

Matching Charitable Gifts Program Guidelines

Through Grainger's Matching Charitable Gifts Program, the Company furthers its goal of being a good corporate citizen while allowing employee and retiree participation in directing Company contributions. This program encourages participants' voluntary support of educational, cultural, civic and community, and health and human services organizations.

How the Program Works

Each calendar year, Grainger will match up to \$2,500 of an eligible participant's personal contributions that meet the program guidelines. The match ratio is \$3 for every \$1 contributed by the eligible participant. Each gift must be a minimum of \$25. For example, an eligible participant's gift of \$25 would be matched with a gift of \$75 from Grainger.

Eligible Participants

Eligible participants must be active, regular full-time employees who have completed three months of service or, active regular part-time employees who have completed one year of service, retirees, and active and retired members of the Board of Directors. Spouses of eligible or deceased participants cannot participate.

Eligible Organizations

Not-for-profit organizations located in the United States or one of its possessions 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 are eligible organizations if they satisfy the Company's eligibility requirements (below).

Categories include education, culture and arts, civic and community, and health and human services organizations, and other eligible not-for-profit organizations. Education gifts must be to accredited and degree-granting public or private schools, including secondary and elementary schools, higher education institutions, technical institutes, and tax-exempt organizations whose primary purpose is to support educational objectives.

Eligibility Requirements

- An organization must be located and use the matching gifts for program support in the United States or one of its possessions.
- The value of premium gifts to a donor in exchange for contributions, such as merchandise or subscriptions, is not tax deductible and therefore not eligible for matching.
- Gifts must be actually paid, not pledged and must be the donor's own money and not received from another person or entity.
- The minimum gift eligible for matching is \$25.
- The maximum amount matched per donor per calendar year is \$2,500. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum annual donor limit for the calendar year.
- The donor's limit is based on the date of the gift.
- Gifts must be in the form of cash (check or credit card) or marketable securities with a quoted market value.
- Gifts of securities are valued based on the average of the high and low on the date of the gift. No other form of personal or real property will be matched.
- You may be asked to provide proof of your contribution in the form of a cancelled check or the transfer of a stock certificate.
- Determination of an organization's initial and continuing eligibility will be at the sole discretion of the Company.

What Gifts are Not Eligible for Matching?

- Gifts made for extra-curricular activities, including sports, band, travel, field trips, etc., and athletic/sports groups such as Little League teams.
- Athletic scholarships and academic scholarships that benefit the donor.
- Payment for books, tuition, student fees, dues to alumni groups, tickets, memberships, amounts paid as subscription fees for publications, gifts to third parties (even if the organization directly benefits), or anything else for which the participant receives any personal benefit.

- Gifts to organizations whose purpose is to propagate a particular religious belief or evangelistic effort or gifts to houses of worship.
- Insurance premiums or bequests or life income trust arrangements.
- Gifts of real or personal property.
- Merchandise or other in-kind gifts.
- Cumulative gifts from several individuals reported as one contribution.

How to Proceed?

Online:

Participants may request matching gifts through a quick, user-friendly, online request process at the Grainger Matching Charitable Gifts Program web site <https://www.easymatch.com/granger>.

Following receipt of the request, the Grainger Matching Charitable Gifts Program administrator will contact the organization to verify receipt of the Participant's gift.

Paper:

Participants may request matching gifts through a paper-form process as follows:

Participant Instructions

- Participant completes Part 1 of the form.
- Participant mails the completed form and any other necessary documentation to the organization.

Organization Instructions

- The organization completes Part 2 of the form, verifying that the gift was received.
- The form must be signed by an authorized officer of the organization.
- The organization mails the completed form to:

Grainger Matching Charitable Gifts Program

P.O. Box 7907
Princeton, NJ 08543-7907

Eligible requests are processed on the following quarterly schedule.

Received By:	2/28	5/31	8/31	11/30
Processed By:	3/31	6/30	9/30	12/31

Matching Gifts must be requested within one year of the gift date. Requests received after that time will not be honored. Receipt of gift must be verified by the organization.

The participant's signature and the organization's signature on the form certify that the program requirements have been met. The Company will make all final determinations as to the eligibility of participants, gifts and recipients.

For more information, please visit the program web site at <https://www.easymatch.com/granger>.

The website contains program related information such as Guidelines, Frequently Asked Questions (FAQs), as well as providing participants the ability to view their personal giving history and to search for charitable organizations.

If you have any questions, please contact us by email at granger@easymatch.com, phone at 1-866-556-1254, or fax at 1-609-799-8019.

Organizations approved in the past may not qualify for the Grainger Matching Charitable Gifts Program in subsequent years if new information is received regarding the loss of their tax status or change in their mission or their programs that indicate the organization now falls outside of the eligibility requirements of the Grainger Matching Charitable Gifts Program.

