

## **Autodesk Match Guidelines**

Each year Autodesk contributes to various nonprofit organizations by matching the contributions made by regular full-time employees. The donations fall into five different categories: Arts and Culture; Civic and Community; Education; Environment; and Health and Human Services.

While a portion of the company's giving is in the form of direct contributions to qualified organizations, Autodesk recognizes the value of supplementing these donations with an employee matching program. Such a program ensures that Autodesk employees have a representative voice in determining where contribution resources are allocated and also serves to foster an atmosphere of community spirit in the employee population.

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## **Employee Matching Gifts**

Autodesk will match employee contributions made to eligible charitable organizations. US organizations must provide Department of Treasury 501(c)(3) tax exempt status forms. All organizations outside of the US must provide a tax exempt document with the match form to the contribution office in their region. Autodesk employees are also eligible to donate up to \$500 (suggested retail price) of Autodesk product software to qualified charitable organizations and educational institutions. Please note that the \$500 total represents either financial contributions or product donations, or some combination of the two that totals \$500.

All regular, full-time Autodesk employees are eligible for the Autodesk Matching Gifts Program. Project employees, interns, temporaries, vendors and contractors are not eligible for the matching gifts program. Matching requests may be submitted for gifts of \$50 to \$500 per employee per year.

Autodesk will match gifts of cash, personal checks or credit cards. Contributions must be personal gifts from eligible employees and must be actually paid, not merely pledged. Donations must be specifically for charitable purposes. Any requests to match funds for tuition, unpaid pledges, fee for services, subscriptions, tickets, memberships, dues, etc., which afford the employee a personal benefit, are ineligible.

### **Autodesk do not match contributions to organizations that:**

a) Advocate, support or practice discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, sexual orientation, marital status, mental or physical disability and any other classification protected by law.

b) Have as an explicit purpose the nomination or election of candidates to a political office.

Additionally, Autodesk does not match donations made by employees wherein the donation was made for the explicit purpose of promoting a religious or political cause.

Autodesk reserves the right to refuse to match any grant that it deems unacceptable for any reason. This program may be eliminated or scaled back at the discretion of the Community Relations department at any time due to financial or budgetary constraints.