ODL

Building Value
Into Building Products®

POLICY TITLE: **MATCHING CONTRIBUTIONS POLICY**

DATE ISSUED: 01/01/2018

APPROVED BY: _____   _____
          CFO   **COO**

OVERVIEW

It is the policy of ODL to make reasonable contributions to qualified charitable, educational and similar organizations, especially those that are supported by ODL employees personally.

PERSONS COVERED

All ODL employees are subject to this provision, however, contract workers and temporary employees are not included. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

DEFINITIONS

"Qualified organization" is defined as a 501c3 charitable organization. The following types of organizations are ineligible:

- Political organizations
- Sports teams
- Religious organizations
- Houses of worship, but many faith-based organizations with major community outreach components are matching contribution eligible.

"Match contributions" is based on both cash and/or time. For cash, ODL will contribute $1 for every $1 contributed by an ODL employee to a qualified organization during a calendar year. For time, ODL will contribute $25 dollars for every 1 hour of time donated to a qualified organization by an ODL employee during a calendar year. ODL's minimum match during a calendar year is $25 to a qualified organization while the maximum match in a calendar year to a qualified organization is to be no more than 1% of the qualified organization's annual budget or $10,000. An exception to the match is that ODL will automatically match contribution requests up to $1,000 that have been approved by the contributions committee. Also, ODL's maximum match per ODL employee in a calendar year is $10,000.

"ODL Employee" refers to a U.S. employee only at this time.

POLICY COMMENT

It is the intent of this policy to:

- To the extent resources are available, match contributions by ODL employees to qualified organizations.
- Contribute cash to qualified organizations in each year, provided that such contributions of any products or real property of the Corporation shall be excluded from the foregoing limitation.
- Administer the contributions program via a committee that consists of ODL employees with oversight by the corporate officers of ODL.
- Ensure that the total contribution (i.e. employee plus ODL match) to a qualified organization does not exceed 1% of the qualified organization's annual budget so that the qualified organization does not become dependent on the total contribution in the event that circumstances change in the future.

POLICY INSTRUCTIONS

- In order to request a matching gift, an employee must complete the Request for Matching Contribution Form (below) and return it to any individual on the Contributions committee or to contributions@odl.com.
- Multi-year commitments to charitable organizations, whether conditional or unconditional, shall be reviewed with the Contributions committee, prior to making such a commitment.
- Periodic status reports will be provided to the organization so that ODL employees are aware of the percentage to total contributed.

ENFORCEMENT

This policy is administered and enforced by the Contributions committee. Anyone with questions or concerns specific to this policy should contact an individual on the Contributions committee.

Request for Matching Contribution Form

Date of request:	
Employee Name:	
Work Phone:	
Email:	
Qualified Organization:	
Name:	
Address:	
City/State/Zip:	
Contact Name:	
Contact Email:	
Phone:	
Website:	
Number of hours volunteered:	
Date volunteer hours were performed:	
Amount of cash donated by employee:	
$ Amount Requested:	

Please summarize your contribution with the qualified organization and attach with this request your proof of contribution:

_____

_____

I certify that the information I have provided is complete and correct to the best of my knowledge, that my contribution complies with the provisions of the program set forth in this policy. I understand that only the tax-deductible portion of my donation is eligible for matching by ODL.

Donor Signature _____ Date _____

To be completed by Contributions committee:

Submitted for payment on:	
Approved by:	