

VIACOM MATCHING GIFTS PROGRAM GUIDELINES AND APPROVAL PROCESS

Guidelines

Viacommunity's mission is simple - to better the communities in which we live, work and play. We believe that diversity and inclusion is vital and should be celebrated. As such, contributions to organizations that discriminate against any person or group based on creed, race, religion, age, political affiliation, disability, gender identity or sexual orientation are not eligible for matching.

In order to be eligible for the match, the organization must have nonprofit 501(c)(3) tax exempt status. Contributions to religious, political or fraternal organizations will not be matched. Any match requests for walks, runs, rides or bowl-a-thons are subject to approval based on overall company sponsorship.

Matching is available for donations dated February 1, 2017 or later.

If all criteria are met, Viacom will match up to \$1,000 in contributions per fiscal year per employee to eligible organizations. The minimum match amount is \$50.

Approval Process

Approvals for a matched contribution must be obtained through Viacom's Corporate Social Responsibility (CSR) department. In order to receive approval, please take the following steps:

1. Complete the Charitable Match Application Form.
2. Submit completed application form with formal recognition or receipt of your contribution from the organization to viacommunitymatch@viacom.com.
3. Please note that payments can take up to 60 days to process providing all paperwork is in order and the organization is a verified 501(c)(3) charity.

Please note that Viacom reserves the right to request any additional information about the organization before the application receives final approval.

If you have any questions about the program please reach out to viacommunitymatch@viacom.com.

Thank you and we look forward to amplifying your impact!