



## McDonald's Employee Matching Gifts Policy – effective January 1, 2012

The McDonald's Employee Matching Gifts program is designed to encourage employee support of not-for-profit organizations. Employees contribute to a qualified educational, civil, cultural, health or youth organization and McDonald's matches it – dollar for dollar – per the following guidelines.

### Contribution Amount

The minimum contribution matched is \$50. The maximum that will be matched per calendar year is \$5,000 per employee and \$10,000 per Vice President and Board of Directors. All requests are deducted from the employee's total contribution amount from the date it was requested, not the date the gift was given.

### Eligible Employees

- All full-time U.S. staff regularly scheduled to work at least 35 hours per week
- All part-time U.S. staff regularly scheduled to work at least 20 hours per week
- All U.S. salaried store management, certified swing or primary maintenance employees regularly schedule to work at least 35 hours per week
- McDonald's Board of Directors

### Eligible Organizations

Organizations located in the United States which are tax-exempt under Section 501 (c) (3) of the Internal Revenue Code in the categories of education, arts and culture, health and medical research, youth and civic and social agencies are eligible. Organizations will be checked to ensure they have a Tax Id number and are not listed on the U.S. Terrorist Watch List.

Donations will **NOT** be matched if the organization:

1. Advocates for or against or otherwise provide direct or indirect support for or against any political campaign, individual politician, pro-life or pro-choice positions, or any other organization which reasonably takes a controversial stand on social issues
2. Is not accredited by one of the six nationally recognized regional accrediting commissions or one of the affiliates of the National Association of Independent Schools (*if the donation is to a private school*)
3. Discriminates with respect to membership and/or the provision of service or use of facilities

4. Addresses issues, or which support others that address issues, by means of adversarial and confrontational tactics
5. Disparages or otherwise runs contrary to the McDonald's brand image

Donations will **NOT** be matched if the donation:

6. Is for tickets of admission, tickets to benefits or subscription fees for tickets or publications, raffle tickets, dues, auctions, fund-raising events or dinners, or journal ads
7. Is in lieu of payment of tuition or medical bills
8. Is made by a group of employees and/or other persons, represented as one gift from an eligible donor, e.g. walk-a-thons
9. Supports non-scholastic programs within educational institutions, such as athletics, bands, drill teams, booster clubs or other social associations
10. Is FROM a charitable gift fund, such as Fidelity Gift Fund, or a family fund, family foundation or other private foundation
11. Supports a religious organization or program aimed at promoting a particular faith or creed, or programs that are otherwise religious. *Programs that operate under the sponsorship of a religious organization that are separately incorporated as Independent, non-religious, tax-exempt organizations are eligible IF there is no requirement to participate in religious activities.*
12. Either standing alone or in conjunction with a Matching Gift, result in the donor or a specified individual receiving substantial benefits

Donations that support fundraisers that benefit individuals are not eligible for matching funds.

### **Donation Verification**

All matching gift requests will require the employee and recipient organization to verify the gift adheres to the McDonald's Matching Gifts policy. If the gift is over \$250, a receipt of the donation must be uploaded during the submission process in order to be matched.

### **Submission Timeframe**

Employees have six months from the date of their gift to the organization to submit their matching gift request. Gifts older than that cannot be matched. The organization has three months upon receipt of the request to logon to certify the donation or the matching gift will be denied.

### **Audit Policy**

McDonald's reserves the right to periodically audit the information provided herein - even after a matching gift is processed. In the event that McDonald's determines in its sole discretion that information provided was false or misleading, McDonald's reserves the right to seek a return of any matching gift funds received and may take further action including, but not limited to, removing any organization from the list of eligible organizations for the matching gift program.