

## Gift Match Program Guidelines

The Boeing Company will match employee charitable contributions and volunteer hours at 100% up to \$10,000 per employee, per year to eligible organizations. Boeing matches retiree contributions (but not volunteer hours) at 50% up to \$3,000 per year.

### PARTICIPATION ELIGIBILITY

Eligible participants must be either:

- An active employee or full-time intern of Boeing or one of its subsidiaries on the date a gift match is requested, or
- A retiree of Boeing.

This includes all U.S. and non-U.S. employees who have access to Worklife. To verify whether a subsidiary employee is eligible for the gift match program, please email [BoeingCares@boeing.com](mailto:BoeingCares@boeing.com).

### ORGANIZATION ELIGIBILITY

Eligible organizations are:

- A nonprofit organization recognized as tax-exempt by the IRS under Section 501(c) of the Internal Revenue Code and listed in IRS Publication 78, Cumulative List of Organizations described in Section 170(c) of the Internal Revenue Code;
- A public-private partnership;
- Outside the U.S., a nonprofit or nongovernmental organization designated by the relevant government authority, or otherwise determined by Boeing, as having a non-U.S. charitable equivalency determination;
- An accredited U.S. public or nonprofit pre-K to 12 school or a school district to which contributions are tax-deductible under the Internal Revenue Code; and
- An accredited U.S. public or nonprofit college or university to which contributions are tax-deductible under the Internal Revenue Code.

Programs conducted by faith-based organizations or schools may be eligible if the Boeing match funds are used for non-primarily religious purposes, such as a food pantry, homeless shelter, or an education institution. Boeing match funds cannot be used to match tithes, alms, contributions, or other offerings of a religious nature. Boeing

will not match any non-charitable portion of donation to a nonprofit or public organization (e.g., the cost of tuition, books, room and boarding; membership dues; the value of any goods or services received in connection with an event registration or sponsorship; dinners; raffle or drawing proceeds; sports or entertainment tickets along with the value of any parking, food or refreshments).

Boeing may require employees and organizations to provide proof of activity when determining whether a faith-based organization is eligible for a gift match.

## **INELIGIBLE DONATIONS**

Ineligible donations include, but are not limited to, those:

- To political organizations (partisan organizations or those supporting specific candidates or legislation) or to The Boeing Political Action Committee;
- Of a religious nature similar to tithes, alms, contributions, or offerings;
- To federated giving organizations (e.g., United Way of Metropolitan Atlanta, Employees Community Fund of The Boeing Company (ECF));
- Supporting organizations with a 509(a)(3) tax status; and
- To organizations that do not comply with Boeing's non-discrimination policy or the USA Patriot Act and all other applicable laws in the relevant jurisdiction.

To submit an organization for eligibility consideration, employees can visit the YourCause [Help and Support page](#) and click on "Suggest an Organization." Learn more about vetting requirements [here](#) (U.S.) and [here](#) (non-U.S.). The timeline for adding new organizations to the YourCause platform varies and can take up to three months.

Boeing reserves the right not to match donations to any organization that an employee, or the employee's relative, owns, controls, or operates. Cash and check donations to employee-affiliated organizations are not eligible for matching funds.

## **LIMITATIONS ON TYPES OF DONATIONS ELIGIBLE FOR MATCH**

- Charitable donations must exceed \$25 paid by cash, check, or credit card; additionally, cash donation match is limited to the first \$500 and may require additional proof of donation from the organization.
- Stocks and securities will be matched based on the closing price on the date of the donation.
- Donations to community trusts or similar organizations, including charitable

remainder trusts, personal foundations, or donor-advised funds, will be matched at the time of disbursement to an eligible nonprofit organization.

- Donations must be made to the recipient and proof of donation provided with the gift match request. Proof of donation includes a receipt and/or an official letter from the organization. Images of checks will not be accepted as a donation receipt.
- In-kind donations valued at \$25 USD or more may be matched. [Learn more about in-kind donations here.](#)

Eligible participants must register their donations for a match by January 31 following the year in which they made the donation.

## **VOLUNTEER MATCH**

Boeing will match individual employee volunteer hours with eligible organizations at a rate of \$100 for every 10 hours to the same organization. Boeing Global Engagement may audit or review Volunteer Match requests at any time for any reason. Volunteer hours must be logged for the same organization that receives the volunteer services.

Volunteer hours are defined as an individual providing service to a nonprofit for civic, charitable, or humanitarian reasons and be performed without compensation to the employee. This includes unpaid time supporting company-sponsored community partners and employee engagement activities, including participation in ECF sponsored events such as food pantries or beach clean-ups, attending enterprise-driven activities, and serving on boards. Passive volunteering activities, such as animal fostering, are not eligible for Volunteer Match.

All volunteer hours must be documented and uploaded to YourCause. Volunteer Match funds must adhere to the gift eligibility requirements outlined above and cannot be allocated for individual donations or pledges.

Boeing may require employees and organizations to provide evidence of the volunteer activities performed. The final determination for a Volunteer Match is made at Boeing's sole discretion.

A team of five or more employees who participate in a single volunteer activity will be eligible for team gift match. Boeing will match \$20 per hour per employee to the nonprofit organization benefiting from that activity.

**\$20 x # of hours x # of employees = Total Team Gift Match Amount**

Group events must be at least one hour long to be eligible for the match. The Team Volunteer Match activity must be registered in YourCause and must be approved by the Boeing Global Engagement focal at the site. If the volunteer activity includes fewer than five employees, hours will be logged as individual volunteer hours and will not qualify for the Team Volunteer Match.

Cause-related walks, runs, and bike events are not eligible for the Team Volunteer Match program. This includes events hosted by Boeing employees or nonprofit partners. Employees can, however, use cause-related walk, run, or bike events as individual volunteer activities within Boeing's volunteer match program. Employees must log the hours spent participating in the event as individual volunteer hours in YourCause with the respective organization.

**PROGRAM ADMINISTRATION**

- YourCause/Blackbaud, Inc., administers Boeing's gift match program with Boeing's oversight and approval.
- All gift match requests must be submitted at <http://boeing.yourcause.com>.
- Gift match requests and proof of donations are subject to review and modification by Boeing.
- Boeing covers all transaction fees, ensuring that 100% of the donation goes directly to the eligible organization.
- Boeing reserves the right not to match donations to any organization.
- Boeing reserves the right to modify, suspend, or terminate the gift match program in its sole discretion.

**GIFT MATCH PAYMENT CONDITIONS AND TIMELINE**

- YourCause/Blackbaud makes monthly match payments to eligible organizations, and they typically occur 45 days after the close of each month.
- To ensure receipt of funds, employees should contact the nonprofit organization directly, prior to contacting Boeing or YourCause support.
- While every effort is made to ensure timely disbursements, payout schedules may vary due to holidays, verification activities, organizational eligibility reviews, audits, and more.

## GIFT MATCH REDISTRIBUTION

- Boeing reserves the right to redirect match funds to a company-sponsored organization if attempts to make payment to the employee-designated organization are unsuccessful.
- YourCause/Blackbaud will make multiple attempts to contact organizations and employees to pay the match.
- If there is no response after multiple attempts, Boeing may redirect the funds. Once redirected, Boeing will not reissue funds to an organization.

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**Non-compliance with the Boeing Code of Conduct or these Gift Match Program Guidelines, or providing false information in a gift match request, may lead to discipline, including loss of eligibility to participate in this program, employee discharge, program termination and/or civil or criminal liabilities. Boeing also reserves the right to discontinue funding and reclaim matching gift grants if false or misleading information is provided by the employee.**