

# Lippert Components, Inc. Charitable Contribution Policy



At Lippert Components, Inc. (“LCI” or the “Company”), we believe that it is important to invest in the communities where we live, work and operate. We are committed to giving back to the people, causes and organizations in the community that make a difference in the lives of others and inspire our team members.

Historically, LCI and its team members have given time, talent and treasure to non-profit organizations, schools, and service clubs including the Boys & Girls Clubs of Elkhart County, Child & Parent Services, Inc., Premier Arts, Five Star, the Boys & Girls Club of St. Joseph County, and the American Cancer Society.

Recognizing that LCI cannot honor every request and be good stewards of the Company’s resources for all of its stakeholders, this Charitable Contribution Policy provides guidance regarding the Company’s philanthropic activities. This policy sets forth:

- LCI’s specific focus areas for charitable giving;
- The process for submitting and approving all requests for donations; and
- The rules regarding LCI sponsored events and the use of LCI’s name and logo.

## **I. Charitable Giving Focus Area**

LCI generally focuses on four areas in need of charitable donations and services. LCI may consider organizations and causes outside of these areas, however, budgeting preference will be given to requests that fall into one of these focus areas:

**Focus Area 1: Non-Profit Organizations Supporting Children and Families in Need**

**Focus Area 2: Non-Profit Organizations Supporting Educational Programs**

**Focus Area 3: Non-Profit Organizations Supporting Health and Wellness in the Community**

**Focus Area 4: Team Members in Immediate Need due to Crisis or Illness**

***LCI will not donate to organizations or causes dedicated to promoting a particular religion or religious point of view, or supporting a particular political party or candidate for political office.***



---

## II. Charitable Donation Approval Process

During the annual budgeting process, the Chief Executive Officer and the Director of Philanthropic Relations will review and identify organizations that will be the primary recipients of the majority of the Company's charitable activity for the upcoming year and will earmark funds to be contributed to such organizations.

Other organizational donation requests, including all product donation requests, must be submitted via a Charitable Contribution Form (available on SharePoint) for approved by the Director of Philanthropic Relations and the Charitable Giving Committee. The Director of Philanthropic Relations must submit all product donation requests to the Legal Department for review and to prepare any applicable donation agreement or waiver. A team member must be passionately involved in the organization for the donation to be considered. Donation requests for scheduled events must be submitted at least 30 days prior to the event.

- A request may be made for a school or club program – education, athletic, music, civic group, etc. that a member's child is involved in, subject to approval by the Committee, for up to \$500.
- All customer-related donation requests must also be approved by the VP of Sales.

**LCI will not donate to local programs that directly involve or benefit family members of the LCI Upper Management Team. It is expected that the LCI Upper Management Team can and should be sponsoring and giving to those organizations.**

In memory of Jack Bond, a loyal friend and form LCI team member, LCI helps team members or eligible dependents who are experiencing economic hardship and are unable to afford housing, utilities, and/or other basic living needs because of a natural disaster; life threatening or serious illness or injury; death of a team member or eligible dependent; catastrophic or extreme circumstances beyond the team member's control. Donation requests for team members and their families may also be submitted using a LCI Team Member Assistance Form (available on SharePoint). The LCI Charitable Giving Committee will evaluate donation requests from team members and/or their family members as follows:

- A team member with an immediate need stemming from a crisis or illness, and who has experienced the financial loss within the past 90 days, may apply for up

# Lippert Components, Inc. Charitable Contribution Policy



---

to \$5,000 in assistance. All requests must be approved by the Director of Philanthropic Relations and a committee appointed by the CEO (the "Committee").

***LCI will request a Form W-9 for all donations.***

### **III. Rules Regarding LCI Sponsored Events and Use of the LCI Name and Logo**

No team member has authority to commit Company funds or other resources to an organization or cause, without obtaining the necessary consent or consents as set forth in the charitable donation approval process. Violations of this policy may result in disciplinary action up to and including termination.

No team member shall create his or her own charitable event which in any way invokes the Company's name or logo or in any way implies to be a Company sponsored event without first obtaining the express written permission of the Director of Philanthropic Relations. The Company shall not be obligated to make any contributions or donations to any event not sanctioned by the Director of Philanthropic Relations.

Decisions of the Committee with respect to the administration and interpretation of this policy shall be final and conclusive. This policy is subject to review and amendment from time to time and does not create any binding obligation upon the Company.