



Policy Subject:

Matching Gifts Program

Date:

Revised: January 21, 2020

PURPOSE

This policy provides information and guidelines regarding the Tetra Tech Inc. (Tetra Tech) policy for employee matching contributions to charitable and community organizations.

SCOPE

This policy applies only to the EMI operating unit of Tetra Tech.

POLICY

Tetra Tech encourages employees to volunteer in their communities and to donate time and resources to charitable causes. As Tetra Tech grows, we assume an increased responsibility, both as a company and as individuals, to improve and enrich the quality of life within the communities where we live and work.

One way Tetra Tech encourages employee contribution efforts is through the Matching Gifts Program.

DESCRIPTION

Tetra Tech will match monetary contributions made by eligible employees to nonprofit institutions or organizations eligible to receive tax-deductible contributions.

ELIGIBILITY

Employees in the EMI operating unit of Tetra Tech who are Full-Time, Regular or Part-Time, Regular (PTA 32 hours/week or PTB 24 hours/week) are eligible for the EMI Matching Gifts Program.

GUIDELINES

The contribution must be made by the eligible employee while employed by Tetra Tech. The minimum donation that will be matched is \$25, and the maximum donation that will be matched is \$250. The company will match up to two donations per employee per calendar year. The two donations cannot, however, be made to the same organization. The year in which the employee makes the donation is the year in which it will count. In addition, the gift must be paid, not merely pledged, before the company match will be distributed.

Matching requests made in one calendar year must be submitted for matching by no later than January 31st of the following calendar year to be eligible for processing.

Tetra Tech may determine that matching funds may be denied when the beneficiary supports groups or organizations with beliefs contrary to company affirmative action or equal opportunity employer policies and practices.

POLICY STIPULATION

Tetra Tech reserves the right at any time to determine whether a request will be approved and to change or terminate the program.

Matching Gifts Application Form

Employee: _____ Office: _____ Date: _____

Name and Address of Nonprofit Organization Eligible to Receive Tax-deductible Contributions*:

Matching gifts will be sent directly to the organization unless the employee specifies that the check should be forwarded to them in their office.

Please forward the check made out to the above organization to me in my office.

It takes up to 2 weeks for the checks to be sent out to the designated location.

Amount of matching gift requested (\$25 minimum, \$250 maximum): \$ _____

**Please attach documentation of payment of your donation (receipt or copy of your cancelled check).

Do not send your original check.

****Tetra Tech requires a W-9 form for all charities. If the W-9 is not on file, we will need to request it from the organization. This may delay the process of your matching gift request.***

Employee Signature: _____

Date: _____

Human Resource Review: _____

Date: _____

Please sign, scan and email to EMI.HRDTeam.All