

## **Big Heart Pet Brands Guidelines**

Contact info is [employeebenefits@bigheartpet.com](mailto:employeebenefits@bigheartpet.com) and the phone number for our benefits department is 1-844-BEN-BHPB.

- The company match is equal to the employee match, within the guidelines outlined.
- Gifts must be personal check, money order or securities with a quoted market value. Contributions made by credit card payments are not acceptable. For gifts in securities, the Company will determine the amount of its grant based on the last sale or bid price on or before the date of the contribution.
- Contributions will be matched only if the Company form is used. The form must be sent with your gift. The eligible institution or organization must return the completed form and a photocopy of the donor's check or evidence of securities transfer to the Company. Matching gifts are made directly to the recipient organization.
- The Company does not match pledges at the time they are made. When actual payment (which must equal at least \$100) of a pledge is made or when each partial payment of a pledge is made, a new form must be completed and sent to the organization for payment.
- All matters relating to interpretation, application or administration of this program shall be determined by the Company and its determination shall be final. The Company hopes and intends that this program may be continued indefinitely; however, the Company reserves the right to amend or terminate the program if unforeseen circumstances arise.
- The Company reserves the right to deny the Company match portion of the donation when the organization has a history of advocating programs or supporting issues that are in basic conflict with the Company's goals and business interests. The employee will be notified if a donation request is determined ineligible.

### **GIFTS NOT ELIGIBLE**

- Gifts to churches, synagogues or other religious organizations.
- Dues or gifts to alumni groups which are not distributed to affiliated eligible educational institutions.
- Monies paid for subscriptions to publications.
- Insurance premium payments.
- Payments in lieu of tuition or other student fees.
- Specific gifts for non-scholastic programs such as athletic or stadium construction.
- Monies paid for promotions or fundraising events.