

Genworth Foundation Non-profit Eligibility Guidelines **Effective January 1, 2016**

All U.S. employees, full-time and part-time, are eligible to participate in Genworth Foundation matching gifts and volunteer rewards program. Contractors, consultants, retirees, employees on leave of absence or suspended status, and interns are not eligible for matching gifts program.

How It Works

An employee can make a donation to an eligible organization through the Genworth giving system or directly to the organization.

- If a donation is made in the Genworth giving system, the match request will automatically be registered and sent to the Genworth Foundation for review.
- If a donation is made directly to the organization, employee will manually make a match request in the Genworth giving system providing evidence of payment through a receipt to be sent to the Genworth Foundation for review.
- If any follow up is required after Genworth Foundation review, organizations that do not verify qualified contributions by March 30 of the following year for contributions made the previous year will be declined. (For example, if there is a question about the organization's tax-exempt status, the Genworth Foundation will contact the organization directly to verify. If no response is received by March 30 of the follow year from the organization after reasonable effort to contact has been made, the matching gift will be declined.)

Matching Limits

The Genworth Foundation will match eligible donations at 50% up to \$5,000 per calendar year for eligible employees.

The Genworth Foundation will match eligible donations at 50% up to \$10,000 per calendar year for company officers and Genworth Financial Board of Directors.

There is no minimum donation or limit to the number of gifts, so long as it does not exceed the maximum dollar amount.

Eligible Contributions

- Only gifts made from personal assets are eligible. Gifts made from employee giving accounts are not eligible.
- Funds for match may not be raised through donations received from others at events such as walk-a-thons, races, benefit dinners, or golf tournaments.
- An employee may not receive any personal benefit for him/herself, family, friends or Genworth Financial for the donation including but not limited to benefit dinners, preferential treatment, event or raffle tickets, tuition, student fees, memberships, parking, athletic event preferred seating, etc.
- The donation will not be used to promote any religious or political purposes.
- Matching funds may not be used to satisfy a personal pledge made by a Genworth donor.

Eligible Organizations

Contributions to the following types of organizations are eligible to be matched by the Genworth Foundation.

- Organizations currently recognized by the U.S. IRS as a 501(c)(3) public charity, with sub-classification exceptions noted in the Ineligible Organizations section below.
- Accredited public or non-profit colleges/universities, to which contributions are tax deductible under the US IRS Tax Code and that have a 501(c)(3) tax status
- Private or public high school and primary schools to which contributions are tax deductible under the US IRS Tax Code and that have a 501(c)(3) Tax Status OR are registered by the US Department of Education National Center for Education Statistics

The following organizations may be eligible, but are required to provide further documentation to the Genworth Foundation per IRS rules to determine actual eligibility.

- Universities and educational institutions that are land grant schools
- 501(c)(3) tax status classification 509(a)(3) – supporting organizations. A supporting organization is a charity that carries out its exempt purposes by supporting other exempt organizations, usually other public charities.

Additionally, all eligible organizations must:

- Comply with the USA Patriot Act.
- Not discriminate on the basis of a person's race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, age, disability, veteran status or other characteristic protected by law.

Ineligible Organizations

Contributions to the following types of organizations are NOT eligible to be matched by the Genworth Foundation.

- 501(c)(3) tax status classification 170(B)(1)(a)(i) – non-profit church
- 501(c)(3) tax status classification 170(B)(1)(a)(v) – governmental unit