

Chevron Humankind Employee Community Involvement



Chevron Humankind Guidelines

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Chevron Humankind

Chevron encourages employees and retirees to become personally involved in the communities where you live and work. Chevron Humankind is intended to improve the quality of life in these communities. It creates a partnership and increased visible engagement between employees, the company and community organizations. Chevron supports this partnership with cash matches to community organizations to which employees voluntarily make personal cash contributions and/or donate volunteer time.

The company encourages employees to research organizations thoroughly to ensure that the activities of community organizations deliver value to the community and do not engage in practices or advocacy that is inconsistent with the company's values and objectives. We also encourage employees to review Corporate Policy 282 regarding conflicts of interest.

Scope

This policy applies to any private contribution of cash or volunteer time made by an employee, retiree or director to eligible 501(c)(3) organizations in the United States, except those organizations that might represent a conflict of interest for Chevron.

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Program Contributions Limits

Chevron Humankind is capped at \$10 million. Once funds have been exhausted during a calendar year, a notice will be posted on the Web site, and any requests received after that will not be matched in the current year. The total annual individual caps for contributions and volunteer time for Chevron Humankind's components are as follows:

- Give and Match: Up to 5,000 per year per employee or director, and up to \$2,000 per retiree.
- Grants for Good: Capped at \$500 for 20 hours of volunteer time or \$1,000 for 40 hours of volunteer time per year. Eligible participants may not obtain company support for Grants for Good in excess of \$1,000 per year. To request a matching gift, participants must volunteer at least 20 hours at a single organization. The limit is two organizations.
- The total annual cap for a company match to both Give and Match and Grants for Good combined is \$5,000 per employee and \$2,000 per retiree. There is no limit to the number of organizations to which a donor can contribute.

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Eligible Participants

- All U.S. paid employees and any employees that are based in the U.S. who have six months of company service.
- Former employees considered to be "eligible retirees" by the Benefits Group.
- Current and retired members of the board of directors of Chevron Corporation.

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Eligible Recipient Organizations

The following organizations may be eligible to receive a match from Chevron's Give and Match program:

- Nonprofit organizations that have been recognized by the U.S. Internal Revenue Service both as tax-exempt under Section 501(c)(3) and as public charities.
- Governmental entities such as public libraries, publicly owned and operated museums, municipal zoos, public schools, state colleges and universities, and community colleges.

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Allowable Contribution Methods

- Employees may make financial contribution through the company's payroll deduction program.
- Contributions made directly to an organization must be in the form of cash, personal check or credit card, or marketable securities paid directly to the organization.
- Contributions of securities must transfer full ownership rights to the eligible recipients and have a reliable market quotation available to determine value. Securities will be matched by using the average of the high and low stock prices based on the donor date of contributions.
- Private "family" foundations and Donor Advised Funds:
 - Donor Advised Funds must be directly funded by the employee, retiree or director only and the Fund must maintain a separate account segregating the contributions of the donor.
 - Contributions made by a qualified "family" foundation or Donor Advised Fund must be directed by the donor and made on his behalf.

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Volunteer Requirements

- Eligible participants must be active volunteers in the community service organization and directly volunteer personal time.
- Approval to volunteer with community organizations during company time is at the discretion of each employee's supervisor.

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Limitations on Matching and Grants for Nonprofits

Chevron will not provide financial support to any of the following categories of organizations, even if they are otherwise potentially eligible:

- Organizations that discriminate against a person or group on the basis of race, religion, color, national origin, age, sex, gender identity, disability, status as a disabled veteran, political preference, sexual orientation, membership or non-membership in any lawful organization, or other basis prohibited by local laws or regulations. This is consistent with Corporate Policy 200 on non-discrimination.

For more information, please see <http://governance.chevron.com/policies.asp>. Note: If a national organization's policies do not satisfy this criterion but a local affiliate confirms in writing that its own policies are non-discriminatory and are consistent with Chevron's policies, Chevron will consider a matching grant to the local affiliate.

- Churches, synagogues, mosques, and other houses of worship. Note: Chevron will consider matching gifts to programs operated by faith-based organizations if those programs (a) are open to all individuals in the community regardless of religious belief, (b) serve a secular purpose, such as food pantry or a homeless shelter; (c) do not require participants to join in religious worship as a condition of receiving the services that the charity offers.
- Contributions to individuals, contributions which directly benefit the donor, immediate family members or other person designated by a donor including: Contributions made in the form of bequests or premiums for assigned insurance; tickets for athletic, cultural, and other benefit events; subscription fees; membership dues, multi-year commitments; deferred contributions; group contributions; payments in lieu of tuition, books or student fees; pledges, unless paid in full during single calendar year; benefit event tickets, charity benefit auction purchases, charity golf tournament registrations, race admission fees or similar sport benefit events; contributions of real property or personal property other than cash or securities.
- Political organizations as defined by the U.S. Internal Revenue Service under Section 501(c)(4), business organizations as defined by the U.S. Internal Revenue Service under Section 501(c)(6) under.
- Organizations that do not comply with the USA Patriot Act.
- Chevron reserves the right not to match employee donations to organizations that might represent a conflict of interest with Chevron's business interests or its reputation or relationships with others.

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Matching and Grants Requirements for Nonprofits

- Nonprofit organizations must certify that they comply with Eligible Recipient Organizations guidelines.
- To receive a grant, eligible participants must certify that the volunteer organization complies with Chevron's nondiscrimination policies.
- For matching grants for volunteer time, the employee and the non-profit organizations must document and verify the volunteer participation of the employee, as requested.

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No obligation is imposed upon or accepted by Chevron Corporation by reason of any application to the program(s) for funding. Chevron Corporation reserves the right to suspend, amend, revoke, modify, or terminate, in whole or part, any program at any time. Chevron Corporation reserves the right to audit institutional/organizations' records and documents pertaining to this program. If an ineligible gift or invalid representation of employee involvement generates an application for program funds, Chevron Corporation will expect the return of its gifts from the recipient insitutional/organization. After review and authorization, payments are made on a periodic schedule and may be subject to calendar-year budgetary limitations. Funds for this program will be budgeted in the consolidated charitable contribution budget.

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