

# THOMSON REUTERS MATCHING GIFTS POLICY

**The purpose of this policy is to outline the procedure for Thomson Reuters employees to make use of the Matching Gifts program. This program allows all regular employees to have their personal charitable donations matched by the company.**

Thomson Reuters supports our employees' charitable donations through our Matching Gifts program. Open to all regular staff, personal donations to registered charities can be matched by the company dollar for dollar from US \$50 to a maximum of US \$1,000 per calendar year.

## RECOGNIZED CHARITIES & COMMUNITY ORGANIZATIONS

Through this policy and our programs we support organizations that are registered as a charity or not-for-profit or tax exempt organizations and that are consistent with our values. If you're not sure of the status of your chosen charitable organization please check our [FAQs](#) for further guidelines.

## GUIDELINES FOR MATCHING

To apply for your personal charitable donations to be matched by the business access the [My Matching](#) site. For full details on how to apply for Matching Gifts read our [FAQs](#) here.

## DOLLARS FOR DOERS

We recognize that many employees regularly volunteer their time to charitable organizations and we believe these efforts should be equally recognized and rewarded. Through our Dollars for Doers program your volunteer efforts can translate to dollars and go towards your US \$1,000 matching limit.

Here's how it works:

**IF YOU WANT TO ONLY VOLUNTEER:** Use Dollars for Doers: If you volunteer 40 hours during a 12 month time frame to one charity, you can apply for a total of a US \$1,000 grant to that charity. It does not have to be all one charity, if you volunteer 20 hours at one charity and 20 hours at another charity during the 12 month period, you are able to request US \$500 grants for both organizations.

**IF YOU WANT TO VOLUNTEER AND GIVE A CHARITABLE DONATION:** For the first time you can use any combination of the Dollars for Doers and Matching Gifts programs to get to the maximum of US \$1,000 available to each regular employees. For example, employees who opt for one \$500 Dollars for Doers grant have the option of using US \$500 towards matching gifts.

**IF YOU CHOOSE TO ONLY GIVE A CHARITABLE DONATION:** If you are not volunteering at an eligible organization or choose to donate your money in lieu of time, you can still request a matching gift of up to US \$1,000 for a registered charitable organization.

To apply for the Dollars for Doers and Matching Gifts Program visit the [My Community](#) site.

Employees must adhere to our core values and Trust Principles which define our corporate commitment to the communities in which we live and work.

**This policy applies to all Thomson Reuters offices and regular employees across the globe and will be reviewed and revised as required.**