



Program Guidelines

OVERVIEW

The Caterpillar Foundation is proud to offer the Volunteer Service Match Program to support Caterpillar employees and members of its Board of Directors in their volunteer service to worthy causes. For every 10 hours an eligible Caterpillar participant volunteers to an eligible charity and records, the participant may request the Foundation to provide a \$100 USD grant to an eligible charity designated by the participant. A maximum of \$1,000 USD (up to 100 hours) per calendar year may be granted per participant. After volunteering, Caterpillar participants must record their hours at caterpillar.com/volunteer-match to request a match.

QUESTIONS



Volunteer@cat.com



caterpillar.com/volunteer-match

CATERPILLAR PARTICIPANT ELIGIBILITY

Eligible Caterpillar participants are limited to:

- Global full & part time Caterpillar, Solar & U.S./Canada Progress Rail employees*
- Caterpillar Board of Directors

Employees in China, Russia & Kazakhstan and non-U.S./Canada Progress Rail employees are not currently eligible but may be eligible in a future phase of the program's development.

ANNUAL MINIMUM / MAXIMUM

- A participant's minimum timeframe to be recorded per submission is 30-minutes. For every 10 hours a participant volunteers for eligible charities and schools and records those hours with the Foundation, the Foundation provides a \$100 USD grant to an eligible charity designated by the participant.
- A maximum of \$1,000 USD (up to 100 hours) per calendar year may be granted per participant.

ELIGIBLE CHARITIES

Eligible charities for recording hours must be one of the following (excluding noted "Ineligible Charities"):

U.S. Charitable Organizations that are:

- Recognized by and registered with the United States I.R.S. as a current 501(c)(3) nonprofit organization; or
- Accredited public/private preK-12 schools or school districts in the United States to which contributions are tax deductible under the Internal Revenue Code of the United States.

Charitable organizations in countries outside the U.S. that are recognized by and registered with one of the following:

- United Kingdom Charity Commission as a charitable organization; or
- Charities Aid Foundation-America as a charitable organization; or
- Australian Business Register; or
- Canadian Charities Directorate.

Eligible volunteer hours must be:

- Contributed time, effort and/or talent (without financial gain) to help an eligible charity or school further their mission.
- Volunteered at or connected to an eligible charity or school per the guidelines above.

- Performed during employee personal time or, at the discretion of Human Resources and management within your division, during working hours. This may include volunteer hours that count toward any applicable volunteer time-off policy in your country.

INELIGIBLE CHARITIES

Ineligible charities for recording hours include, but are not limited to, the following (please note that this list is representative of common scenarios and may be expanded or amended by the Caterpillar Foundation):

- Political candidate committees, political parties, political action committees, ballot measure committees, associations, and other political organizations.
- Religious organizations (churches, synagogues, mosques and other houses of worship) specifically classified by the IRS as a church, or other organizations primarily promoting religious purposes. Other faith-based community service organizations or schools may be considered if their programs:
 - Are open to all individuals in the community regardless of religious belief;
 - Serve a secular purpose, such as a food pantry, homeless shelter or education;
- Private foundations and personal trusts.
- Organizations that do not comply with Caterpillar’s non-discrimination policy. The Caterpillar Foundation does not support groups or projects that discriminate or restrict services based on factors of race, color, sex (including pregnancy), age, disability, veteran status, religion, national origin, ancestry, sexual orientation, gender identity, marital status, domestic partner status, genetic information or citizenship status.
- Any other organization that the Caterpillar Foundation, in its sole discretion, considers non-compliant with applicable law, controversial, or otherwise incompatible with Caterpillar’s Values in Action and the Caterpillar Foundation’s mission.

Ineligible hours include:

- Volunteer service connected to an organization that does not meet the eligibility criteria above or internally focused volunteer hours that are not tied to an eligible charity or school (i.e. Employee Resource Group leadership positions, etc.).

HOW THE PROCESS WORKS



SEARCH: Login to the Caterpillar Cares portal to find charities and schools that qualify per the program eligibility Guidelines and FAQs.



VOLUNTEER: Volunteer at the eligible charity or school, whether individually or with a team.



RECORD HOURS: Login to the Caterpillar Cares portal to select the charity or school and enter the volunteer opportunity details. Hours may be submitted each time you volunteer or in a lump sum.



DESIGNATE CHARITY TO RECEIVE GRANT: For every 10 hours recorded, you will receive an email with instructions to unlock a \$100 USD grant to a charity you’ve volunteered with. A maximum of \$1,000 USD (up to 100 hours) per calendar year may be matched.



FOUNDATION MATCH: The Caterpillar Foundation reviews requests and processes a volunteer service grant to eligible charities and schools on a quarterly basis.

IMPORTANT DEADLINES

To be eligible for consideration of the Foundation match:

- **Caterpillar participants** must record volunteer hours and submit volunteer service match requests online by **January 31** of the year following the volunteer service.

PAYOUT CALENDAR

2023 PAYOUT CALENDAR	
IF ENTERED BY VOLUNTEER BY:	THEN MATCH PAID:
6/30/23	JULY 2023
9/30/23	OCTOBER 2023
1/31/24	MARCH 2024

IMPORTANT INFORMATION

The Caterpillar Foundation administers the Volunteer Service Match Program. The Foundation may exercise the right to change or discontinue the Volunteer Service Match Program at any time. The Caterpillar Foundation, whose decision shall be final, shall determine the interpretation, application and administration of these matching gifts provisions.

The Caterpillar Foundation reserves the right to evaluate our programs to ensure the process adheres to stated guidelines and our commitment to corporate social responsibility, including random audits of volunteer service match request submissions. Organizations selected for review will be required to provide documentation verifying receipt of volunteer hours for each participant.

Make sure that you are familiar with these Volunteer Service Match program rules. **Failure to abide by these rules or providing any false or misleading information in connection with a volunteer match request could result in disciplinary action up to and including termination, as well as possible civil or criminal liability. The Caterpillar Foundation reserves the right, in its sole discretion, to discontinue funding and to demand the return of the volunteer match amount, or any portion thereof, and any income earned thereon, if you provide the Caterpillar Foundation with any false or misleading information or make any misrepresentations in connection with this request for a volunteer match.**

The Caterpillar Foundation Volunteer Service Match Program is not part of Caterpillar's benefits program for employees but rather is offered as a public service by Caterpillar's philanthropic organization, the Caterpillar Foundation. This program is not to be construed as creating a balance due from, or legal obligation by, the Caterpillar Foundation. The Caterpillar Foundation determines all aspects of the program including participant, recorded hours and recipient eligibility, and may amend or terminate the program at any time for any reason.