



XL Catlin Matching Gifts and Funds Policy

General Conditions:

- Applicants must have been an XL Catlin employee* for a minimum of 90 days, and continue to be an employee at the time of the application. *For US/Canada only:* part-time XL Catlin employees must be scheduled to work a minimum of 20 hours per week in order to be eligible to participate.
- The company will match on a 1:1 basis a minimum gift/fundraised donation of USD \$25, and a maximum of \$800 during one calendar year. If your application is for a donation in a currency other than USD, we will use the exchange rate given on the day of your application to calculate your remaining individual allowance.
- Donations will be matched only once they have been paid by the employee. Future pledges not paid at the time of the application cannot be matched.
- XL Catlin may change or discontinue the program at any time and without notice. Any changes to the program will not affect any matched donations already committed to by the company. All matching is at the discretion of XL Catlin.
- Deadline for all matching gifts and funds requests for each calendar year will be highlighted on the matching gifts and funds form.

**Including fixed-term contract employees in the UK and Germany*

Eligible Beneficiaries

The following organizations are not eligible to receive a matched donation from XL Catlin:

- Organizations that advocate or support activities inconsistent with XL Catlin's anti-discrimination statement (included in XL Catlin's Code of Conduct), e.g. organizations that discriminate on the basis of race, color, religion or belief, age, national origin, gender, genetic information, disability, sexual orientation, or marital status.
- Entities without a civic, social, academic, or charitable purpose.
- Political parties, campaigns, candidates, lobbying, single-issue interest, or partisan groups.
- Government entities, political subdivisions, and state instrumentalities (without prior approval from the Global CSR Team)
- Religious charities whereby activity promotes the furtherance of the religion or aims to benefit religious members only. (Please contact the [Global CSR Team](#) for guidance on religious charities or schools)
- Individuals, for-profit entities, and professional organizations.
- Organizations that XL Catlin insures or where the donation could be viewed as furthering a business relationship (without prior approval from the Global CSR Team).
- Non-profit organizations acting as a conduit for donations to be passed onto a third party. This may also impact donations to specific Funds or Campaigns. If in doubt, please check with the [Global CSR Team](#) for guidance.
- Crowdfunding websites (e.g. GoFundMe). Where funds have been raised through a reputable charitable fundraising site, XL Catlin will look to make a matched donation directly to the beneficiary organization (providing all other criteria is met)
- Organizations that are barred under applicable law from receiving donations.

PLEASE NOTE: Donations to [American Red Cross](#) or [Save the Children UK](#) should be made through the linked microsites. We cannot guarantee a matched gift to these organisations if the original donation is made outside of these sites. (*Donations made to other regional Red Cross or Save the Children divisions can be made in the usual way*)

In addition, please note the following region-specific requirements:

- For US/Canada: organizations must be a U.S. 501(c)(3) or Revenue Canada designated charity.
- For Bermuda: organizations must be recognized by the Bermuda Registrar of Charities
- For the UK: charities must be registered with the [Charity Commission](#)
- For India: charities must have FCRA authorization, and provide a copy of their current FCRA registration prior to the donation being made.

Gift matching

Gift matching is when XL Catlin matches money donated to a charity by an XL Catlin colleague.

- Applications for matching gifts must be submitted within 3 months of making the donation.
- If you make a regular donation, please submit every quarter as a maximum, providing dates and amounts of all donations made in that period.
- Payments made for the following items are excluded from the program: tuition, books, or other student fees; dues; subscriptions; bequests; insurance premium payments; and any other type of payment not made as a direct contribution to the institution, including courtesy advertising, tickets, products, services, fund-raising dinners or any payment which affords the contributor a personal benefit.
- Group gifts must be submitted as individual requests and will be reviewed in accordance with each individual employee's matched allowance of \$800 maximum per calendar year.
- XL Catlin cannot match any donations made by the applicant's family members or friends or other non-XL Catlin employees.

Fundraising matching – Individual

Individual fundraising matching is when XL Catlin matches money raised by a colleague who hosts or competes in a fundraiser, e.g. hosts a bake sale or runs a marathon.

- Applications for matched funding must be submitted within 3 months of completing the fundraising activity or event.
- XL Catlin will match the total amount raised (and up to maximum USD \$800) on the date of application, and as per confirmation from the recipient charity. Any further funds raised for the same event after the application has been submitted to XL Catlin cannot be matched.
- If the fundraising activity is held during work hours, approval must be sought from the applicant's line manager in advance.
- XL Catlin cannot match any funds raised by the applicant's family members or friends. The applicant must personally participate in the fundraising activity or event.
- Any donation given by XL Catlin may only be used as a direct contribution to the charity's work and not towards the personal expenses of individuals participating in fundraising events, such as overseas treks.

Fundraising matching - Team

Team fundraising matching is when XL Catlin matches funds raised by a team of XL Catlin colleagues, e.g. a group of colleagues taking part in Movember.

In addition to the *Fund Matching – Individual* criteria, the following applies for Team requests:

- A team must consist of at least 4 XL Catlin employees.
- The matched amount is pro-rated according to the number of employees involved. For example, 5 colleagues participate in a race and raise a total of \$5000 for the same charity; each employee will be able to claim their total maximum \$800 allowance in matched donations (provided no allowance has already been used).
- Only one application form for Team matched funding is required. However, please ensure that all of the participating XL Catlin employees are listed in the appropriate field and have given permission for their \$800 allowances to be affected.

Application process

- Complete and submit the *Matching Gift Form*, located [here](#) on the CSR site of The Pen. If possible, please attach a receipt confirming your donation to the Matching Gifts form or email to CSR@xlcatlin.com as this can speed up processing your match request. *Please remember, if you are applying for a Team Fund Matching application on behalf of other colleagues, you must ensure that all of the participating XL Catlin team members have been named.*
- Once the CSR team have reviewed and approved the application, we will contact the nominated charity. The charity will be asked to provide confirmation of your donation, along with their banking details so XL Catlin can make the payment. (Please ensure you give the correct contact details for the charity you have donated to as this ensures your donation is matched sooner).
- The CSR team will email you and the charity contact once the required information has been received and the invoice for matched donation has been sent to XL Catlin's accounts department. If we do not hear back from the charity the CSR team will also contact you to let you know we have been unable to match your donation.

If you have any questions about this policy or the Matching Gifts and Funds process, please contact the CSR team at CSR@xlcatlin.com.