

MATCHING DONATION PROGRAM

The Company recognizes the importance of charitable organizations and wishes to promote good will in the Company and the community. In support of this, the Company will match all full-time, regular employees up to \$1,000 per calendar year to any approved charitable organization. The \$1,000 can consist of matching gifts, matching volunteer time, or a combination of both.

Matching Gift Donation

The Company has partnered with America's Charities to provide employees greater flexibility in deciding which charities to support throughout the year. America's Charities, acting as the funds management agent, will distribute the employee gift donation as well as the Company matching gift donation directly to the selected charity.

All gift donations must be made through the America's Charities giving tool at <https://lgima.americascharities.com> in order to generate the Company match. Employees can donate to any charity of their choice, provided it follows the matching criteria.

Matching Gift Criteria:

- The charitable organization must hold a 501(c) 3 designation from the IRS in order to qualify for a match.
- The minimum donation eligible for matching is \$10.
- Match requests must be submitted within 6 months of the date of donation payment.
- Donations for benefit events, raffle tickets, fundraisers, or other efforts that may involve some value returned to the donor are ineligible to be matched.

Matching Volunteer Time

The Company recognizes that many employees regularly volunteer their time to charitable organizations and wants to reward these efforts. The Company will match \$25 per volunteer hour. A minimum of 10 hours of volunteer time must be completed at a single charitable organization before the match will be generated.

All volunteer time donations must be submitted through the America's Charities giving tool at <https://lgima.americascharities.com> in order to generate the Company match. Employees can donate to any charity of their choice, provided it follows the matching criteria.

Matching Volunteer Time Criteria:

- The charitable organization must hold a 501(c) 3 designation from the IRS in order to qualify for a match.
- LGIMA sponsored volunteer events during working hours will not be eligible.
- Volunteer Day hours are not eligible to be matched.
- Match requests must be submitted within 6 months of the date of donation payment.
- Donations for benefit events, raffle tickets, fundraisers, or other efforts that may involve some value returned to the donor are ineligible to be matched.