

## **CORPORATE GIVING/CHARITABLE MATCHING POLICY**

Suhr Risk Services believes that we have a social responsibility to share our success with the community. Each year Suhr Risk Services will actively participate in supporting and improving the community in which we live and work.

All employees are encouraged, in addition to donating their money, to invest their time in activities that enable them to make an impact in our community.

### **ELIGIBLE ORGANIZATIONS.**

The organization receiving Suhr Risk Services funding must meet the requirements of the Internal Revenue Code Section 170 for corporate contributions. The recipient organizations must be tax exempt, non-profit and hold a current Section 501 (c)(3) determination letter from the Internal Revenue Service and be classified as a public charity. All gifts must be able to be deducted by the individual for federal income tax purposes.

In addition, the following types of organizations, programs or projects are deemed to be Not Eligible under this Policy by Suhr Risk Services:

- ★ Political and religious organizations. However, entirely secular “social service” and academic programs/projects of religious organizations may be considered for matching or VTO.
- ★ Organizations/projects that promote a hobby.
- ★ Organizations that are membership-based (booster clubs, fraternities, sororities).
- ★ Organizations that discriminate on the basis of age, disability, religion, ethnic origin, gender, sexual orientation, or any other category protected by applicable law.
- ★ Athletic programs, athletic scholarships, tournaments, youth and adult sports leagues, recreational activities.

### **MATCHING MONETARY GIFTS AND VOLUNTEER TIME:**

All employees are encouraged to invest their time and/or money in activities that enable them to make an impact in our community. Suhr Risk Services can match your investment according to the following guidelines.

Eligibility: All Suhr Risk Services active, full-time regular employees are eligible to participate in the matching gift/VTO program.

### **MONETARY GIFTS:**

Suhr Risk Services agrees to match up to \$250 in charitable contributions, per employee, as funds permit.

Suhr Risk Services agrees to match up to \$5000 per producer with a \$500 per charitable organization sub limit, as funds permit.

Suhr Risk Services must receive matching gift forms within the same calendar year. Gifts must be in the form of cash, check, or security having a quoted market value. Gifts

of securities are valued at the closing market price on the date of the gift. No other form of personal or real property will be matched.

#### **VOLUNTEERISM:**

Employees are encouraged to volunteer time for local charitable causes and, with manager approval and subject to the business needs and conditions, can be allowed a reasonable amount of paid time off to volunteer.

Suhr Risk Services offers 16 hours of VTO (volunteer time off) for each employee per year. VTO hours do not accrue like PTO, if not used by the end of the calendar year, will extinguish and are not paid out upon termination of employment. Only the actual VTO hours used will be submitted and tracked by Human Resources. To insure credit for VTO, it is encouraged that employees receive pre-approval from Suhr Risk Services that the organization is an Eligible Organization under this Policy.

Exempt employees must obtain approval from their team leaders to ensure work needs can be met in their absence. Non-exempt employees must also obtain approval for the work hours they will miss. All employees must use the VTO Form when using VTO hours, this includes certifying that you volunteered your time at an Eligible Organization as well as having the organization certify that you volunteered your time.

If you are an exempt employee and you use up all of your VTO, and you want to take more time for charitable purposes, you may do so, but only in full-day increments. Any such time shall be deducted from your PTO, in accordance with the Suhr Risk Services' PTO Policy.

#### **PROCESS STEPS:**

- Complete the Employee Section of the Matching Gift Form.
- Send the Matching Gift Form along with the eligibility requirements to the eligible recipient organization.
- The recipient organization completes and signs the Recipient Organization Section verifying that the financial gift was received or hours were volunteered and returns the original Matching Gift Form to Suhr Risk Services' Finance Department.
- Suhr Risk Services determines eligibility and, if approved, cuts a check or approves VTO. Checks are sent directly to the qualifying organization and an acknowledgment e-mail is sent to the employee.

#### **MISCELLANEOUS:**

Nothing contained in this Policy prohibits or prevents employees from making gifts or volunteering time to any organization of his/her choosing. However, to receive the matching benefits or VTO described hereunder, the gift or volunteering of time must be to an Eligible Organization. Suhr Risk Services may suspend, change, or terminate this Policy at any time for any reason. The interpretation, application and administration of the Policy shall be determined by Suhr Risk Services in its sole discretion and its decisions shall be final.

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