



GLOBAL CHARITABLE GIVING GUIDELINES

Introduction

Lenovo and the Lenovo Foundation receive a high amount of unsolicited requests for product and monetary contributions from charitable entities around the world. The guidelines in this document describe Lenovo's charitable focus areas. Due to limited funds and existing partnerships and commitments, Lenovo does not generally consider or support unsolicited requests.

From time to time, the Lenovo Foundation may conduct a grant cycle. Rather than make an unsolicited request, the Lenovo philanthropy team encourages organizations to visit LenovoFoundation.com to determine if an open grant application is available.

Charitable Giving Focus Areas

Lenovo Foundation Mission: Lenovo Foundation invests in advancing STEM Education programs, increasing access to opportunity for diverse populations, and empowering employees to improve global communities.

Lenovo corporate giving aligns to the Lenovo Foundation's mission by providing gifts of funds, product, and employee time and talent in the following focus areas:

- Empowering diverse, under privileged and minority populations
- Increasing access to science, technology, engineering and math education
- Global natural disaster response and recovery

Guidelines for Support

Lenovo Foundation and Lenovo corporate philanthropy do not support:

- Organizations that are not 501(c)(3) organizations as classified by the United States Internal Revenue Service, or international organizations that are not determined the equivalent of a U.S. 501(c)(3).
- Organizations that discriminate between recipients of services, employees, or partner organizations based on gender, race, age, marital status, sexual orientation, nationality, religion, or political affiliation.

- Social, labor union, alumni, trade associations, fraternal organizations, or professional organizations.
- Religious or faith based organizations that restrict services to a particular group or engage in proselytization.
- Community, college, or professional sports leagues or organizations
- Unsolicited requests for sponsorship of events such as galas, conferences, dinners, or seminars.
- Organizations that benefit a sole individual.

All organizations considered for support:

- Must complete and adhere to the Lenovo Compliance Form.
- Must provide reporting on how gift of funds or product were used.
- Must operate within parameters of all applicable laws, including the Foreign Corrupt Practices Act, the U.S. Patriot Act and all applicable laws and regulations in countries where program support is provided.
- Organizations based in the United States must be verifiable through the Internal Revenue Service (IRS) Exempt Organizations *Select Check* online tool. For non U.S. organizations, Lenovo utilizes the IRS's *Reliance Standards for Making Good Faith Determinations* or *Expenditure Responsibility* rules and regulations in determining eligible charitable organizations.

Product Donations - Restrictions:

- Items donated to an organization may not be marketed or resold without the written permission of Lenovo, with the exception of charitable fundraising auctions.
- Organization must immediately report to Lenovo if donated items are stolen, intercepted, or used for purposes outside of agreed intent at time of gift.