



## Matching Gift & Volunteer Grant Programs Guidelines

SanDisk's Employee Gift Match Program encourages community involvement on the part of our employees and supports the nonprofit organizations of interest to our employees.

SanDisk recognizes that community involvement and support are required to improve the quality of life in regions where SanDisk has offices.

Monetary contributions are matched dollar-for-dollar.

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### **Eligible Organizations**

Nonprofit organizations and institutions that hold tax-exempt status granted by the Internal Revenue Service or your country's internal charitable organization registration equivalent.

#### **Eligibility**

All regular, full-time employees can request the Company to match up to the following amounts per year: USA/EMEA/Israel/Japan: \$4,000; India and China: \$600.

### **Ineligible Organizations**

- Any religious, political or veterans groups. If the purpose of the group is to benefit the general public, requests will be considered on a case-by-case basis
- Private foundations or organizations that promote a hobby
- Membership-based organizations (fraternities, sororities, booster or social clubs)
- Organizations having discriminatory practices
- Third party distributors such as United Way are not eligible, but individual member organizations are eligible
- Organizations representing a conflict of interest to the Company, its employees or that do not serve the community

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### **Limits and payments of corporate dollar match**

For Cash Donations:

- Minimum amount matched per employee cash donation: \$50.00
- Maximum dollar amount annually matched per employee: USA/EMEA/Israel/Japan: \$4,000.00; India and China: \$600
- Matching of cash donations is dollar for dollar (1:1) and must be requested within one year of the

employee donation

- Monetary contributions must be made via cash, check or credit card to be eligible for matching

For Volunteer Hours:

- Minimum individual volunteer hours performed per employee: 3 hours
- Minimum team volunteer hours performed: 6 hours (cumulative)
- Minimum number of team participants: 2
- Matching is \$45/hour for every volunteer hour performed, and must be requested within one year of the employee donation

All matching gifts are paid quarterly (within 30 days following the end of quarter)

Note: No goods or services may be received by the employee, the employee's family or other designated individuals in exchange for the solicited matching gift. Should funds for this program become exhausted prior to the end of fiscal year, no additional employee matches will be made during the fiscal year. SanDisk reserves the right to suspend, change or terminate this program at any time.

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#### **Submittal Process**

- Link to [www.easymatch.com/SanDisk](http://www.easymatch.com/SanDisk) to process your matching donation or volunteer match
- You will be asked for your Employee ID. You can assign your password after your first visit to the site
- Register your Matching Gift/Volunteer Match request (Individual or Team)
- You will receive an email message confirming the request

Eligible gifts will be processed and matched to institutions on a monthly basis

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#### **Is there a time limit for matching my gift?**

Gifts must be registered within one year of the date of payment by check, credit card, or traded securities. Gifts registered after that time will not be eligible. All gifts must be verified by the recipient institutions in order to be matched by SanDisk.

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#### **Contact Information**

For more information, please contact the Matching Gifts Program at:

Telephone: (866) 865-5550

Fax: 1-609-799-8019

Email: [sandisk@easymatch.com](mailto:sandisk@easymatch.com)

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#### **Administration**

SanDisk reserves the right to interpret and administer the program, and may suspend, amend, or discontinue the program at any time.