# The Howard Hughes Corporation HHCares Employee Giving Program



The Howard Hughes Corporation recognizes that employees have causes and organizations that are important to them. As part of the <u>HHCares Giving Platform</u>, HHC will match approved employee contributions to charitable organizations based on the following:

### **Employee Eligibility**

All employees are eligible for charitable matching.

#### **Eligible Organizations**

All organizations are subject to approval. All levels of schools, public or private, any of which qualify as an exempt organization under internal revenue code section 501(c)3, provided they do not practice discrimination of any kind.

Any other tax-deductible organizations (internal revenue code, section 501(c)3)\*, which includes:

- Cultural organizations
- Art museums
- Historical museums
- Science museums, including zoos and botanical gardens
- Public television/radio
- Hospitals
- Social service organizations
- Environmental/conservation groups

#### **Minimum and Maximum Contributions**

The Howard Hughes Corporation will match contributions dollar for dollar or a 1:1 ratio for up to an annual maximum based on the qualifying levels below:

| Employee Type                             | Match Level Per Calendar Year |
|---|-------------------------------|
| Part Time Employees                       | \$1000                        |
| Full Time Employees                       | \$2,500                       |
| Director / Sr. Director / Vice Presidents | \$5,000                       |
| SVP & Above                               | \$10,000                      |

Please note there is a \$5 minimum requirement on all charitable matching contributions.

#### **Matching Process**

In order to qualify for the company match, employees must submit contributions to the eligible organization of their choice and then request matching through the HHCares Giving Platform located on HHU.

<sup>\*</sup>Political groups, any organizations involved in lobbying and religious institutions deemed as houses of worship are not eligible.

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### **Frequently Asked Questions**

#### When can I make my charitable donations?

Anytime, our giving platform is open year-round.

#### How is my donation matched?

Employee donations must be made directly to the organization and submitted for matching via the HHCares Giving Form on HHU with the attached proof of payment. Payments are then dispersed through HHC's internal payment process.

You may always check the status of your match through your Digital Request Dashboard located on HHU.

#### How much of my contribution will be donated to the chairity(ies) I choose?

The Howard Hughes Corporation funds all administrative costs and therefore 100% of your contribution goes to the charity.

#### What if I can't afford to give enough to make a difference?

Thousands of employees across the country feel the same, but the majority of giving in the U.S. (approximately 72%) is a result of generous individuals like you.

If 500 employees across the country each donate \$5 per pay period (\$60 per year), that equates to over \$100,000 in company-wide nonprofit support (\$50,000 with the HHC company match!) that your gift helps make possible.

No gift is too small. Each gift goes a long way to help many organizations and the community. A \$5 contribution each month can pay for a grocery delivery organization to provide food to a homebound senior biweekly for three months, often at a critical time such as during illness or recovery from an injury. For \$50 per month, one nonprofit listed in the campaign is able to provide the basic furnishings a formerly homeless family needs to move from a transitional shelter to permanent housing. In some cases, this means children in the family may have their own beds for the first time. So even small amounts add up, along with others from your coworkers and the broader community.

#### Can I volunteer my time instead of donating money?

Yes! Please refer to the Volunteer Time Off Policy located on HHU for further information on how to participate.

#### I am having trouble with the online portal, who do I contact?

Contact <u>culture@howardhughes.com</u> for technical support.