

# LVMH MOET HENNESSY LOUIS VUITTON INC.

## Matching Gift Program

### PURPOSE:

It is the policy of LVMH Inc. (the "Company") to encourage employee involvement in improving our local communities. It is, therefore, the policy of the Company to match employee contributions to qualified non-profit organizations that address educational, cultural, social justice, health/social welfare, environmental and disaster relief issues.

### GUIDELINES:

#### 1. ELIGIBLE PARTICIPANTS

- All U.S. full-time employees with at least 90 days of service.
- Part-time and temporary employees and contractors are not eligible to participate.

#### 2. ELIGIBLE CHARITABLE BENEFICIARIES

IRS Code Section 501(c)(3) donations must be made to a U.S. tax-exempt non-profit organization that meets program qualifications for donations. These organizations are limited to the following:

- Any accredited educational institution, including prekindergarten, elementary and secondary schools, junior colleges, colleges, graduate schools and technical or vocational schools, whether public or private;
- Museums, performing arts, public broadcasting, fine arts, zoos, community arts projects;
- Accredited hospital foundations, research organizations, shelter and food banks, community health services for under-served populations, youth groups;
- Animal protection, environmental and conservation groups, parks and recreation;
- Social justice organizations such as civil rights, criminal justice, disability rights, immigration rights, elder, or child advocacy groups, women's advocacy organizations and LGBTQ groups.
- Libraries, historical societies; and
- Disaster relief funds.

### **3. INELIGIBLE CHARITABLE BENEFICIARIES**

Company matching payments will not be made to:

- Organizations that do not have IRS 501(c) (3) non-profit tax status;
- Athletic organizations (including school sports/athletic programs and teams)
- Fraternities and sororities, class reunions, booster clubs and Parent- Teacher Associations;
- Tuition, alumni dues, memberships;
- Trust funds and private foundations;
- Political parties, advocacy or lobbying groups, Religious organizations, houses of worship;
- Arts groups where there are tangible membership benefits such as tickets for events, purchase of auction items or raffle tickets at charitable fundraisers;
- “Bundled” donations, i.e., combining contributions from others and submitting them as your personal donation for matching purposes.

### **4. EMPLOYEES COLLECTING PLEDGE DONATIONS FROM OTHER EMPLOYEES**

Follow the guidelines below when sponsoring an employee in a charitable event:

- Only qualified employee donations can be matched, not those from non-employee donors.
- A separate pledge sheet provided by the organization must be submitted for LVMH Group employee pledges that list employee's name and department.
- Pledge sheets must be correctly calculated and totaled prior to submission, with copies of employee checks attached. Each individual employee pledge must be a minimum USD \$25.00, paid by personal check only, payable to the eligible charitable organization. Please provide one check per page.

### **5. CHARITABLE PLEDGE DONATIONS TO NON-EMPLOYEE**

Follow the guidelines below when sponsoring a non-employee in a charitable event:

- Each individual employee pledge must be a minimum USD \$25.00, paid by check only, payable to the eligible charitable organization.
- If you are pledging to a non-employee, submit a Matching Gift Application Form with your check. The charity for which the non-employee is being sponsored must qualify under the terms of the Matching Gift program.

### **6. COMPANY MATCHING PAYMENTS**

- The Company match is on a dollar for dollar basis.
- Gifts of securities or tangible property will not be matched.
- Cash donations are not allowed.

- Minimum donation is USD \$25.00, including pledges to walkathons, charitable fundraising events, etc.
- The maximum annual Company match is USD \$2,500.00 per eligible participant per calendar year.

## **7. APPLICATION FOR MATCHING GIFTS**

- The Human Resources Department administers the program and provides application forms upon request.
- Eligible participant completes Part 1 of the Matching Gift Form and mails one copy to HR and the original to the eligible organization with the contribution.
- Applications for Matching Gifts will be reviewed at the end of each quarter.
- For the 4<sup>th</sup> quarter of the year, completed applications must be received no later than December 15 to be approved in that calendar year. Donations will be matched in the quarter in which the organization returns the completed form to LVMH Inc. Human Resources.
- Accounts Payable will issue payment to the eligible organization on behalf of the employee.

## **8. RESPONSIBILITIES**

- Responsibility for this program rests with the Human Resources Department.
- The Matching Gift Program is a discretionary benefit. Approval is not guaranteed, and the Company reserves the right to alter, amend, rescind or terminate the provisions of this program at any time. The Company also has the right to interpret this program and its interpretation will be binding upon the approval.

Updated October 2020