

Agilent Giving Campaign Policies and Guidelines

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Agilent Gift-Matching Program

U.S. and Canada

(effective Sept. 2011)

CONTRIBUTION POLICIES AND GUIDELINES

Purpose and Overview

The Agilent Giving Campaign is the annual charitable fund drive designed to support qualified nonprofit organizations that employees regard as having the highest impact on the quality of life in their cities, towns and neighborhoods. The Agilent Technologies Foundation supports our employees' monetary contributions with matching funds providing leverage for maximum community benefit. The campaign, held each fall, originated in the U.S. and Canada and has been expanded to other Agilent sites around the world hosting campaigns.

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Employee Eligibility

Donors must be regular, full- or part-time Agilent employees based in the U.S. or Canada. American and Canadian nationals who are foreign service employees (FSEs) currently living in other countries also are eligible. Temporary employees and contractors are not eligible for the program.

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Eligible Organizations

To receive a contribution, organizations must be recognized public charities as defined by Section 501(c)(3) of the U.S. Internal Revenue Code; or a Canadian charity registered with the Canada Customs and Revenue Agency (CCRA). Organizations must be based in the U.S. or Canada.

Organizations eligible for donation and matching include:

Education and Literacy

- Nonprofit agencies whose mission is to provide curriculum enrichment or education services to schools
- Public broadcasting and public radio stations

- Public libraries, zoos, aquariums, arboretums and botanical gardens

Health and Human Services

Organizations that:

- Provide assistance with basic needs such as food, health, shelter and clothing
- Provide services to individuals with special needs such as disabilities or chronic illness
- Provide medical or counseling services
- Promote awareness of health issues and wellness
- Provide legal counseling

Environment and Conservation

Organizations that:

- Acquire, rehabilitate or maintain natural areas
- Protect and preserve wildlife and wildlife habitats
- Promote conservation and recycling
- Foster awareness and stewardship of the environment

Arts and Culture

- Cultural institutions
- Museums
- Performing and visual arts
- Historical and cultural preservation groups

Family and Civic Betterment

- Accredited nonprofit childcare centers (excludes personal fees)
- Parenting programs
- Community centers and senior centers
- Public parks and community gardens
- Animal welfare
- Volunteer centers
- Civic leadership programs
- Tolerance and diversity programs
- Youth mentoring programs
- Scouting councils (excludes individual scout troops and dues)
- Crime prevention initiatives
- Volunteer fire departments
- Emergency relief and emergency preparedness

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Ineligible Organizations

- Educational institutions including public and private preschools; elementary, middle and high schools; community colleges, universities and professional schools.
- Nonprofit political organizations and agencies whose primary objective is advocacy
- Religious organizations (except for nonsectarian charitable programs with separate 501(c)(3) status whose delivery of social services is not discriminatory and does not promote a religious viewpoint)
- Private foundations, private-operating foundations and donor-advised funds
- Non-school-based youth or adult athletic teams

- Individual scouting troops (area scouting councils are eligible)
- Service clubs, social groups, fraternal and labor organizations
- Organizations whose mission or activities are inconsistent with Agilent's values or whose work is potentially damaging to our business, brand or industry
- Organizations that discriminate on the basis of age, ancestry, color, disability, marital status, medical condition, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. A statement of non-discrimination may be required.

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Disclaimers

The Agilent Foundation sets an annual budget for the Giving Campaign. Consequently, gifts will be matched on a first-come, first-served basis during the three-week campaign period. If a pledge is made after matching funds budget has been depleted, the gift cannot be matched.

The Giving Campaign is designed to honor the preferences of our employee population and support what they see as the charitable needs of their communities. Matching funds contributed by the Agilent Technologies Foundation do not constitute an endorsement of the recipient agency, its mission or its activities. If a recipient agency chooses to publicly list the Agilent Foundation as a contributor, it must indicate that funds granted were through the employee gift-matching program. Agilent does not guarantee funding to all eligible organizations. Agilent reserves the right to interpret and administer the program, and may suspend, amend, or discontinue the program at any time.

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Program Policies

Ways to Give

- Employees may donate using:
 - **Personal Check** made payable to Agilent Employee Giving Campaign. The minimum is \$10. The Agilent Employee Giving Campaign is a trust account set up by EasyMatch which serves as the campaign pledge processor. Funds are deposited in the account and then disbursed directly to the charity chosen by the employee, thereby preserving the tax-deductibility of the donation.
 - **Credit Card** contributions are one-time only donations. There is no minimum. Funds will be distributed directly to the non-profit chosen by the employee.
 - **One-Time Payroll Deduction** gifts will be deducted from the January 6, 2012 paycheck.
 - o Semi-Monthly Payroll Deduction gifts are deducted automatically each pay period, beginning with the Jan. 6, 2012 paycheck, which covers the Dec. 16-31, 2011 pay period. The minimum annual amount is \$24. Contributions will be distributed on a quarterly basis to the non-profit chosen by the employee.
 - **Stock Contributions** are made via stock transfer, bank or broker stock transfer or donor-held stock certificate. The transfer is managed by Morgan Stanley. Funds will be distributed directly to the non-profit chosen by the employee. No other form of personal or real property can be donated or matched.
 - Matching funds are disbursed directly to the nonprofit organization chosen by the employee. If the nonprofit happens to be a member of an umbrella organization such as United Way, Agilent's matching funds will not go to the umbrella organization's general fund. However, if the employee chooses to give specifically to the umbrella organization, Agilent will match the gift to the organization's general fund.
 - The maximum match is \$5,000 per employee per calendar year.
 - Eligible gifts are matched dollar for dollar as long as sufficient funds are available in the Giving Campaign budget during the fund drive.
 - Matching takes place on a first-come, first-served basis during the three-week campaign period. If a pledge is made after the budget for matching funds has been depleted, the gift cannot be matched.

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Funds Distribution

EasyMatch processes all Giving Campaign donations and disburses funds to recipient organizations quarterly for semi-monthly payroll deductions. Payment of one-time donations is made following the end of the campaign.

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Distribution of the Agilent Match

Matching dollars are paid quarterly by the Agilent Technologies Foundation.

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Questions About the Agilent Giving Campaign

Questions about the Giving Campaign can be emailed to AGILENT,GIVING-CAMPAIGN (A-PaloAlto,exgen1).