

# Giving Your Way - Program Guidelines

PUBLISHED MAR 21, 2017

## Program Fundamentals

Each year, hundreds of passionate Infoblox employees generously give their time, talents and financial contributions to support their local communities. We are proud to help employees give twice as much through the *Infoblox: Giving Your Way* charitable giving program.

Through this program, Infoblox will match employee donations to charitable organizations that meet our established eligibility criteria, and also reward and track volunteer efforts. Our goal is to empower employees to support the causes they believe in and connect them to the communities in which they live.

As you proceed with the matching gifts and volunteering process, please adhere to these guidelines:

## Program Guidelines

- Eligible donations will be matched dollar-for-dollar, unless otherwise directed by the employee/donor.
- The maximum annual match amount is \$500 per employee, per calendar year; this may be given in a single gift or several gifts totaling no more than \$500.00 in a single calendar year. Note that annual dollar limits are based on the date of the donor's gift.
- There is a maximum annual budget for matching gifts; once this budget cap is reached, matching gifts for the year will conclude and resume in the following calendar year.
- Matching gift requests must be received within 90 days of the date the gift was made.
- When multiple payments are given throughout the year to the same organization, each individual payment must meet all gift conditions and a request must be submitted for each gift.
- Non-monetary gifts, fees for services or payments to non-profit organizations for which the employee receives something of value in return, such as insurance premiums, tuition payments, tickets, or other items will not be matched.
- An individual gift where a personal affiliation exists between an employee and a family member or significant other at the recipient organization may require additional proof of payment.
- Acceptable forms of proof include: acknowledgement letter or e-mail communication from the non-profit organization, donation receipt or similar documentation denoting the charitable donation.
- Payments to eligible nonprofit organizations will be processed on a monthly basis. <sup>[1]</sup><sub>[SEP]</sub>

## Participant Eligibility

All full-time employees are eligible. Interns, part-time employees, independent contractors, consultants and temporary agency workers are not eligible. Employees are eligible starting on their first day of hire.

## Which institutions qualify to receive matching funds?

Organizations must be nonprofit organizations registered in the United States or Canada and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under section 501(c)(3) of the IRS Code. Additionally, charities are screened by IRS category. Ineligible charities will not appear on the Infoblox Foundation portal.

## How do I nominate a cause?

You can nominate a cause for inclusion in the company's program. Under *Quick Links*, click *Nominate a Cause* and complete the Cause Nomination form. Include any information you have about the organization, such as their name, address or charity registration number (if you have it).

Through our Volunteer program, employees who want to donate their time are encouraged to volunteer with charitable organizations. Through the platform you can:

- Share/post a volunteer opportunity with your colleagues
- Search and sign up for volunteer opportunities
- Track your volunteer hours

All full-time employees are offered two full days per year to volunteer. Volunteering can be done in shorter increments than a full day. A full day is considered an eight-hour day.