

# MATCHING GIFTS

## Lenovo Matching Gifts Program

The Lenovo North America Matching Gifts Program enables Lenovo to join United States and Canada eligible employees in supporting the communities where they live and/or work. Lenovo's Matching Gifts Program applies solely to employee donations made during the annual Lenovo Employees Care charitable giving campaign (LECC) via payroll deduction only. Program Guidelines

Lenovo will match donations by eligible employees to qualifying organizations (1) after the employee's donation has been processed through Lenovo Payroll and (2) after employee and Lenovo have affirmed that the organization operates in compliance with Lenovo North America Matching Gifts Program guidelines. Lenovo may request that the organization complete and sign Lenovo Matching Gifts Program Compliance Form before final approval is determined by Lenovo.

- [Matching Gifts Compliance Form](#) (No action required by employee - process facilitated by LECC vendor, YourCause, LLC.)

Lenovo matching gifts will be processed for qualifying donations made by payroll deduction through Lenovo Payroll as part of the LECC. The Lenovo Matching Gifts Program does not apply to Lenovo employee donations made via any other means. Lenovo employees (donors) participating in the Lenovo Matching Gifts Program acknowledge that their charitable contributions are made as a donation without expectation of personal benefit to the donor, donor's family, or anyone designated by the donor.

### Participation Eligibility

US and CA regular full-time and regular part-time employees, including long-term supplemental employees and executives (employees who are paid on US or CA payroll) are eligible to participate in the Lenovo Matching Gifts Program. US and CA Lenovo retirees, short-term supplemental employees and contractors are not eligible.

### Administrative Conditions

Lenovo may suspend, change or terminate this program at any time. Donors and/or donees may be requested to supply any supporting records and documentation Lenovo considers necessary. The interpretation, application and administration of these Matching Grants Program provisions shall be determined solely by Lenovo, whose decision shall be final. Donors may separately designate their own gifts for restricted purposes; however, Lenovo's Matching Gifts are unrestricted as to institutional use. Lenovo reserves the sole and exclusive right to determine whether any gift will be matched and all decisions are final. Lenovo employee questions regarding this program may be directed to to [Lenovo-Support@YourCause.com](mailto:Lenovo-Support@YourCause.com). Please copy [matchinggifts@lenovo.com](mailto:matchinggifts@lenovo.com).

## Eligible Donee Organizations

- Organizations recognized by the US Internal Revenue Service as a 501(c)(3) charitable organization or by the Canada Revenue Agency as a registered charity.
- Organizations whose activities do not discriminate or deny services with respect to race, color, religion, gender, age, national origin, social or ethnic origin, sexual orientation, gender identity or expression, marital status, pregnancy, disability, veteran status or any other class protected by the US Constitution or as specified by Lenovo.
- Examples of eligible organizations may include but are not limited to:
  - Arts, Civic, and Cultural Institutions
  - Health and Human Services
  - Hospitals/Hospices
  - Environmental Institutions
  - Wildlife Preservation
  - Education
- Accredited Pre-K and K-12 schools, colleges, and universities to which contributions are tax-deductible, with the exception of dues payable to local, state, regional, or national alumni groups and payments for tuition, books, services, student fees, subscriptions, insurance premiums, or tickets.

Nonprofit organizations may direct inquiries on the Lenovo Matching Gifts program via email to [Lenovo-Support@YourCause.com](mailto:Lenovo-Support@YourCause.com). Please copy [matchinggifts@lenovo.com](mailto:matchinggifts@lenovo.com).

## Ineligible Donee Organizations

Political organizations, politically-affiliated organizations, political parties or candidates; political advocacy groups, or political advocacy groups sponsored by eligible organizations.

- Organizations that primarily promote religious purposes, require participants to be of a certain faith, or deliver social services with prayer, proselytization or other specifically religious activities. This includes gifts intended to fulfill a person's pledge, tithe, dues or other financial commitment that is related to a religious organization or is denominational.
- Charitable organizations designated by the US Treasury Department's Office of Foreign Assets Control as Specially Designated Nationals or Blocked Persons.
- Canadian nonprofit organizations that have not been issued a charitable registration number. Examples may include but are not limited to:
  - social, recreational or hobby groups (bridge clubs, curling clubs, golf clubs)
  - certain amateur sports organizations (hockey associations, baseball leagues, soccer leagues)
  - certain festival organizations (parades, seasonal celebrations)

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## Matching Limits

Lenovo will match LECC employee donations to eligible US and CA institutions at a rate of fifty (50) cents for each US or CA dollar, based on a minimum employee donation per organization of \$100 per calendar year, up to a maximum employee donation per organization of \$10,000 per calendar year, with a maximum Lenovo contribution of \$20,000 per employee per calendar year. Employee donations of less than \$100 per organization per year will not be matched by Lenovo. Matching funds are made on an unrestricted basis even though employees may designate how personal gifts are used.