

2016 United Way Employee Giving Campaign

Frequently Asked Questions (FAQs)

What are the dates of the 2016 campaign?

August 26, 2016 through October 28, 2016.

Why Donate?

Guardian's United Way Campaign offers benefits to our community, local, and national charities and Guardian employees. For charities, the campaign offers a low cost way to ensure that they receive support year round from the generosity of our employees, a particularly important benefit in uncertain economic times. For employees, the campaign offers the benefit of being able to budget and plan their annual gifts to charities in one transaction that covers an entire year. Additionally, employees who give at a certain levels can accrue additional vacation days. Finally, employees who donate help their office and business unit compete to win the additional \$15,000 Charity Challenge available to the office and business units with the highest levels of employee participation (see below for more details).

Why United Way?

United Ways across the country provide funding and leadership to best-in-class nonprofits that address the most critical issues facing communities in the USA. Guardian has a long standing relationship with The United Way and believes it is one of the most effective organizations working to change lives of those who are most in need.

Can I give to any charity of my choice?

Yes, you may donate to your local United Way or a 501(c)(3) charitable organization. The organization must be listed in the IRS Business Master File which includes over 1 million organizations. A simple search function is available to all employees within the Community Involvement Portal that will facilitate your selection process.

Can I nominate an organization if it is not found when I search for it?

No. The search function uses the IRS Master File of all non-profit organizations registered with the Federal Government so you should be able to identify and give to the charities of your choice.

Am I required to give through the campaign?

No. Your decision to give is a personal one and no one is required to make a donation. Guardian believes it is important to support our communities and provides incentives for our employees to do so by offering opportunities to earn an additional vacation day based on the size of an employee's gift.

How do I earn an extra vacation day?

Employees who donate a certain percentage of their base pay are eligible to receive extra vacation time as detailed below:

Officers:

- 0.5%-0.99% of base pay will receive a ½ extra vacation day in 2017
- 1.0% or more of base pay will receive 1 extra vacation day in 2017

Employees:

- 0.25%-0.49% of base pay will receive ½ extra vacation day in 2017
- 0.5%-1.24% of base pay will receive 1 extra vacation day in 2017
- 1.25% or more of base pay will receive 1½ extra vacation days in 2017

Please note that earned extra vacation days from the United Way Campaign must be used during 2017. If you leave Guardian during the year, your unused United Way vacation days will not be paid. The maximum award for officers is one vacation day in 2017.

How will my manager know that I've earned an extra vacation day?

Your manager will receive a report at the conclusion of the campaign containing a full list of employees who have qualified for vacation incentive eligibility.

What is the Guardian Charity Challenge?

Guardian will award \$5,000 each to the regional home office (as described below) and business unit with the highest levels of employee participation (participation = making a donation through the campaign) and \$2,500 each to the second place regional home office and business unit. Business and office location winners can direct this gift to the local nonprofit of their choice at the conclusion of the campaign.

Guardian will announce updated participation numbers for regional locations and business units on a weekly basis throughout the campaign. Overall challenge winners will be determined by which office and business unit has the highest level of employee participation at the conclusion of the campaign (last day of campaign is October 28, 2016). The overall winners will receive \$5,000 each which they can direct to the charity of their choice and second place winners will receive \$2,500 each. Updated participation numbers will be announced on Inside Guardian, Yammer, and the Community Involvement Portal, so check how your regional location and business unit are progressing in the Challenge and encourage colleagues to participate. Winners for overall awards will be announced at the conclusion of the campaign on Inside Guardian, Yammer, and the Community Involvement Portal.

Locations:

- Appleton
- Bethlehem
- New York
- Pittsfield
- Spokane
- Regional Group Offices
- All Other Locations

Business Units:

- Finance
- Group and Worksite Markets
- HR, Corporate Communications, Government Affairs, Executive/Executive Admin
- Individual Markets
- Investments
- IT and Shared Services
- Legal

How do I use the new Community Involvement Portal to make my charitable contribution?

Please refer to the United Way Employee Giving Campaign guide (accessible via the Community Involvement Portal) for step-by-step instructions on how to make a donation.

How many charities may I designate my gift to?

There is no limit to the number of charities to which you may designate your gift.

Is my donation confidential?

Only YourCause, who is responsible for administering Guardian's new Community Involvement Portal and Guardian's United Way Employee Giving Campaign, and company administrators will see your contribution. Your team captain/department head will not be aware of the amount of your donation. The information within the pledge will not be used for any purposes beyond processing. Any analysis of data from campaigns will only be made with aggregated information; no personal donor information will be used for such research.

If I donated last year do I have to go through the pledge process again this year?

Yes, donations do not automatically renew. However, if you contributed to the United Way Campaign last year, your historic cumulative donation will show on the Community Involvement Portal. Each eligible employee will be given the option to confirm, increase or decrease the amount of your pledge to be carried over from the previous year. Each eligible employee will also be given the option to not carry over your pledge from the previous year and donate to any number of eligible charities of choice.

When do payroll deductions begin?

Deductions will begin during the first pay period of January 2017.

What payment options are available?

Recurring payroll deductions, one time payroll deduction, and credit / debit cards are the only acceptable payment options. No cash or checks will be accepted. The credit card service fee charged by credit card companies for donations will be covered by Guardian so 100% of your contribution will be sent directly to the charity of your choice.

When will the results of the campaign be announced?

Campaign results will be posted on a weekly basis throughout the campaign on Inside Guardian, Yammer, and the Community Involvement Portal.

How is my gift processed?

For Credit Card Gifts: Credit card donations made through the Community Involvement Portal will be paid to charities by the 15th of the month following the month that the donation was made.

For Payroll Deduction Gifts: Guardian will process payroll deductions each pay period and aggregate all donations monthly. These payments will be sent to and paid by YourCause (our Community Involvement Portal vendor) to charities of choice on this schedule.

What is the Refund Policy?

We are most appreciative of your financial investment through Guardian's United Way campaign. Any donations made via the Community Involvement Portal can be changed by visiting your Giving History in the Portal. You can change the amount of or cancel your donation or pledge at any time. Payroll and credit card donations that have already been paid are not eligible for refund.

For any questions about your donation, please contact YourCause customer service via the Community Involvement Portal or send a written request to Guardian-support@yourcause.com.

How is my data used?

Your privacy is important to us. You will have the ability to specify how much information you would like to provide to each charity you donate to at the time of confirming your transaction in the Community Involvement Portal. You can choose to share your name and email; your name, email, and address; or make an anonymous donation.

Guardian will use Donor Data for internal purposes, including but not limited to internal reporting on participation levels (company-wide, by business unit, and by office location), the earned vacation day incentive, and determination and fulfillment of the Charity Challenge.

YourCause and Guardian will never sell or otherwise share personal employee data with any third parties. All parties maintain and monitor the security and access of all data generated by the campaign.

How will I receive my tax deduction qualification information?

For payroll donations, tax acknowledgements in the form of donation records will be accessible via the Community Involvement Portal in donor history and will always be accessible to employees.

For credit card donations, users will receive an email from YourCause (our Community Involvement Portal vendor) and can access a tax acknowledgement letter via the Community Involvement Portal in their donation history.

If an actual receipt is required from the charity, employees are advised to directly contact the charity to obtain it.

If I leave Guardian before the end of the 2017 calendar year, am I required to fulfill any remaining portion of my pledge?

No. If you leave Guardian before the end of 2017 you will not be required to fulfill any of your remaining pledge amount.

If I leave Guardian before the end of the 2017 calendar year and I have qualified for and used my incentive vacation day, will I need to refund Guardian the value of that time off?

No. If you leave Guardian before the end of the 2017 calendar year and have qualified for and used your incentive vacation day you will not be required to refund the value of that time to Guardian.

What if I have another question? Who can I contact?

Please contact YourCause at Guardian-support@yourcause.com.

