

 Par Pacific		POLICY
Department Ownership:	Human Resources	Company Matching Gift Program
Audience:	All Par Pacific Employees	
Updated Revision Date:	March 9, 2022	

1. Purpose

Par Pacific Holdings, Inc. (including its subsidiaries and affiliates, “Par Pacific” or the “Company”) believes in supporting and enriching the overall environment and communities in which it and its subsidiaries operate. This benefits our host communities and fosters a sense of pride and corporate responsibility for our shareholders and employees. It makes Par Pacific a more attractive employer, improves the Company’s relationships with local stakeholders, and adds value to our communities.

2. Scope

This policy applies to all full- and part-time regular employees of Par Pacific.

3. Policy Details

The Company will provide a 1:1 company match of up to \$500 per employee per calendar year to support qualified non-profit organizations. All donations must be consistent with applicable laws, regulations, local customs and Par Pacific policies. Only 501(c)(3) non-profit organizations, IRS(c)(4) social welfare organizations, and IRS 501(c)(6) business leagues will be considered for a company match. Examples of eligible non-profit organizations would include those that support science & technology, education, environmental conservation, social services, and the arts.

The following non-exhaustive list of exclusions apply:

- The Company will not support organizations that discriminate on the basis of age, sex, race, religion, national origin, sexual orientation, disability, or any other category protected by federal, state, or local law with respect to employment, volunteer participation, or the provision of services.
- Matching contributions will be made only to the qualifying nonprofit agency. Contributions will not be made to organizations conducting fundraising (third-party giving) on behalf of nonprofit agencies.
- Requests from religious organizations for sectarian purposes will not be considered; however, (i) charitable contributions to a school affiliated with a religious organization for use solely for non-sectarian educational purposes and (ii) a community program sponsored by a religious organization (e.g., food pantry) will be considered.
- Requests that solicit financial support for individuals, political candidates, and political campaigns, or entities that are not nonprofit organizations, will not be considered.

4. Application Process

An employee wishing to receive a matching gift to their charitable donation must fill out the Company Matching Gift application form and submit to their local HR Representative along with documentation of the employee donation. The SVP & Chief Human Resources Officer will approve all matching gift requests and approved matching gifts will be submitted to Treasury for payment to the designated non-profit organization.



Company Matching Gift Application

Employee Name: _____

Par Employer Name and Location: _____

Date: _____

Charitable Organization Name: _____

Charitable Organization Mailing Address: _____

Charitable Organization Contact (name, title and telephone number): _____

Nature and Purpose of Charitable Organization: _____

Employee Donation Amount: _____

Date of Employee Donation: _____

Employee Signature: _____ Date: _____

SVP & CHRO Signature: _____ Date: _____

VP, Treasurer _____ Date: _____

Please attach to your completed form all appropriate documentation and/or receipt to demonstrate a charitable contribution in order for your company matching gift to be approved.