



**Wyndham Worldwide**  
Charitable Contributions Match Policy

**Policy Effective Date:** May 1, 2009

*Associates are responsible for consulting the most recent version of this policy, which is posted on the Policy Center Web site on the Wyndham Worldwide intranet (<http://policy.wyndhamworldwide.com>).*

**Scope:** The policy applies to associates within the United States and Canada only.

**Information**

The Wyndham Worldwide Charitable Contribution Match Program has been established to encourage employees to support organizations that help others by supplying health, welfare and other life-enhancing services.

Through this program, Wyndham Worldwide gives employees the opportunity to determine a portion of the Corporation's gifts to charities. Gifts made by eligible employees to qualified charities will be matched on a dollar-for-dollar basis.

**Eligible Gifts**

Wyndham Worldwide will match certain independently made employee contributions up to a maximum of \$100 per employee per calendar year.

The contribution must be made by check or charge. The contribution must be a completed gift; pledges or bequests do not qualify.

Any portion of payment for which the donor receives any form of consideration (subscriptions, tickets, etc.) is not eligible for a matching gift under the Program. In addition, "in-kind" donations (i.e., services) are excluded.

**Eligible Participants**

At the time of the contribution, the donor must be an employee of Wyndham Worldwide.

**Eligible Institutions**

The Matching Program is designed to support charities to which Wyndham Worldwide does not already make a sizable contribution. In addition, Wyndham Worldwide does not intend to use the funds to support or send a message of any political or religious point of view.

To be considered for a matching gift under the Program, the organization must qualify under Section 501(c)(3) of the Internal Revenue Code.

### **Partial List of Eligible Charities:**

- AIDS Foundation
- American Cancer Society
- American Heart Association
- American Lung Association
- American Red Cross
- AVON Breast Cancer
- Beyond the Moon (Wishes by Wyndham Signature Partners)
- Big Brother/Big Sister
- Boy Scouts
- Childreach
- Christel House International (Wishes by Wyndham Signature Partners)
- Cystic Fibrosis Association
- Girl Scouts
- Hole in the Wall Camps (Wishes by Wyndham Signature Partners)
- Local animal shelters
- Local fire houses
- Local food banks
- Local hospitals
- March of Dimes
- Mothers Against Drunk Driving (MADD)
- Public Broadcasting System (PBS)
- Save the Children
- Special Olympics
- Starlight Children's Foundation (Wishes by Wyndham Signature Partners)
- Sunshine Foundation
- The Salvation Army

The list includes some national and many local organizations. However, this list is not intended to be all-inclusive. If an employee wishes to contribute to a charity not listed above and expects company match of the contribution, please contact the Employee Service Center first to assure the charity will be approved for the Program.

### **Not Eligible for Matching Program:**

Wyndham Worldwide excludes from charitable contribution match eligibility:

- Religious and Educational Institutions,
- Political Action Organizations, and
- Contributions that are made in connection with major Wyndham Worldwide/Business Unit-sponsored or sanctioned charitable support, organized fundraisers (such as United Way or Inner City Games).

### **Administration**

The funding and administration of the Program will be provided by Wyndham Worldwide.

Any necessary interpretation regarding this program will be made by Wyndham Worldwide; its decision will be final. Although not anticipated, Wyndham Worldwide reserves the right to suspend, change, or revoke this Program at any time.

For more information, please call the Employee Service Center at 1-877-266-0708.

**Instructions for the employee:**

1. Complete the attached form.
2. Provide a copy of the check to the charitable organization and a receipt from the charitable organization. The receipt must include the mailing address of the charitable organization and their federal tax id number.
3. Send the form, copy of check and receipt to:

Wyndham Worldwide  
Employee Service Center  
Attn: Charitable Contribution  
249 Central Park Ave  
Suite 230  
Virginia Beach, VA 23462

Once approved and processed, Wyndham Worldwide will send a letter and the check directly to the charitable organization. You will also be notified of the approval.



**Wyndham Worldwide**  
Charitable Contributions Application Form

**To be completed by the associate** (Please type or print)

\_\_\_\_\_  
Associate Name (Last) (First) (Initial)

\_\_\_\_\_  
Street Address (home)

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Wyndham Worldwide Business Unit Name/Location

\_\_\_\_\_  
Wyndham Worldwide E-mail Address

\_\_\_\_\_  
Associate WWID

To be considered for a matching gift under the Program, the organization must qualify under Section 501(c)(3) of the Internal Revenue Code.

\_\_\_\_\_  
Name of Charitable Organization

\_\_\_\_\_  
Organization's Contact Name

\_\_\_\_\_  
Mailing Address of Charitable Organization

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone Number of Charitable Organization Federal Tax ID Number

\_\_\_\_\_  
Amount of Gift Date of Gift

"I certify that I qualify as an eligible employee of Wyndham Worldwide and that I am making this gift under the conditions stated on this form, and in compliance with the Wyndham Worldwide Charitable Contributions Match Program at Wyndham Worldwide."

\_\_\_\_\_  
Signature of Associate Date

Return form, copy of check to charitable organization, and a receipt from charitable organization showing address and federal tax id number to:

Wyndham Worldwide  
Employee Service Center  
Attn: Charitable Contribution  
249 Central Park Ave, Suite 230  
Virginia Beach, VA 23462  
1-877-266-0708

