



Genentech Employee Giving Program

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Employee Matching Guidelines

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Who can participate?

Regular Genentech employees can participate in Genentech's Employee Contribution Matching Program. Temporary employees and contractors are not eligible for participation.

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Eligible Organizations

Nonprofit organizations located in the United States and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code.

Eligible organizations include, but are not limited to: colleges and universities, private and public elementary and secondary schools, civic, arts and culture, health and science organizations, human service agencies, and environmental groups.

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What is not eligible for matching?

- Donations to political organizations or organizations whose primary purpose is political lobbying
- Donations to organizations having illegal or discriminatory practices
- Donations to religious organizations, unless the donation is designated to a secular community service program does not advocate or advance any specific religious views (e.g., Homeless shelters or soup kitchens)
- Combined donations of a group of persons, represented as one donation from an eligible donor
- Donations from spouses or surviving spouses
- Dues to alumni(ae) groups

- Payments for services or materials received (e.g., tuition; publication subscriptions; tickets to athletic, cultural or social events)
- Insurance premiums
- Bequests or life income trust arrangements
- Donations of real or personal property
- Other payments which are neither direct donations nor deductible as contributions

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Employee Contribution Matching Program Requirements and Information

- The donation must be a personal donation from the employee's personal funds that has been paid and not simply pledged. The minimum donation eligible for matching is \$24.
- The maximum amount matched per employee per calendar year is \$500. If the employee makes several contributions, donations will be matched in the order received, up to the maximum limit for the calendar year.
- Donations must be personal contributions made directly to approved institutions.
- The employee's limit is based on the date of the donation.
- Donations must be in the form of cash, check or credit card. No other form of personal or real property or securities will be matched.
- Genentech matches eligible donations at a one-to-one ratio.

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How the program works

The employee should:

- Make a donation to the institution of his/her choice that meets the criteria listed in the guidelines
- Complete the electronic submission process

The Genentech Employee Contribution Matching Program will:

- Verify the donation with the organization (Employees are no longer required to provide a receipt)
- Once verified, the donation is processed and matched quarterly

Eligible donations are processed and matched to institutions on the following quarterly schedule.

Matches Requested By: 3/31 6/30 9/30 12/31

Will Be Sent To Organizations By: 4/30 7/31 10/31 1/31

Donations must be registered within one year of the date of payment. Donations registered after that time will not be eligible. Donations must be verified by the recipient institution in order to be matched by Genentech.

For more information, please contact the Genentech Employee Giving Program via phone at 1-866-632-1408 or via email at genentech@easymatch.com.

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Administrative Conditions

Necessarily, the company reserves the right to change the provision of or discontinue its Employee Contribution Matching program at any time and to decide all questions of interpretation which may arise in connection with the administration of the program.

There is an annual budget for this program. Donations will therefore be matched on a first come, first serve basis as long as budget is available.

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