

TEAM MEMBER MATCHING GIFT REQUEST FAQs

Q: WHAT IS A MATCHING GIFT?

A: A Matching Gift is when a U.S. Team Member or Signet's Business Resource Group donates to an eligible non-profit organization and the Foundation donates an equal amount to the same non-profit. A Matching Gift is a great way for a donor to double their contribution to help a charity.

Q: WHAT IS THE SIGNET MATCHING GIFT PROGRAM?

A: The Signet Love Inspires Foundation (SLIF) will match team member contributions of a minimum of \$100 with a maximum of \$1000 per team member per year, for eligible charitable organizations, subject to availability. The Matching Gift Program matches contributions dollar-for-dollar to organizations with a focus on underserved women and children, and social change advocacy in the communities where we live and work.

For example, if a team member donates \$250 to a charity and it is approved for a Matching Gift, the Foundation then provides that charity with an additional \$250.

Q: WHO IS ELIGIBLE TO PARTICIPATE IN THE MATCHING GIFT PROGRAM?

A: All U.S. part-time and full-time Signet Jewelers team members and Board of Directors.

Q: HOW DO I APPLY FOR A MATCHING GIFT?

A: **STEP 1:** Review the **Matching Gift guidelines and eligibility requirements**.
 STEP 2: Complete all sections of the **Matching Gift Request Form** and attach a copy of your donation receipt.
 STEP 3: Click submit.
 You will receive a confirmation that your application was submitted successfully.

Q: HOW DO I ATTACH MY RECEIPT TO THE MATCHING GIFT FORM?

A: The form is an electronic application. Near the bottom of the form, there is a designated box for your receipt. Drag and drop a copy of your receipt into that box.

WHAT'S AN EIN NUMBER AND HOW DO I FIND IT?

A: It is an Employer Identification Number (EIN) and is also known as a Federal Tax Identification Number. Your donation receipt should have the eligible nonprofit organization's EIN tax id number listed on it.

Q: WILL INCOMPLETE FORMS BE PROCESSED?

A: No. Incomplete forms will not be processed and will be returned to you.

Q: WHO DECIDES IF MY MATCHING GIFT REQUEST IS MATCHED?

A: The Grant Review Committee, Officers, and Board of Directors of the Foundation are responsible for reviewing and evaluating all the applications received.

Q: WHICH CHARITABLE ORGANIZATIONS ARE ELIGIBLE?

A: To be eligible for a Matching Gift:

- The organization must be a nonprofit, tax-exempt entity recognized by the U.S. Internal Revenue Service, as a 501(c)3.

- The charitable organization must be U.S. based.
- The organization must be focusing on underserved women and children, and/or social change advocacy.
- The organization must be aligned with the United Nations Sustainable Development Goals (SDGs).

SDGs Examples:

- **Goal 3. Ensure healthy lives and promote well-being for all at all ages**
 - **Target 3.4**, Reduce by one third premature mortality from non-communicable diseases through prevention and treatment and promote mental health and well-being.
 - **Target 3.8**, Achieve universal health coverage, including financial risk protection, access to quality essential health-care services and access to safe, effective, quality and affordable essential medicines and vaccines for all.
- **Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all**
 - **Target 4.5**, By 2030, eliminate gender disparities in education and ensure equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities, indigenous peoples and children in vulnerable situations.
 - **Target 4.7**, By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture’s contribution to sustainable development.
- **Goal 5. Achieve gender equality and empower all women and girls**
 - **Target 5.5**, Ensure women’s full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic and public life.
- **Goal 10. Reduce inequality within and among countries**
 - **Target 10.2**, By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status.
 - **Target 10.3**, Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies and action in this regard.

Q: ARE ANY OF THE SIGNET BUSINESS RESOURCE GROUPS (BRGs) ELIGIBLE TO APPLY FOR A MATCHING GIFT?

A: Yes. All Signet BRGs are eligible to apply for a Matching Gift. BRG donations can be made collectively and then aggregated as one donation to request a Matching Gift.

- Please note the following:
 - ONLY the BRG Chair or designated representative may request a Matching Gift on behalf of the BRG for a nonprofit organization (Donations can be made collectively and then aggregated into one donation.)
 - If a team member’s donation is being aggregated into a BRG Matching Gift request, a team member’s individual gift is not eligible to be matched also.
 - Donations must be from the team member’s personal funds (not from a friend or family member) paid directly to the eligible organization or BRG’s organization of choice in the form of a check, credit card, or other electronic payment.
- Examples of BRGs: Women’s BRG, Signet Pride BRG, Veteran’s BRG, Transforming Inclusivity Diversity Equality (TIDE) BRG, Young Professionals BRG, Black Employee Network (BEN) BRG

Q: CAN I REQUEST A MATCHING GIFT FOR MY SCHOOL?

A: You may apply for a Matching Gift if the school is registered with the IRS as 501(c)3.

Q: WHAT TYPE OF PERSONAL DONATIONS ARE INELIGIBLE FOR A SIGNET MATCHING GIFT?

A: Signet Love Inspires Foundation does not provide charitable support for:

- Organizations that are not public charities and/or trade organizations – tax-exempt under paragraph 501(c)3 of the U.S. Internal Revenue Code.
- Organizations that discriminate against people because of their age, race, creed, gender identity, sexual orientation, ethnicity or national origin.
- Organizations that could harm the reputation of the Foundation, Signet Jewelers, and/or its Banners.
- Religious organizations.
- Organizations/events associated with suppressing individuals who have experienced gender-based violence.
- Political or partisan organizations.

- Political contributions for candidates, committees, or organizations.
- Schools (unless registered with the IRS as 501(c)3).
- Athletes, teams, sporting events, or tournaments of any kind (amateur, professional), including charity golf tournaments.
- Organizational operating funds of any kind.
- Conferences and seminars.
- Event tickets and goodwill advertising.
- Pledges of contributions and gifts-in-kind are not eligible—the financial contribution must have actually been made in order to qualify for the Matching Gift.
- Gifts made collectively by a group are not eligible. (Gifts to be matched must be made by an individual.)
 - Exception: Signet BRGs. (See details above.)

Q: CAN MY FRIENDS AND FAMILY PARTICIPATE?

A: No. The Matching Gift program is for Signet team members only. Team members may request donation matches that they made personally using their own funds, but not funds collected from others.

Q: IS THERE A DEADLINE TO REQUEST A MATCHING GIFT?

A: Any team member may request a Matching Gift effective August 2, 2021. No retroactive donations will be matched. All Matching Gift requests must be submitted within 30 days of making your donation to the organization.

Q: HOW LONG DOES IT TAKE TO PROCESS A MATCHING GIFT?

A: The Grant Committee, Officers, and Board of Directors meet quarterly to review all applications. (April, July, October, January) Please allow up to 120 days for processing.

Q: IS THERE A DOLLAR LIMITATION FOR ASKING FOR SUPPORT?

A: The minimum team member matching gift request is \$100 with a maximum of \$1000 aggregated per team member, per calendar year, for eligible charitable organizations, subject to availability.

Q: HOW WILL I KNOW IF MY DONATION WAS MATCHED?

A: You will receive an email confirmation from the Community Impact Coordinator.

Q: WHO SHOULD I CONTACT IF I HAVE ADDITIONAL QUESTIONS?

A: Please contact the Foundation’s Community Impact Coordinator at communityimpact@signetjewelers.com