

## **NTT Innovation Institute, Inc. Corporate Matching Donation Program**

NTT Innovation Institute, Inc. is pleased to encourage and support the generosity and giving of our employees through this Corporate Matching Donation program.

### ***Employee Eligibility***

The company will match contributions made by full-time employees, defined as those who work a minimum of 35 hours a week and, who have been employed with the organization for a minimum of six (6) months.

### ***Eligible Organizations***

NTT Innovation Institute, Inc. will match employees' contributions to eligible organizations. To be eligible for a matching employer contribution, the organization must be located in the United States and recognized by the Internal Revenue Service as a tax exempt charitable organization under IRS Code 501(c)(3). Eligible organizations include but are not limited to: educational institutions (K-12 included), health and human services organizations, arts and cultural organizations, civic and community organizations, environmental organizations.

### ***The Matching Program***

NTT Innovation Institute, Inc. will match employee contributions that are a minimum of \$25, up to a maximum of \$300 per employee per calendar year.

Employees requesting a company match to their charitable contribution will need to request a W-9 (or another document showing their non-profit status) from the charitable organization showing their non-profit status. If the charitable organization allows payment via bank ACH, please submit that information as well. Employees will need to submit evidence of their donation (such as a copy of the check and/or a letter/email from charitable organization recognizing the donation, etc.), W-9 and ACH instructions, if applicable, to Human Resources.

The Accounting department will send the company match to the charitable organization via ACH or check once it has been processed.

### ***Limitations***

NTT Innovation Institute reserves the right to interpret, amend or revoke this program in its sole discretion at any time without prior notice. NTT Innovation Institute reserves the right to not match an employee contribution to any organization that explicitly or implicitly supports a position that uses or encourages threats, intimidation or violence, engages, or supports discrimination or harassment or which otherwise violates this programs terms or our other policies.