



Gift Matching Policy

Pfenex recognizes the importance of giving back to the community and charitable nonprofit organizations. We also value supporting our colleagues and teamwork. To support each other and the work of these amazing charitable organizations, Pfenex matches 100% (up to annual budget) of employees' contributions to qualified organizations. To be qualified for a matching employer contribution:

- The organization must be a social service, charitable or environmental organization that is not-for-profit.
- Non-profit organizations eligible for matching gifts must be recognized as tax-exempt by the United States IRS Section 501(c)(3) of the Internal Revenue Code. Examples are the Leukemia & Lymphoma Society, American Red Cross, the Nature Conservancy and the United Way.
- Charity must be inclusive of other employees' participation/donations and Pfenex employees are actively fundraising for that charity. Human Resources will work with initiator to promote and communicate the charity to other employees.
- Annual matching cap may limit total matching.

Process:

1. Employees communicate to Human Resources which charity they would like to support and promote. Human Resources will provide support for company communications encouraging participation/donations by other employees.
2. Employees complete gift matching form, attach the receipt of donation and submit to Connie Razo (crazo@pfenex.com) for company matching.
3. Matching donations will be sent by Pfenex to charities semiannually.
4. Questions may be directed to HR@Pfenex.com

Eligibility Requirements:

- Regular full-time employees are eligible for the matching gift program. Interns, consultants, contractors, temporary employees are not eligible.
- Gifts must be personal contributions made directly to an eligible organization in cash, check or credit card. Time given and non-monetary gifts cannot be matched.

- Non-profit organizations eligible for matching gifts must be recognized as tax-exempt by the United States IRS Section 501(c)(3) of the Internal Revenue Code and must not be a private foundation. There are over a million organizations that are 501(c)(3).
- The non-profit organization must be a social service, charitable or environmental organization.
- Organizations that are not inclusive are ineligible:
 - Political organizations are ineligible
 - Fraternal organizations or social clubs not open to everyone are ineligible
 - Religious organizations not offering secular services are ineligible
 - Contributions that directly impact the donor or family are ineligible