

# Your Other Smith Benefits

## *Matching Gift Program*

The Company believes that part of its total charitable program should include a matching gift policy to encourage the financial support to educational institutions by employees.

### *Policy*

**The Company will match employee gifts to educational institutions within the following guidelines:**

- The individual minimum matching gift will be \$25.00 and the maximum matching gift will be \$5,000 per year.
- No more than \$10,000 will be given to any one school in a year.
- Matching will be made on a dollar for dollar basis for the portion of gifts for which no goods or services were received in return.
- Requests for matching gifts will be accepted on a first come, first served basis until all of the funds for the year have been utilized.
- Eligibility requirements must be met by the educational institution and the person requesting a matching gift.

### *Eligibility*

**Employees eligible to participate must be full-time regular employees of the Company, its divisions and subsidiaries.**

Members of the Board of Directors of the Company are also eligible to participate in this program.

In order to qualify under the matching gift program, the educational institution must be accredited by state, regional or nationwide agencies. Included are graduate and professional schools, colleges, universities and technical institutions offering at least a two-year program of college or higher level studies.

### *How to Request a Matching Gift*

**A request for a matching gift contribution, must be submitted on the proper form to the Human Resources Department and include a copy of the receipt from the school acknowledging receipt of the contribution.**

Upon receiving the request, a matching gift will be authorized and sent directly to the institution. A copy of the transmittal letter will be sent to the employee who requested the matching gift.