

ONTO INNOVATION CHARITABLE MATCH PROGRAM GUIDELINES

Effective January 1, 2020

Introduction

To encourage and support the generosity and community involvement of employees, Onto Innovation offers the Onto Charitable Match Program, which provides matching funds to the charitable organizations employees personally support. To maximize the impact of employee charitable giving, Onto matches, dollar for dollar, donations made by eligible employees, up to \$1,000 (USD or foreign equivalency) per year, to the eligible nonprofit organizations or educational institutions of their choice.

Who can participate?

All regular, full- or part-time Onto employees may participate. Gifts made by employee's spouses, temporary employees, interns, and contractors are not eligible for the program.

Which institutions qualify to receive matching funds?

Nonprofit organizations located in the United States or an equivalent pre-qualified organization/Nonprofit in China, Europe, Japan, Korea, Taiwan, Austria, France, Germany, Ireland, Israel, Italy, The Netherlands, Portugal, The U.K. or Singapore.

US nonprofits must be recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 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 in China, Europe, Japan, Korea, Taiwan, Austria, France, Germany, Ireland, Israel, Italy, The Netherlands, Portugal, The U.K. or Singapore must be determined to have the equivalency of a tax-exempt organization in the US and must be pre-screened by America's Charities and listed in their database.

Eligible organizations include, but are not limited to: colleges and universities, private and public elementary and secondary schools, organizations that serve youth, museums, libraries, civic, arts and culture, health and human service agencies, and environmental organizations.

Note: New for 2020, in many cases you will also be able to make donations by credit card directly through our partner website to any listed charitable organization and complete your donation and match request in one spot.

What gifts are not eligible for matching?

- Gifts or payments for political or religious purposes
- Gifts made in lieu of tuition payment for services
- Fees for service or tuition payments
- Membership fees for which benefits are received
- Dues to alumni(ae) or similar groups
- Subscription fees for publications
- Insurance premiums

- Bequests or life income trust arrangements
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution

What contributions are eligible for matching?

- Must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged. The minimum gift eligible for matching is \$25 (USD or foreign equivalency).
- The maximum, total, cumulative amount matched per employee per year is \$1,000 (USD or foreign equivalency).
- Gifts must be personal contributions made either directly to approved institutions or through America's Charities.
- The donor's limit is based on the date of the match request.
- Gifts must be in the form of PayPal, check or credit card. No other form of personal or real property will be matched.
- Gifts must be paid, not pledged to be considered for the match program.

How the program works

- Log on to <https://ontoinnovation.causecast.com/login> and click on "Submit a New Request."
- When you first log in you will be asked for your work email address. After you enter your email and click "Submit," an email with a "Set Password" link will be sent to your Onto Innovation email address.
- You will receive an email message confirming the request.

Detailed log in instructions are available on the company intranet site.

Eligible gifts are processed and matched, per plan guidelines, verified and sent to institutions on a quarterly basis.

Is there a time limit for matching my gift?

Gifts must be registered within six (6) months of the date of payment by check or credit card. Gifts registered after that time will not be eligible. All gifts must be verified by the recipient institutions in order to be matched by Onto.

Contact Information

For more information, please contact the Onto Charitable Match Program at:

www.charities.org/support
(703) 957-7888

Administration

Onto reserves the right to interpret and administer the program, and may suspend, amend, or discontinue the program at any time.