

## **Giving Guidelines**

To encourage and support the generosity and community involvement of employees, SPX is proud to offer the SPX Employee Matching Gift Program. Through this program, an employee may request a matching gift from SPX following their act of giving a personal donation to an eligible charitable organization.

### **Eligible Participants**

All active full-time employees of SPX and members of the SPX Board of Directors are eligible to participate in the SPX Employee Matching Gift Program.

### **Eligible Organizations**

Qualified nonprofit organizations located in the United States or one of its possessions and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Sections 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code. Nonprofit organizations must meet basic due diligence requirements in order to be considered an eligible organization under the SPX Employee Matching Gift Program.

Eligible organizations include, but are not limited to: colleges and universities, private and public elementary and secondary schools, arts and culture organizations, health and human services agencies, civic organizations, and environmental organizations.

The SPX Employee Matching Gift Program retains discretion to approve or deny eligibility based upon the information provided or otherwise available, and any decision made by SPX regarding eligibility is final.

### **What Contributions are Eligible?**

- Must be a donation, from the donor's personal funds, which has been paid directly to an approved organization.
- The minimum gift is \$100, or multiple gifts totaling a minimum of \$100 to any one organization.
- The maximum amount matched per donor per calendar year is \$5,000 for each employee. Directors and Officers maximums are to be determined by the appropriate Board of Directors committee. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum annual donor limit for the calendar year.
- Gifts must be in the form of check or credit card. You may be asked to provide proof of your contribution in the form of a cancelled check, bank statement or credit card statement.
- Credit card contributions charged through your organization also are eligible.

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**What Gifts are Not Eligible for Matching?**

- Gifts or payments before May 1, 2016
- Promises to pay
- Gifts made in lieu of tuition payment for services
- Subscription, membership or any other fees for which benefits are received
- Dues to alumni or similar groups
- Gifts or payments to political organizations or political social issue organizations
- Gifts or payments to religious organizations. However a religious-based school is eligible (as long as it meets the program criteria) because it would be recognized as an educational organization.
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution - gift pooling, community fundraising and similar programs.

**How Does the Program Work?**

All eligible SPX employees and board members must use the online matching gift application to make all transactions. Following the request, the SPX Employee Matching Gift Program administrator will verify the eligibility of the matching gift request and 501(c)(3) status of the organization.

Eligible requests are processed on the following quarterly schedule:

<b>Matching Gift Request Deadlines</b>	<b>Gifts Processed by</b>
March 31	June 30
June 30	September 30
September 30	December 31
December 31	March 31

Matching gifts must be requested within one year of the gift date. Requests received after that time will not be honored. SPX employee matching gifts are designated for unrestricted support.

For more information and to access the online matching gift application, please visit the program web site at [www.ffc.org/spxmatchinggifts](http://www.ffc.org/spxmatchinggifts).

The website also contains program-related information such as guidelines and FAQs.

If you have any questions, please contact the program administration office via email at [Spxmatchinggifts@ffc.org](mailto:Spxmatchinggifts@ffc.org) or call +1 704-973-4565.

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**Administrative Conditions**

SPX reserves the right to interpret, apply, amend or revoke the program and/or the guidelines at any time without prior notice. The policies and procedures described above are not conditions of employment nor are they intended to create or constitute a contract between SPX and any one or all of its employees.