

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 employees.

Every year LCI and its employees give time, talent and treasure to registered charities (501c3), schools, service clubs and community organizations that are doing important work. A few examples include 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 and a structure to direct Company resources to philanthropic activities in an equitable and responsible manner.

The Policy defines the following:

- The specific focus areas of charitable giving for LCI
- The process for approving all requests for donations

#### **I. Charitable Giving Focus Areas**

LCI targets its charitable contributions to three focus areas. This does not mean that the Company does not or will not give to 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: Children & Families in Need (e.g. Boys & Girls Club; CAPS)**

**Focus Area 2: Health & Wellness (e.g. American Cancer Society)**

**Focus Area 3: Employees With Immediate Need Due to Crisis or Illness**

***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, are excluded from this policy.***

#### **II. Charitable Donation Approval Process**

During the annual budgeting process, the Chief Executive Officer and the Director of Philanthropic Partnerships 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.

A list of organizations approved through the annual budgeting process will be made available to employees upon request. For all other requests, employees must complete a *Charitable Contribution Form* (available on Sharepoint) and return it to the Director of Philanthropic Partnerships for approval. An employee must be passionately involved in the cause or organization for the donation to be considered.

Donation requests that will be considered include the following:

- A registered 501c3 that an employee is **passionately** involved in
- An employee with an immediate need stemming from a crisis or illness, subject to approval by the Director of Philanthropic Partnerships and a committee appointed by the CEO (the "Committee"), for up to \$2,000
- An extended family member of an Employee with an immediate need stemming from a crisis or illness, and other community causes for a crisis or illness, subject to approval by the Committee, for up to \$500
- Local school requests for an after school educational club, music program, civic group, etc. that supports the general school program, subject to approval by the Committee, for up to \$500
- Local school requests that support the general athletic program, subject to approval by the Committee, for up to \$250
- All customer-related donation requests will need to be approved by the VP of Sales and the Director of Philanthropic Partnerships

***LCI will not be giving to local programs that directly involve or benefit spouses or children of the LCI Executive Team and/or General Managers. It is expected that LCI Executives and General Managers can and should be sponsoring and giving to those organizations/teams on their own.***

***No employee has authority to commit Company funds or other resources to an organization or cause, or allow use of the Company's name or logo in connection with a charitable cause, without approval. Violations of this policy may result in disciplinary action and demand for reimbursement. LCI will request a Form W-9 for all donations made to ensure that we receive the proper paperwork.***

**Lippert Components, Inc.  
Charitable Contribution Policy**



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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.