



TEAM MEMBER MATCHING GIFT POLICY AND PROCEDURES

MATCHING GIFT OVERVIEW:

The Signet Love Inspires Foundation celebrates the philanthropic efforts of our team members and recognizes the importance and value of charitable nonprofit organizations. To support the work of these organizations, the Foundation will match team member's contributions to qualified organizations. To be qualified for a matching contribution, the organization must support the Foundation's Mission to create an equitable and sustainable world, focusing on underserved women and children, and/or social change advocacy in the communities where we live and work.

CRITERIA FOR ELIGIBILITY:

For the organization to be eligible to participate in the Matching Gift Program:

- The organization must be a nonprofit, tax-exempt entity recognized by the U.S. Internal Revenue Service as a 501(c)3
- The organization must be a U.S.-based charitable organization
- The organization must focus on underserved women and children, and/or social change advocacy
- The organization must be aligned with the Signet Love Inspires Foundation's eligibility criteria
- The organization must be aligned with the United Nations Sustainable Development Goals (SDGs)

All U.S. part-time and full-time team members and Board of Director members are eligible to participate.

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.

SIGNET BUSINESS RESOURCE GROUPS (BRGs) ELIGIBILITY:

All BRGs are eligible to apply for a Matching Gift.

- BRG Examples: Women's BRG, Signet Pride BRG, Veteran's BRG, Transforming Inclusivity Diversity Equality (TIDE) BRG, Young Professionals BRG, Black Employee Network (BEN) BRG

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.

ORGANIZATIONS THAT ARE INELIGIBLE FOR SUPPORT:

The Signet Love Inspires Foundation does not provide community impact 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.
- Gifts made collectively by a group. (Gifts to be matched must be made by an individual.)
 - Exception: Signet BRGs. (See details above.)

MATCHING GIFT PROCEDURE:

STEP 1: Applicant reviews the Matching Gift guidelines and eligibility requirements in this document.

STEP 2: Applicant completes all sections of the **Matching Gift Request Form** and attaches a copy of the donation receipt.

STEP 3: Applicant clicks submit.

Applicant will receive a confirmation that your application was submitted successfully.

Incomplete forms will not be processed.

The Foundation may also request the applicant to provide additional information on any organization which is not easily identifiable as a qualified organization.

Applicant will receive a confirmation email when their completed Matching Gift Request is submitted successfully. If additional information is needed, they will be contacted.

After Matching Gift application is reviewed by the Foundation, the Community Impact Coordinator will notify the applicant of the Foundation's decision.

Timeline:

Matching Gift requests are accepted on a rolling basis throughout the year. The Foundation reviews Matching Gift Requests quarterly (April, July, October, January). Please note: It can take up to 120 days for Matching Gift requests to be processed.

Questions?

If you are seeking a Matching Gift, please review the **Matching Gift Frequently Asked Questions (FAQs)**.
If you still have questions, please email communityimpact@signetjewelers.com