

Gift Match Program Guidelines

Boeing's gift match program can double employee charitable contributions and volunteer hours in any combination — up to 10,000 USD per year — to eligible nonprofit organizations.

EMPLOYEE AND RETIREE ELIGIBILITY

Eligible participants include:

- Active employees, including full-time interns of The Boeing Company (Boeing) on the date(s) a gift match was requested and registered;
- Retirees, as determined by the Boeing Human Resources department;
- U.S. employees of subsidiaries who have access to Worklife (to verify if a subsidiary is eligible for the gift match program, please email BoeingCares@boeing.com for assistance); and,
- All Boeing employees -inside and outside the U.S. – including employees of subsidiaries.

Ineligible participants:

- Employees of subsidiaries who do not have access to Worklife, and
- Contract employees.

ORGANIZATION ELIGIBILITY

Organizations must confirm compliance with the eligibility requirements and program criteria listed below. Approvals are determined by Boeing in its sole discretion. The disbursement of funds is managed by YourCause.

Eligible organizations include:

- An organization recognized as tax-exempt by the IRS under Section 501(c) of the Internal Revenue Code and listed in IRS Publication 78, Cumulative List of Organizations described in Section 170(c) Publication 78 of the Internal Revenue Code. Also includes public-private partnerships.
- Non-US – An international nonprofit or nongovernmental organization as designated by the relevant government or as confirmed by the global vetting process by YourCause of the organization's governing documents, or as specified by an IRS foreign equivalency determination.
- An accredited public pre-K-to-12 school or a school district in the U.S. to which contributions are tax-deductible under the Internal Revenue Code.
- An accredited public or nonprofit college and university in the U.S. to which

contributions are tax-deductible under the Internal Revenue Code.

Faith-based organizations, including schools

Programs conducted by faith-based organizations or schools may be eligible if the Boeing match funds are used for secular purposes, such as a food pantry, homeless shelter, or a non-religious education institution. To be eligible, an organization may not require participation in prayer, worship, or other religious activities as a precondition of receiving services. Lastly, Boeing match funds cannot be used to match for individual donations, tithes, or offerings of a religious nature.

Organizations must clearly separate their religious or proselytizing activities from the programs or services where funds will be used in order to qualify for gift match. This separation should be evident in the organization's mission, activities, and public communications. Employees and/or organizations may be required to provide proof of activity when determining faith-based organization eligibility, which is determined by Boeing in its sole discretion.

Ineligible organizations

Ineligible organizations include, but are not limited to, the following:

- Political organizations (partisan organizations or those supporting specific candidates or legislation);
- Religious organizations (churches, synagogues, mosques, ministries, seminaries, and other houses of worship) or other organizations primarily promoting religious purposes;
- Federated giving organizations (e.g., United Way of Metropolitan Atlanta, Employees Community Fund of Boeing);
- Supporting organizations and organizations with a 509(a)(3) tax status;
- Organizations that do not comply with Boeing's non-discrimination policy;
- Organizations that do not comply with the USA Patriot Act; or
- International organizations that are unable to provide equivalency determination

To submit an organization for eligibility consideration, employees can visit the [YourCause Help and Support page](#) and click on "Suggest an Organization." Learn more about [Domestic](#) and [Global](#) vetting requirements. The timeline for adding new organizations may vary and can take up to three months to be reflected in the YourCause platform.

GIFT ELIGIBILITY REQUIREMENTS

Eligible Gifts and Donation

Gifts eligible to receive Boeing matching funds:

- Personal contributions made directly by a Boeing employee to the eligible organization.
- Tax-deductible, charitable contributions of 25 USD or more made via cash, check, credit card, stock, and securities.
 - Stock and securities will be matched on the basis of the closing price on the date of the gift.
- Gifts made by or through community trusts or similar organizations, including charitable remainder trusts, personal foundations, or donor-advised funds can be matched at the time of disbursement to the eligible nonprofit.
- Gifts must be made, not merely pledged, with proof of donation. A matching gift cannot be used to satisfy a personal pledge (e.g., a pledge of 2,000 USD cannot be satisfied by 1,000 USD from the donor and 1,000 USD from Boeing's match).
 - Proof of donation includes a receipt and/or an official letter from the organization. Images of checks will not be accepted as a donation receipt.
- Gifts made during a fundraising event (e.g., auctions, galas) will only be approved for the tax-deductible portion above the fair market value.
- In-kind donations valued at 25 USD or more. [Learn more about in-kind donations here.](#)

Gifts and match requests made within a particular calendar year must be registered by the donor by **January 31** of the following year.

Ineligible gifts

Gifts that are not eligible for Boeing matching funds:

- Contributions supporting political purposes, including, but not limited to, influencing legislation, lobbying, electing candidates, or political campaigns.
- Contributions specifically for religious purposes and/or supporting religious activities and programs, including, but not limited to, tithing.
- Contributions made as part of a federated giving campaign (e.g., United Way of Metropolitan Atlanta).
- Contributions, or portions thereof, that are not considered charitable or tax-deductible (e.g., event registration or sponsorship, a dinner, raffle or drawing proceeds, sporting event tickets, parking privileges, admission fees).

- Contributions, or non-deductible portions thereof, that directly or indirectly benefit the donor, a family member or other person designated by the donor, such as:
 - Tuition or other student expenses (including board, books, services, fees, travel and leisure for volunteer trips, etc.);
 - Individual, family or group membership fees; or
 - Dues, including alumni/fraternity/sorority dues and subscription fees.
- Bequests, wills, insurance premiums, or contributions made through entities such as charitable remainder or charitable gift annuities.
- Real estate related gifts.
- Gifts made in whole or in part, with funds received from other people; only the donor's personal contribution can be matched.
- Gifts registered in YourCause after one year of the gift date.
- Gifts made to scholarship funds where the scholarship recipient is designated by the Boeing employee donor.
- Payroll-deducted donations.

Furthermore, the following are not eligible for Boeing's Gift Match:

- Any contribution to a political action committee. This does not include the Boeing Political Action Committee (BPAC) charitable match.
- YourCause Cause Cards.
- Any contribution to the Employees Community Fund of Boeing (ECF) (i.e. payroll deductions, retiree contributions, one-time contributions).

Gift restrictions

Recipient organizations are prohibited from using matching funds to pay:

- An individual's tithes, tuition, or school expenses;
- Travel-related expenses, including, but not limited to, school-sponsored travel or field trips;
- Dues, annual memberships, subscriptions, insurance premiums or student fees;
- An individual obligation or pledge; and
- Political campaigns or to influence legislation.

Annual Minimums and Maximum for Employees

Boeing will match employees' eligible monetary contributions at 100% with a minimum donation of 25 USD.

Boeing employees are eligible for a maximum of 10,000 USD per year in matching funds with any combination of monetary contributions or volunteer hours (see Volunteer Match below)

ADDITIONAL GIFT MATCH PROGRAMS

Volunteer Match

Boeing will match individual employee volunteer hours with eligible organizations at a rate of 100 USD for every 10 hours to the same organization. Volunteer match requests may be audited and reviewed by Boeing Global Engagement at any time for any reason. Volunteer hours must be logged for the same organization that receives the volunteer services.

Volunteer hours are defined as an individual providing service to a nonprofit for civic, charitable, or humanitarian reasons, without compensation. This includes unpaid time supporting company-sponsored community partners and employee engagement activities, including participation in Boeing business resource group or Employee Community Fund (ECF) sponsored events such as food pantries or beach clean-ups, attending enterprise-driven activities, and serving on boards. **Passive volunteering activities, such as animal fostering, are not eligible for Volunteer Match.** Employees are required to comply with PRO-6631 and PRO-6652 for company sponsored activities.

All volunteer hours must be documented and uploaded to YourCause. Volunteer match funds must adhere to the gift eligibility requirements outlined above and cannot be allocated for individual donations or pledges.

Employees and/or organizations may be requested to provide evidence of the volunteer activities performed. Providing false information in a volunteer match request may result in disciplinary action. The final determination for a volunteer match is made at Boeing's sole discretion.

Team Volunteer Match

A team of five or more employees who participate in a single volunteer activity will be eligible for team gift match. Boeing will match 20 USD per hour per employee to the nonprofit organization benefiting from that activity.

$$20 \text{ USD} \times \# \text{ of hours} \times \# \text{ of employees} = \text{Total Team Gift Match Amount}$$

Group events must be at least one hour long to be eligible for the match. The volunteer activity must be registered in YourCause and must be approved by the Boeing Global Engagement focal at the site. If the volunteer activity includes fewer than five employees, hours will be logged as individual volunteer hours and will not qualify for the Team Volunteer match.

Cause-related walks/runs

Cause-related walks, runs, and bike events are not eligible for the Team Volunteer Match program. This includes events hosted by Boeing employees or nonprofit partners. Employees can, however, use cause-related walk, run, or bike events as individual volunteer activities within Boeing's volunteer match program. Employees must log the hours spent participating in the event as individual volunteer hours in YourCause with the respective organization.

Retiree Match

Boeing will match retirees' monetary contributions at 50% (50 cents for every 1 USD contributed) up to 3,000 USD in each calendar year with a minimum donation of 25 USD).

Match requests submitted before retirement will be matched at 100%. Requests submitted after retirement goes into effect will be matched at 50%. Retirees are not eligible for volunteer matching.

Note: Retirees needing access to YourCause should email BoeingCares@boeing.com to request access.

GIFT MATCH PAYOUT PROCESS OVERVIEW

Program administration & liability limitation

- Boeing's gift match program is administered by YourCause/Blackbaud, Inc., with Boeing oversight and approval.
- All gift match request(s) must be submitted at <http://boeing.yourcause.com>.
- Gift match requests and proof of donations are subject to review and modification by Boeing.
- Boeing covers all transaction fees for employee donations, ensuring that 100% of the contribution goes directly to the charity.
- Boeing reserves the right to modify, suspend, or terminate the gift match program in its sole discretion, with or without prior notice.

Gift Match payout conditions and timeline

- Recipient organizations eligible for Boeing match funds are scheduled to receive disbursements monthly from YourCause/Blackbaud.
 - To ensure receipt of funds, employees should contact the nonprofit organization directly, prior to contacting Boeing or YourCause support.
- While every effort is made to ensure timely disbursements, payout schedules may occasionally experience processing delays due to holidays, verification activities, organizational eligibility reviews, audits, and more.
- Gift match requests are processed on a monthly schedule, with disbursement of funds typically occurring 45 days after the close of each month. That payout schedule is subject to change at any time and for any reason. This flexibility allows Boeing to adapt to evolving circumstances and ensure the effective administration of the gift match program.

Gift Match fund redistribution

Boeing reserves the right to redirect company match funds to a company-sponsored organization if attempts to deliver to the employee-designated organization are unsuccessful. YourCause/Blackbaud will make multiple email attempts to an organization and employee to deliver funds. If there's no response from either party after multiple attempts, funds will be redirected. Redirected funds cannot be reissued to organizations or employees, regardless of their current status (active, retired, terminated, or on leave of absence).

Protection of company interests

Boeing retains the authority to refuse matching any donation to an organization whose practices are inconsistent with company values, goals, and policies. Furthermore, Boeing maintains the right to suspend, modify, or terminate this program at its discretion.

Program evaluation

Regular assessments are conducted to ensure program adherence to guidelines and corporate citizenship commitments. This includes periodic reviews of organizations receiving matching funds, which may involve requesting documentation verifying individual donation receipts.

Compliance and consequences

Non-compliance with the Boeing Code of Conduct, these gift match program rules, including provision of false information in matching gift request, may lead to disciplinary measures, including program termination and employee termination, including potential civil or criminal liabilities. Boeing reserves the right to discontinue funding and reclaim matching gift grants if false or misleading information is provided by the employee.

Boeing Gift Match Program

Frequently Asked Questions

Q: Is there a list of nonprofits that are eligible to receive matching donations?

A: There is not a single list of U.S. – based nonprofits that are eligible for the gift match program. Employees can go into the YourCause [home page](#) and perform a search to see if a nonprofit is currently eligible for the program. If the nonprofit is not currently eligible, employees may inquire as to eligibility by emailing the organization's name and EIN number to BoeingCares@boeing.com.

Q: Are charities and non-governmental organizations (NGOs) outside of the United States eligible for the gift match program?

A: Yes! NGOs and charities outside of the United States are eligible for gift match but must meet equivalency determination. Currently, there are over 66,000 global organizations eligible for gift match, and more are being added regularly. If an organization is not listed in YourCause, employees may submit a request to have it added to the tool via the 'Suggest an Organization' link in the [Help section](#). YourCause will work directly with the charity to determine if equivalency with IRS standards is met.

Q: Does Boeing allow paid time for employees to volunteer within their community?

A: At this time, Boeing does not allow employees to be paid to volunteer on company time. Employees may work with their managers to flex their time in order to participate in company-sponsored volunteer activities.

Q: How can I determine if an organization is eligible for the Boeing Gift Match program?

A: There is not a single list of U.S.-based nonprofits that are eligible for the gift match program. Employees can go into their gift match home page and perform a search to see if a nonprofit is currently eligible for the program (You will see a "Match Opportunity" indicator for eligible organizations). If the nonprofit is not currently in the platform, the employee can 'Suggest the Organization' to be added to the system by following the steps under ['Help' → 'Suggest an Organization'](#).

Q: Can interns participate in the Gift Match program?

A: Yes, interns who are on an active full-time work schedule are eligible for this program.

Q: Why was my gift match request declined?

A: There are several reasons why a match request could be declined. The most common are:

- The employee has met the individual 10,000 USD limit for the year.
- The organization is ineligible for the gift match program.

Please [contact YourCause](#) to learn why your specific gift match request was declined.

Q: Does Boeing match employee participation in cause-related walk, run or bike events?

A: Cause-related walks, runs, and bike events are not eligible for the Team Volunteer Match program. This includes events hosted by Boeing employees or non-profit partners. However, employees can use cause-related walk, run, or bike events as Individual volunteer activities within Boeing's volunteer match program. Employees must log the hours spent participating in the event as "Individual" volunteer hours in YourCause with the respective organization.

Q: What types of individual volunteer activities qualify for the Volunteer Match program?

A: The following criteria must be met for volunteer work to qualify:

- Minimum of 10 hours of work must be performed for a single, eligible nonprofit

- organization;
- Employee must not be compensated for the work; and
- Volunteer work must be performed off-hours unless approved by manager
- Employee must log volunteer hours in YourCause by February 1 of the following year

Q: Are groups of employees who volunteer together eligible for a match?

A: Yes, a team of five or more eligible employees that participate in a single volunteer activity of at least one hour will be eligible for Boeing's Team Volunteer Match. Boeing will donate 20 USD per hour per employee to the nonprofit organization benefiting from that activity. The volunteer activity must be registered in YourCause and must be approved by the Boeing Global Engagement focal at the site.

20 USD x # of hours x # of employees = Total Team Gift Match Amount

Retirees, friends and family can participate in the volunteer activity; however, only active Boeing employees will be counted for the match.

Q: Can I get a gift match if I volunteer 5 hours for one organization and 5 hours for another organization?

A: No. The 10 hours of volunteer service must be provided to a single organization. However, if you volunteer 10 hours each for multiple organizations you may apply for the match for each organization. Volunteer hours must be logged for the same organization that receives the volunteer services.

Q: Can I record volunteer hours performed by my spouse or children?

A: No. Family members are welcome to join you at volunteer events, but employees may only log their own volunteer time for the Volunteer Match. If family and friends are interested in participating in volunteer events, please remember to register them as guests in YourCause for eligible volunteer activities.

Q: How does a nonprofit receive matching funds?

A: YourCause will send Boeing Gift Match payments directly to the recipient organization. YourCause will disburse payments monthly.

Employees must submit their gift match requests and provide the receipt confirmation (for offline donations and in-kind donations) no later than the last date of the month in order to be included in the next monthly disbursement. Approved Gift Match requests will be disbursed approximately 45 days after the close of each month. The disbursement schedule is an estimated timeline and is subject to change.

Q: Are BPAC match funds eligible for Gift Match?

N: No. BPAC match funds are designed to match the employee's contribution to BPAC. They are recorded as an individual donation to the organization and are not eligible for gift match.

Q: What do I do if my organization hasn't received a gift match for my donation?

A: Employees and retirees are encouraged to submit all inquiries to BoeingCares@boeing.com. A member of our customer support team will be happy to assist you.

Q: I received a "Charitable Contribution Redirect Needed" email notification. What should I do?

A: If the selected organization cannot receive funds, a redirect notice may be issued by YourCause directly to the employee. This could be due to an incorrect address or the organization no longer being active or in good standing with the IRS. We recommend that the organization updates its

remittance address and banking information by logging into <http://nonprofit.yourcause.com>. For security reasons, Boeing cannot access organization profiles to update banking information.

Q: Will Boeing consider a quicker payout schedule?

A: Not at this time.

Q: What is the difference between offline donation and credit card donation?

A: Employees may also make donations to nonprofits directly through YourCause using a credit card. Simply click "Request Gift Match" at check out. No donation receipt is required for donations made directly through YourCause.

Donations made directly to nonprofits are considered "offline donations." Employees may submit offline donations for gift match by clicking "Log an Offline Donation" in YourCause. A receipt showing the donation must be submitted.

Q: Are subsidiary employees eligible for the Gift Match Program?

A: Employees of domestic subsidiaries and international integrated subsidiaries who are on Worklife including but not limited to CDG, Tapestry Solutions, Aviall, Jeppesen, Spectrolab, DRT Argon, Wisk and Aurora Flight Sciences are eligible for the Gift Match Program.

Q: I've made recurring payroll deductions for years, but why do I not receive a gift match?

A: Payroll deductions through Boeing's Individual Giving program are NOT eligible for the company's gift match program.

Q: I'm a retiree and unable to log in to the Boeing YourCause website. Who should I contact?

A: If you enter your BEMSID and are unable to log in to the website, please email BoeingCares@boeing.com

Q: Are there any training videos available for assistance with navigating or utilizing the YourCause website?

A: There are several video tutorials available that provide an overview and step-by- step guides on utilizing the YourCause website:

- [Record Individual Hours](#)
- [Add Entries to Individual Volunteering Projects](#)
- [Community Dashboard + My Giving Page](#)
- [Giving via Credit Card](#)
- [Giving via Payroll](#)
- [Giving via Offline](#)
- [Offline Match: Step-by-Step PDF](#)

Q: Are Boeing employees able to crowdsource to raise funds for a specific cause?

A: As stated in PRO-6603, fundraising for non-Boeing sponsored employee community engagement activities is strictly prohibited. Asking anyone on property owned or operated by Boeing to contribute to an unapproved employee community engagement activity is also prohibited. This includes fundraising conducted by nonprofit organizations or their agents on facilities owned or operated by Boeing.

Q: Why does Boeing ask nonprofits for their board of directors and top five highest paid staff names?

A: This information is required to comply with requirements of the U.S. Patriot Act of 2001, the Office of Foreign Assets Control (OFAC) and the "Best Practices" document released by the U.S. Department of the Treasury. All either require or recommend increased due diligence regarding

“Watch Lists” or “Specially Designated Nationals” or SDN lists. By following these guidelines and federal orders, Boeing is protecting our investments in the communities where our employees live and work.

Q: Does Boeing audit the program?

A: Yes. When there is credible evidence of program rules being violated, payments are suspended to the organization. Failure to abide by program rules or providing any false or misleading information in connection with a matching request could result in disciplinary action including termination, as well as possible civil or criminal liability.