

Human Resources/Benefits Department

Matching Gift Program

Policy #: HR-011	Effective Date: August 1, 2018	Dept. Email: matchinggifts@benjaminmoore.com
Version: 1.0	Dept. Owner: Mike Farrell	Phone: 201-949-6545

PURPOSE

The purpose of this policy is to establish the criteria governing the process relating to the matching gift program (the "Program") of Benjamin Moore & Co. and its subsidiaries (the "Company").

SCOPE

This policy applies to all active part-time and full-time employees ("Active Employees") and eligible retirees ("Retiree(s)") of the Company.

POLICY DETAILS

Active Employees and Retirees care about many charities and causes beyond the Company's focus of giving. A great way for the Company to support these organizations is through the Matching Gift Program (the "Program"). Donations made to eligible non-profit organizations are double matched for Active Employees and single matched for Retirees, up to \$2,000 in the aggregate amount per Employee or Retiree per year.

A. How the Program Works

- Active Employees or Retirees making a monetary gift to an eligible non-profit institution must do so through the GIVING MOORE online portal via Intranet (Single Sign-On) or by visiting <https://benjaminmoore.benevity.org> and logging in with your username and password.
- Donations to eligible non-profit organizations will be matched based on the available matching funds of the Employee or Retiree, subject to the \$2,000 annual limit.
- The Program begins each year on January 1. The Program is ongoing and gifts are processed throughout the year. The deadline for receiving matching gift requests from eligible organizations during each calendar year is December 31.
- Should an Active Employee be separated or terminated from the Company, only donations made prior to the separation or termination date will be matched. Retiree's surviving spouses and children are not eligible to participate in this Program.
- The Company reserves the right at any time, at its sole discretion, to deny matching funds to any organization it deems falls within the exclusions set forth in this policy.

B. Program Contribution Guidelines

- The minimum contribution amount is \$25.
- The Company will double match all eligible contributions of Active Employees, and will single match all eligible contributions of Retirees, up to an annual aggregate amount of \$2,000 per Employees or Retiree.
- For the purpose of this Program, a contribution is defined as a cash/monetary gift.

C. Exclusions from the Program

- Individuals, families, memorial campaigns or organizations not having the appropriate Section 501(C)(3) tax-exemption status.
- Religious organizations or church programs/events.
- Capital expenditures and political or partisan programs.

VIOLATIONS

Any violation of this policy may result in disciplinary action, up to and including termination of employment. The Company, at its sole discretion, reserves the right to modify or eliminate this Program in its entirety or to preclude any Active Employee or Retiree from using the Program as a result of a policy violation.

DEFINITIONS

501(C)(3) – is a corporation, trust, unincorporated association or other type of organization that is exempt from federal income tax under section 501(c)(3) of Title 26 of the United States Code.

RELATED DOCUMENTS

Frequently Asked Questions (“FAQs”)