here to contact Michelle Lindeman, Community Affairs Manager.

After activating an account, employees personalize their settings, password, preferences, etc.

Process:
Employees use the navigation tools to make a donation to a Brocade featured campaign, search for a charity, make a general donation, or request a corporate match of a donation made outside of the tool.

Employees use the navigation tools to print donation receipts, after donations are processed and confirmed, and access your individual giving report at any time.

Initial donations and matching is processed on a monthly basis through Brocade's partnership with the American Endowment Foundation. Allow up to 45 days for donations and matching to be processed.

Beneficiaries included in the platform are verified 501(c)(3) entities and some schools. Employees may suggest charitable organizations/schools for inclusion in the tool using the navigation features. Suggestions will be vetted by a third party and added to the tool or declined based on eligibility requirements. Allow up to 45 days for the eligibility process.