

## WORKDAY CHARITABLE DONATION MATCH PROGRAM GUIDELINES

The Donation Match Program is sponsored by Workday Inc. to support Workday employees' community involvement efforts. Employees' gifts are matched on a dollar-for-dollar basis, from a minimum of \$10 to a maximum of \$1,000 per employee per calendar year through the [Giving & Doing Tool](#).

The Workday Matching Gift Program has a finite budget. Requests are matched on a first-come, first-served basis until the budget has been depleted.

**All match requests must be submitted by 12:00 p.m. PT on December 31 of the current calendar year to count against your current year's match cap.** Requests submitted after this time may not be approved until the following year.

### Employee Eligibility - who is eligible to request a donation match?

Full-time, permanent employees are eligible for the Donation Match program. Part-time workers are also eligible if they receive full employment benefits through Workday, Inc. Contractors are not eligible.

### Eligible Gifts - what contributions can be matched?

Gifts are matched from a minimum contribution of \$10 to a maximum of \$1,000 for employees per calendar year. We can only match the tax exempt portion of any gift.

Gifts must be actually made, not merely pledged, and the donation must be made by the employee (funds raised through friends and family are not eligible for the match). Donations may be made by cash, check, credit card, or stock.

### Ineligible Gifts - what contributions can't be matched?

Tuition fees, sums fixed by a school as a condition of enrollment, books, student fees, subscription fees for publications, insurance premiums, bequests, tickets, or membership or alumni dues are not eligible for matching.

Other gifts ineligible for matching funds include: gifts made by non-Workday employees on behalf of a Workday employee (such as a pledge for a fundraising walk that an employee is participating in); gifts to fulfill pledges, legal obligations or other financial commitments; gifts to private foundations other than the Workday Foundation or the Workday Employee Disaster Relief Fund; donations to or from donor advised funds; gifts to memorial funds that do not have a 501(c)(3) status; or **physical items donated** such as a backpack for school drives (a.k.a. "in-kind donations" ).

### Crisis Response Fund - Special Giving Opportunities

In times of natural disaster or large-scale man-made tragedy, Workday is committed to helping. Immediately following an event, Giving & Doing will set up an event-specific Crisis Response fund of one or more charities working in that location where employees can donate.

If employees donate through Workday's Special Giving Opportunity, Workday will match donations dollar-for-dollar, up to \$1,000 per employee per special giving opportunity, and it will **not count** towards an employee's traditional Matching Gift cap of \$1,000 per year.

The Crisis Response Fund has a finite budget of \$250,000 annually, and match requests will be made on a first-come, first-served basis until the fund is depleted. Each campaign will have a donation match cap outlined in the giving opportunity. If you choose to donate to causes outside of the Special Giving Opportunity, Workday's standard donation match policy applies.

## **Eligible Institutions**

I. Any elementary, secondary, technical or vocational school, special education school, junior college, community college, four-year college, university, graduate school or professional school is eligible. The institution must conform to the following guidelines:

- a) Be accredited by a nationally recognized accrediting agency or association;
- b) Be located in the United States;
- c) Must not engage in any illegal or discriminatory practices which are inconsistent with federal or state anti-discrimination law or regulations and must not have goals or activities contrary to the norms of a democratic and civil society.
- d) K-12 schools or universities with a religious affiliation that are providing general education courses and are accredited by recognized educational accrediting agencies are eligible.

Note: If an educational institution is located outside of the United States, but meets all other criteria; and is able to on-board through Benevity charities portal, the educational institution is eligible.

II. Public charities, recognized as such by the IRS tax code as 501(c)3 organizations or an international equivalent.

III. Volunteer fire/rescue and emergency response squads.

IV. Gifts to the Workday Foundation

V. Gifts to the Workday Employee Disaster Relief Fund

### *I. Religious organizations*

For our purposes, any organization with a stated mission to teach people about religious faith or religious figures is ineligible. Programs run by religious organizations that provide any of the four eligible social services listed below may be eligible if they can provide evidence that the social services are open to persons of any faith and the services provided are not accompanied by any proselytizing.

Provided the organization meets the criteria mentioned above, the only eligible social services that would qualify for a grant are: (1) free or low-cost primary healthcare services, (2) meal programs that feed the hungry, (3) housing for the homeless or other vulnerable populations or (4) infrastructure development in low-income countries such as drinking wells, schools, orphanages and health clinics. (Houses of worship do not qualify for the infrastructure development grant exception.)

While we recognize that many religious organizations provide a wide variety of social services that fall outside of these categories, they are not eligible for a matching gift or volunteer grant.

### *II. Other ineligible Institutions*

Youth or adult athletic teams affiliated with a religious organization

Social groups, fraternal and labor organizations

Business or industry associations

Government agencies other than public schools, libraries and hospitals

Workday does not tolerate discrimination or harassment in any of its business practices (including but not limited to employment decisions, terms and conditions, hiring, business relationships with customers, partners and vendors, or charitable donations or matches).

Any organization that discriminates on the basis of: age, ancestry, color, gender (including pregnancy, childbirth, or related medical conditions), gender identity or expression, genetic information, marital status, medical condition, mental or physical disability, national origin, protected family care or medical leave status, race, religion (including beliefs and practices or the absence thereof), sexual orientation, veteran status or any other characteristic protected by law is considered ineligible for Workday's charitable donation programs

## **Fees**

All donations made through the platform and all matching funds are subject to a 4.8% processing fee (cause support fee).

In the USA and Canada charities are eligible to receive funds via a check payment but will incur a manual check surcharge after the third check for that payment and all future check disbursements. This administrative fee is the greater of either \$25 per check or 7% of the total up to a maximum of \$100. Charities are encouraged to sign up through [Benevity causes portal](#) to receive funds via EFT which eliminates the manual check surcharge.

If donations are made using a credit card, a merchant fee (about 3%) will be charged to the charity in addition to the charity fee.

If you would rather not have your gift incur these fees, you may make a donation directly to the charity and request a match.

If you are making a donation to a special giving campaign that does not impact your annual match cap, you may need to make the donation on the platform in order for the special match to apply to your donation.

## **Administration**

While it is Workday's full intention to continue this program indefinitely, the program Administrators reserve the right to modify or discontinue it at any time. The matching gift program has a finite budget, so gift matches will be fulfilled on a first-come, first-served basis until the program budget has been depleted. The Administrators reserve the right to refuse a matching payment to any institution which does not meet the specified criteria.

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## **FREQUENTLY ASKED QUESTIONS (FAQs)**

**The guidelines state that Workday does not match gifts to religious organizations. What is considered a religious organization?**

For our purposes, any organization with a stated mission to teach people about religious faith or religious figures is ineligible. Programs run by religious organizations that provide any of the four eligible social services listed below may be eligible if they can provide evidence that the social services are open to persons of any faith and the services provided are not accompanied by any proselytizing.

Provided the organization meets the criteria mentioned above, the only eligible social services that would qualify for a grant are: (1) free or low-cost primary healthcare services, (2) meal programs that feed the hungry, (3) housing for the homeless or other vulnerable populations or (4) infrastructure development in low-income countries such as drinking wells, schools, orphanages and health clinics. (Houses of worship do not qualify for the infrastructure development grant exception.)

While we recognize that many religious organizations provide a wide variety of social services that fall outside of these categories, they are not eligible for a matching gift or volunteer grant.

**What about schools with a religious affiliation?**

K-12 schools or universities with a religious affiliation that are providing general education courses and are accredited by recognized educational accrediting agencies are eligible.

**If my family and friends donate to my fundraising walk, is their donation eligible for a match?**

No. Workday will only match donations made personally via check or credit card by benefits-eligible employees of Workday, Inc.

**When will the organisation receive my money?**

Donations and matching gifts made via Workday's Giving & Doing tool are typically paid on the 21<sup>st</sup> of the month following the date of donation. For example, any donation or match request made in January would be paid on the 21<sup>st</sup> of February by electronic funds transfer or paper check sent via mail.

- A check that includes all Workday donation funds is sent via postal mail (unless a charity has set up electronic funds transfer at [causes.benevity.org](https://causes.benevity.org)) on the 21st of each month
- This includes any contributions from the 1st-31st of the prior month
- Benevity checks include funds from Workday and any other companies that use their software (so donations are not a Workday-specific check and could represent one or many donors)
- In the United States and Canada checks are written from one of the following organizations, depending on the employee's location: The Benevity Community Impact Fund, a fund of the American Online Giving Foundation (US), or The Benevity Community Impact Fund, a fund of the Canadian Online Giving Foundation (Canada). Please note, if an organization does not receive more than \$100 in donations in a given month, Benevity may hold the money for up to six months or when the donations reach the \$100 check threshold, whichever comes first.
- The check will not reference Workday's name, include donor contact information, or mention any other source company
- They will be mailed to the address on file with the tax authorities
- All transactions are subject to a 4.8% processing fee, which is similar to a credit card fee and standard for most gift processing sites/companies

### **Will I be notified when Workday matches my gift, or if it is not approved?**

Employees will be notified via email when their match request has been approved. Employees will not be notified when a check has been processed, sent or cashed by the organization. Should you need to check the status of your donation, please reach out to [giving.doing@workday.com](mailto:giving.doing@workday.com).

### **Can I donate money to organizations located outside my home country?**

Yes. Employees may donate to a large number of organizations in their home country and beyond through the Giving & Doing tool. Please search the database to see if your desired organization is included. Not all donations made through the portal to international causes are tax deductible in your home country. Please check tax eligibility prior to donating if this is important to you.

### **If I cannot find my favorite charity in the database, what should I do?**

First, submit a nomination form on Giving & Doing site: <https://workday.benevity.org/nominate-cause> . You'll need the charity name, web address, a charity contact person and email, and the charity registration number (some countries) or Employer Identification Number (EIN) in the US. Please note that charities must also complete a profile registration at [causes.benevity.org](https://causes.benevity.org) so you can speed up this process by encouraging them to register. This onboarding guide can be shared with charities: [http://storage.benevity.com/Register\\_Your\\_Charity...](http://storage.benevity.com/Register_Your_Charity...) .

For international causes, please note new cause additions can be a slow process and may require help from you to ensure the charity completes necessary causes. Many of our charity partners in other locations are skeptical of sharing banking information and other details with a third party vendor. It helps to alert them that they will be receiving communications from Benevity, or a local charity partner, and that they can be trusted. For non-English speaking countries, you can always email [giving.doing@workday.com](mailto:giving.doing@workday.com) for translated versions of the FAQ sheet.

### **How long do I have to request a match once I've made a donation by check or credit card?**

You may submit your match request up to 90 days after the date of donation. Please note requests made after **12:00 p.m. PT on December 31 of the current calendar year** will be applied to the following year's match cap.

