

Employee Gift Matching Program

Allianz Global Corporate & Specialty is pleased to offer an Employee Gift Matching Program. The Company will match your cash gift (dollar for dollar) to one or more qualified non-profit organizations within our focused area of giving, such as educational and cultural institutions. The Company will match employee contributions up to a maximum of \$1,000 (per employee) per calendar year.

Purpose

The Company believes that we have a social responsibility to share our successes with the community. Each year the Company will actively participate in supporting and improving the community in which we live and work. All employees are encouraged, in addition to donating their money, to invest their time in activities that will enable them to make an impact in our community.

Donor Eligibility

- Full-time regular employees at the time the gift is made (Part-time and Temporary employees are not eligible);
- Gift must be from an individual – a gift from a group of people, sponsors, or other fund-raising activities is not eligible under this program.

Recipient Eligibility

- The organization receiving the Company's funding must meet the requirements of the Internal Revenue Code Section 170 for Corporate contributions. The recipient organizations must be tax exempt, non-profit and hold a current Section 501(c)(3) determination letter from the Internal Revenue Service and be classified as a public charity.
- All gifts must be able to be deducted by the individual for federal income tax purposes.
- Such organizations might include public broadcasting stations, libraries, museums, performing and visual arts, botanical, environmental, historical, literary and zoological societies.

Organizations not eligible include, but are not limited to:

- Building funds;
- Political and religious organizations;
- Organizations / projects that promote a hobby;
- Organizations that are membership-based (e.g., booster clubs, fraternities, sororities)
- Organizations that discriminate on the basis of age, disability, religion, ethnic origin, gender, sexual orientation, or any other category protected by applicable law; and
- Athletic programs, athletic scholarships, tournaments, marching bands, youth and adult sports leagues, and recreational activities.
- The Company reserves the right to designate organizations with a special disaster relief program as eligible to receive matching gifts.

Gift Eligibility

- Personal contributions of cash must actually be paid (including payments by credit card), not merely pledged to an eligible recipient organization.

Administration

- Human Resources will be responsible for the administration of this program and will coordinate gift payments within 90 days of receipt of the completed form to Accounts Payable after determining eligibility of the recipient organization.

Conditions

- Nothing contained in this Program prohibits or prevents employees from making gifts to any organization of their choosing;
- However, to receive the matching benefits described hereunder, the gift must be to an Eligible Organization, and the completed Gift Match Request must be received by Human Resources within 6 months of the date of the employee's signature on the form.
- No obligation is imposed upon or accepted by Allianz by reason of the Program.
- The Company may suspend, change, or terminate this Program at any time for any reason.
- The interpretation, application, and administration of the Program shall be determined by the Company in its sole discretion and its decisions shall be final.

Procedure for Getting Employer Matching Gift

- Get a Gift Matching Request Form from the Forms section of the North America HR Page on the intranet;
- Complete the Employee Section and sign the Gift Matching Request Form (minimum gift amount per request is \$25, maximum employer gift matching amount is detailed in the Introduction section);
- Send the completed and signed original Gift Matching Request Form along with your gift donation to the eligible recipient organization;
- The recipient organization will complete the Recipient Section, provide documentation for meeting criteria in IRC Section 501(c)(3) and send to Allianz, no later than 6 months after the date of the employee's signature on the form;
- Human Resources will determine eligibility; upon approval the Company will send a gift matching check to the recipient organization on your behalf.