

# Employee Volunteer Matching Grant Guidelines

## What is a Volunteer Matching Grant?

Volunteer Matching Grants are a benefit offered through Genentech to support employee volunteer efforts. The purpose of the program is to encourage interested employees to volunteer with their favorite qualifying organization and have the benefiting organization receive a grant on behalf of the employee.

## Who is eligible to apply for Volunteer Matching Grants?

- Regular Genentech employees and members of the Genentech Board of Directors are eligible. Temporary employees, contractors, retirees and family members are not eligible to participate in this program.
- Group project time is not eligible. All hours must be completed and logged by individual volunteers.

## What types of organizations are considered eligible for this program?

Nonprofit organizations which benefit the community at large located in the United States and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code are eligible to receive a Volunteer Matching Grant.

Organizations that do not have or are in the process of obtaining their tax-exempt status are not eligible for this program.

## What types of organizations are not eligible for Volunteer Matching Grants?

- Organizations whose primary purpose is religious. Social service groups sponsored by a religious organization may be eligible (e.g. homeless shelters or soup kitchens).
- Organizations whose primary purpose is political.
- Organizations that discriminate on the basis of race, ethnic or national origin, religious affiliation, gender, sexual orientation, age, disability, physical appearance, language, educational background or veteran status.
- Organizations whose primary purpose is the promotion of an athletic team, event, tournament or competition, except as a fundraising activity for charitable purposes.
- Trade or sector associations, unless they serve an exclusively charitable purpose.
- Some types of nonprofit organizations, such as fraternal, social, union or veteran civic groups that are not exempt under Section 501(c)(3).
- Alumni organizations.
- Volunteer time with Genentech's corporate programs that do not serve a charitable purpose, including: Take Your Daughters and Sons to Work Day, Genentech Goes to Town, etc.

## Volunteering During Business Hours

- To the extent possible, employees should participate in volunteer activities on their own time outside of their regularly scheduled work hours. An employee who wants to volunteer during his/her regular working hours should seek permission from his/her manager to receive time off prior to signing up for any volunteer activities that conflict with work schedules.

## Employee Volunteer Matching Grants Requirements and Information

- Genentech will match volunteer hours to qualifying non-profit organizations at a rate of \$10 per volunteer hour, up to 30 hours maximum (or \$300 per employee) per calendar year.
- A minimum of five logged hours is required before a match can be requested.
- The volunteer hours must be performed before they are logged into the system, not simply pledged.

## How to Apply for a Volunteer Matching Grant

The employee should:

Volunteer Matching Grants staff will:

Volunteer with the organization(s) of his/her choice that meet the criteria listed in the guidelines above	Verify the volunteer time with the organization(s)
Complete the electronic submission process	Once verified, the match grant is processed on a monthly basis

Volunteer time must be registered within one calendar year of the date of contribution. Hours registered after that time will not be eligible.

For more information, including any questions regarding whether an organization is considered eligible for this program, please contact the Genentech Employee Volunteer Matching Grants at: [volunteer-d@gene.com](mailto:volunteer-d@gene.com).

### Administrative Conditions

Necessarily, Genentech reserves the right to change the provision of or discontinue its Volunteer Matching Grants at any time and to decide all questions of interpretation, which may arise in connection with the administration of the program.

There is an annual budget for this program. Volunteer time will therefore be matched on a first come, first served basis as long as budget is available.