

We can ...



fulfill our commitment.

Hospira Employee Giving Campaign Program Guidelines

- [Campaign Overview](#)
- [Pledging Options](#)
- [Eligible Charities and Organizations](#)
- [Validation Process](#)
- [Donation Payment Options](#)
- [The Hospira Foundation's Match](#)
- [Participant Eligibility](#)
- [Questions](#)

Campaign Overview

Hospira's vision of "Advancing Wellness through the right people and the right products" carries with it a commitment to customers, employees, shareholders and communities. Through the Hospira Employee Giving Campaign, individual employees and the company work together to support our unwavering commitment to the communities in which we work and live.

The campaign campaign is an opportunity for employees to engage with their communities. It emphasizes donor choice and fosters thoughtful giving to causes of personal interest through multiple giving and donation options. Employee donations, combined with the Hospira Foundation's 50¢ match for every \$1 donated through the campaign, can make a difference in supporting the causes that matter to Hospira employees.

[Back to Top](#)

Pledging Options

Employees can choose one of three giving options through the Hospira Employee Giving Campaign:

Local Giving	National Giving	Write-in Option
---------------------	------------------------	------------------------



United Way	Community Health Charities	1. _____	____%
American Cancer Society	Global Impact	2. _____	____%
American Heart Association	Earth Share	3. _____	____%
<i>Donation split equally by local affiliate chapters.</i>	<i>Donation split equally by national organizations.</i>	<i>Charity and % of pledge designated by employee.</i>	

Option 1: Local Giving -- for employees who prefer to donate to local organizations that are making a direct impact in their neighborhoods. By choosing this option, an employee would be directing the total pledge amount to be split equally between the nearest local affiliates of the United Way, American Cancer Society and American Heart Association. The local affiliate chapter is identified according to the employee's home zip code.

Option 2: National Giving -- for employees who prefer to donate to organizations serving the broader community and making an impact in several geographic areas across the United States and globally. By choosing this option, an employee would be directing the total donation amount to be split equally between the national organizations of Community Health Charities, Global Impact and Earth Share.

Option 3: Write-in Option -- for employees who prefer to donate to specific organizations and would like to designate the percentage of their total donation amounts to be directed to the chosen charities. By choosing to write-in specific charities, employees can select one to three organizations to which their donation would be directed. Employees selecting this option must designate the desired percentage of the total donation amount to contribute to each organization. - See the "Eligible Charities and Organizations" section for information on eligibility requirements.

[Back to Top](#)

Eligible Charities and Organizations

In addition to the organizations featured as part of the local and national giving options, employees are able to donate to several different types of charities and organizations through the write-in option. Eligible organizations include:

- Non-profit organizations and charities with 501(c)(3) status
- Educational institutions (elementary, secondary, college or university) that are accredited by an appropriate U.S., regional, state or professional accrediting body
- Hospitals that are accredited by the Joint Commission on Accreditation of Healthcare Organizations.
- Public broadcasting stations

Only organizations located within the United States or one of its territories are eligible.

There are a number of programs and activities that do not qualify to receive funds from the Hospira Foundation and are therefore ineligible for the Hospira Employee Giving Campaign. - These include, but are not limited to:

- Veteran, labor and political organizations or campaigns

- Fraternal, athletic or social clubs
- Private foundations
- Groups or organizations that act contrary to Hospira's Code of Business Conduct or corporate policies

Determination of eligibility is at the discretion of the Hospira Employee Giving Campaign administrators and the Hospira Foundation.

Religious Institutions

Most employee giving campaigns do not accommodate and match donations to religious organizations. This ensures that there is no perception of favoritism to one religious system versus another. However, the Hospira Employee Giving Campaign allows for donations to community outreach programs sponsored by religious organizations, but open to the public, that are deemed eligible via the validation process. Many religious institutions oversee community outreach programs that meet the criteria for eligibility. Employees who pledge to religious organizations must indicate the community outreach program to which the donations should be designated.

[Back to Top](#)

Validation Process

All organizations must undergo a validation process to ensure that the organization is a 501(c)(3) public charity and meets the Hospira Employee Giving Campaign guidelines (available at www.easygive.com/hospira).

Employees who select an ineligible organization will be notified and asked to designate another charity. If the Campaign administrators have repeatedly tried to contact an employee regarding the selection of a new, eligible organization and have received no response, the individual's contribution will automatically default to the Local Giving option.

[Back to Top](#)

Donation Payment Options

The Hospira Employee Giving Campaign provides employees with multiple payment options.

Ongoing payroll deduction – the most popular payment method because it is easy, and in many cases, allows an employee to make a greater gift by spreading out the donation through the year. Employees who select this payment method will designate their donation amount by:

- Identifying a specific amount of money to be deducted from each paycheck
- Indicating a total annual pledge amount to be withheld via payroll deduction for the campaign donation year
- Pledging one hour of pay per month

Ongoing payroll deductions will begin with the first paycheck of 2007 and end with the last paycheck of the year.

One-time payroll deduction – allows employees to make a donation by deducting the full pledge amount from one paycheck. One-time payroll deductions for the Hospira

Employee Giving Campaign will be deducted from the last paycheck of February 2007.

One-time personal check donation – allows employees to make a donation by writing a personal check for the full pledge amount. Checks should be written to the "Hospira Employee Giving Campaign."

One-time credit card donation – allows employees to make a one-time donation by charging the full pledge amount to a Visa, MasterCard, American Express or Discover Card. The credit card donation option is only available to employees who pledge online.

One-time stock donation – allows employees to make a one-time donation of stock. The stock donation option is only available to employees who pledge online.

The Hospira Foundation will match gifts of all securities having a quoted market value and will match the dollar value of the stock at its fair market price on the date of the actual transfer of stock from the employee to the recipient organization or institution.

Additional information and instruction on donating stock can be found in the FAQ's under "payment options."

[Back to Top](#)

The Hospira Foundation's Match

All employee donations to eligible organizations made through the Hospira Employee Giving Campaign will be matched by the Hospira Foundation 50¢ for every \$1 to encourage donation and show Hospira's shared commitment to the community causes employees care about. Each Hospira employee is eligible to have his or her donation matched up to a maximum annual amount of \$1,500. Because Hospira does not have a separate, ongoing matching gift program, this campaign is employees' annual opportunity to have the Hospira Foundation match donations to the causes and/or organizations that matter to them.

[Back to Top](#)

Participant Eligibility

All full-time and part-time Hospira employees in the United States and Puerto Rico as of Oct. 2, 2006 – the first day of the campaign pledge period – are eligible to participate in the 2006-2007 Hospira Employee Giving Campaign. Contract workers are not eligible.

[Back to Top](#)

Questions

For general questions regarding the Hospira Employee Giving Campaign guidelines, please call 1 (866) 806-8996 or e-mail hospira@easygive.com. The campaign is managed by Hospira Public Affairs.

[Back to Top](#)
