



**Wabtec Foundation  
Charitable Giving Guidelines**  
*Updated: June 25, 2020*

## PROGRAM OVERVIEW

Every day, Wabtec works to make the world a little bit better. It's been our goal and part of our business for over 150 years. We're on a global mission to move and improve the world. To have meaningful, sustainable impact, we take a holistic approach to how we invest in our communities, with a specific focus on making our environmental footprint smaller, developing the next generation of innovators and doers, and embracing the differences that make this world and our communities thrive. Our efforts go beyond monetary support, amplifying our impact by engaging our team members as volunteers and sharing our Wabtec "know-how."

These guidelines outline our approach and policies for the following areas of giving:

- **Direct Charitable Grants**

*The Wabtec Foundation will award grants to 501(c)(3) organizations (or the equivalent outside of the United States) that typically range from \$1,000-\$10,000. Funding should focus on a local community where Wabtec has operations and, where possible, incorporate opportunities to engage local Wabtec employees in volunteerism. Organizations that apply where Wabtec employees are currently engaged are preferred.*

- **Matching Gifts**

*The Wabtec Foundation matches \$.50 on the dollar for personal contributions of permanent full-time employees. There is a \$25 minimum and \$500 maximum per employee, per calendar year for all matched gifts.*

- **Scholarships**

*The Wabtec Foundation will award scholarships to children / dependents of Wabtec employees in the amount of \$2,500 (U.S. dollar) for undergraduate study. Up to 20 awards may be granted in a calendar year.*

- **Corporate United Way Program**

*The Wabtec Foundation's annual United Way Giving Campaign will match \$.50 on the dollar for personal contributions up to \$10,000 (Tocqueville Society Member Status) of permanent full-time employees in the communities where our employees live and work.*

- **Employee Volunteerism**

*The Company will reward employees with paid time off, up to 24 hours per year, for business-sponsored volunteer activities. Personal volunteer activities do not qualify under this program.*

## DIRECT CHARITABLE GRANTS POLICY

### Grant Qualifying Criteria

The Wabtec Foundation supports only registered, nonprofit, tax exempt 501(c)(3), charitable organizations (or the equivalent outside of the United States) that:

- Are nondiscriminatory in their policies and practices with regards to physical abilities, gender, race, age, sexual orientation, ethnic origin, and/or creed
- Demonstrate program sustainability and measurable results

### **The Foundation does not award grants to:**

- Capital investment, including construction, renovation or other equipment purchases
- Individuals and/or to private elementary and secondary schools
- Political or religious campaigns
- Organizations classified by the IRS as a church or religious organization (e.g., church-related commitments, tithes, etc.)
- Memorials
- Special events, such as galas, conferences, fundraisers, golf events/sports competitions, symposiums, or art exhibits
- Activities of organizations serving primarily their own membership
- Organizations or projects in countries with which the U.S. government restricts business dealings
- Advertisements or the production of any marketing or promotional materials (t-shirts, posters, flyers)

### **Funding Impact Areas**

Any qualifying organization may apply for a grant; however, the Wabtec Foundation will give preference to non-profits that strategically focus on education and the environment.

#### **Education**

The Foundation supports programs that achieve a measurable knowledge increase, improvement in academic progress, or employment outcomes for individuals. Access to a quality education – particularly in the areas of science, technology, engineering and math - contributes to business growth and builds strong economies. We aim to invest in holistic programs that focus on:

- **Literacy** – Providing individuals with the foundational knowledge to flourish as fully participating members of society (all ages).
- **Improving Academic Outcomes** – Ensuring individuals excel in and complete their K-12 academic programs (with a focus on community organizations offering afterschool and summer programs).
- **Financial Literacy** – Providing the understanding of key financial systems to promote successful behaviors in the modern economy.
- **Workforce Readiness** – Obtaining the skills and training needed to find and maintain quality employment.
- **Global entrepreneurship** – Advancing women and minority organizations globally through training and increased access to resources, capital and new markets.
- **Advocacy** – Advocate for providing access to – and improving the quality of – education.

#### **Environment**

The Foundation views environmental stewardship as a responsibility to manage our footprint and an opportunity to contribute solutions beyond our business to some of the world's biggest challenges. We are committed to exploring new, environmentally conscious solutions that help consumers, businesses and cities lessen their impact on the planet. Our areas of focus include:

- **Natural resource management** – in economic growth and development
- **Reducing pollution**
- **Advocacy** – Provide education about restoring natural infrastructure, as well as the enforcement of existing laws

### **Grants Levels of Funding and Review Process**

- Grants typically range from \$1,000-\$10,000, depending on scope and scale of program. Funding should focus on a local community where Wabtec has operations and, where possible, incorporate opportunities to engage local Wabtec employees in volunteerism. Organizations where Wabtec employees are currently engaged are preferred.
- Organizations will not be considered for funding more than one time per calendar year.

### **How to Apply for a Grant**

To apply for a grant from the Wabtec Foundation, please complete the following:

- **Step 1:** Carefully review our eligibility criteria and selection guidelines. This is an essential step in determining whether you should take the time to prepare a grant proposal.
- **Step 2:** Prepare and submit your proposal using our online application found at: [www.WabtecCorp.com/CaringForOurCommunities/Apply](http://www.WabtecCorp.com/CaringForOurCommunities/Apply) The application can be downloaded. Complete applications and support documentation can be sent to: [WabtecFoundation@Wabtec.com](mailto:WabtecFoundation@Wabtec.com) Please consolidate information and attach one (1) pdf file.
- **Step 3:** Applications that meet all Foundation criteria will be reviewed by the Foundation Board. Depending on when an application is submitted, and in accordance with our review cycle, it can take up to 6 months to review and evaluate a proposal. Responses will be sent to all grant applicants once a decision is reached.

## Grant Application

### Organizational Information

Date:

Organization Name:

Federal Employer Identification Number (FEIN):

Contact Person:

Title:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

E-mail:

### Grant Request

Project Name:

Requested Amount:

Strategic Funding Area:

All qualifying organizations may apply for a grant; however, the Wabtec Foundation will give preference to non-profits that strategically focus on Education and the Environment.

(Please check appropriate boxes):

- Education
- Environment
- Other \_\_\_\_\_

Geographic Area Served:

Total Organization Budget:

Total Project Budget:

Wabtec Employee that Recommended the Program:

## **Required Grant Application Attachments**

*Please consolidate files and send one (1) pdf file.*

- Project/program summary
- IRS 501(c)(3) tax-exempt letter
- Operating budget for current year
- Project budget for current year
- List of current board of directors
- List of current funding sources
- Brochures, press releases or visuals relating to the funding need
- Description of how the receiving organization will publicize Wabtec's contribution

*This application must be completed in its entirety to be considered for a charitable contribution. All requests that adhere to the Program's guidelines will be reviewed by Wabtec's Foundation Board.*

***Please email this application and all supporting documentation (one pdf file) to:***  
[WabtecFoundation@Wabtec.com](mailto:WabtecFoundation@Wabtec.com).

*Wabtec reserves the right to suspend, terminate or amend its Caring for Our Communities Program at any time without prior notice.*

## **MATCHING GIFTS POLICY**

The Wabtec Foundation will match \$.50 on the dollar for personal contributions from eligible permanent full-time employees (with a Wabtec employee ID) who donate to registered, nonprofit, tax exempt 501(c)(3), charitable organizations (or the equivalent outside of the United States). There is a \$25 minimum and \$500 maximum per employee, per calendar year. Matches are eligible for up to 120 days from the date of an employee's donation (post January 1, 2020).

### **Eligible Matching Gift Requirements**

- The Wabtec Foundation will match \$.50 on the dollar for personal contributions of permanent full-time employees.
- Matching gift donations on behalf of retired employees and contract employees do not qualify under the program guidelines.
- There is a \$25 minimum and \$500 maximum per employee, per calendar year for all matched gifts.
- Matched gifts will only be given to registered, nonprofit, tax exempt 501(c)(3), charitable organizations (or the equivalent outside of the United States) that are nondiscriminatory in their policies and practices with regards to physical abilities, gender, race, age, sexual orientation, ethnic origin, and/or creed.
- Gifts must be personal financial contributions actually paid, not merely pledged or an in-kind-gift.
- Gifts must be made in cash, or by check, debit/credit card.
- You may not register funds collected from others.

### **Wabtec Foundation will not award matching gifts to:**

- United Ways or charitable contributions made as part of Company-sponsored United Way Giving Campaigns. United Way Giving Campaigns are separately supported and matched automatically by the Wabtec Foundation.
- Elementary, middle and high schools (all K-12).
- Organizations classified by the IRS as a church or religious organization (i.e. church-related commitments, tithes, etc.)
- Gifts to colleges/universities. This includes athletic programs, athletic clubs, athletic scholarships, athletic associations, alumni groups, social fund-raising events, clubs, fraternal organizations (fraternities or sororities), social programs, payments for tuition, books, loans, and class fees.
- Charitable contributions to private foundations, community foundations, and personal trusts.
- Political organizations (partisan organizations or those supporting specific candidates or legislation) and advocacy organizations.
- Real estate, gifts in-kind, or non-monetary contributions (e.g. services, materials, supplies, etc.).
- Bequests, insurance premiums, subscription fees, rental of uniforms and instruments, activities and maintenance fees and membership fees.
- "Group gifts" – each Wabtec employee or retiree must register his/her own personal contribution for matching (i.e. you cannot register donations from others and claim them as your own).
- The Wabtec Foundation does not support groups or projects that discriminate or restrict services based on factors of race, color, sex (including pregnancy), age, disability, veteran status, religion, national origin, ancestry, sexual orientation, gender identity, marital status, domestic partner status, genetic information or citizenship status.

### **Submitting a Request for a Matching Gift**

- **Step 1:** The eligible employee donates to an eligible 501(c)3 nonprofit organization. The donation must be paid in full to organization before submitting match request.
- **Step 2:** The employee must complete the associated paperwork / online form to provide information about his/her gift. This includes information on the organization, donation amount, payment type, etc. A valid donation receipt, verification from the non-profit will also be required. Detailed information on the process will be available at: <http://www.wabteccorp.com/CaringForOurCommunities/MatchingGift>
- **Step 3:** The Wabtec Foundation Board reviews submitted requests and processes matching gift payments to eligible organizations. Depending on when a request is submitted, and in accordance with our review cycle, it can take up to 6 months to review and evaluate a matching gift request.

*The Wabtec Foundation administrates the Wabtec Matching Gifts Program. The Foundation may (at any time) exercise the right to change or discontinue the Matching Gifts Program.*

### **SCHOLARSHIP PROGRAM POLICY**

Across Wabtec, we have long valued the importance of continuous development and giving back, and for nearly 10 years have been awarding educational scholarships to more than 50 children of our employees. Going forward, under our scholarship program, we will award up to 20 children of our employees a scholarship of \$2,500 annually towards their college education.

This scholarship program is administered by Scholarship America®, the nation's largest designer and manager of scholarship, tuition assistance and other education support programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, gender, disability or national origin.

*Note: Scholarships awarded to recipients prior to August 2019 will be grandfathered under the previous guidelines / program parameters.*

### **Scholarship Program Eligibility Guidelines**

Applicants must meet all of the following criteria –

- Be children or court- appointed dependents of active Wabtec Corporation employees at the time of application.
- Children (a) of Wabtec's executive office and executive management (General Manager and above) or (b)children of any officer, director or employee of the Wabtec Foundation are not eligible to participate.
- Be high school seniors or graduates or be current postsecondary undergraduates.
- Plan to enroll in full-time undergraduate study at an accredited four-year college or university for the entire upcoming academic year.
- Only one Wabtec dependent child can be in the Wabtec Foundation Scholarship Program at any given time.

## **Scholarship Program Award Selection**

A targeted communication will be sent to all Wabtec employees in March detailing the process and application. All interested students must complete an application. Applications must be received by the designated date in May, and applicants will be notified in July. Not all applicants to the program will be selected as recipients. Students may reapply to the program each year they meet eligibility requirements.

Award recipients will be selected objectively by an independent firm, Scholarship Management. Scholarship Management will make the selections based on a comprehensive assessment of:

- Academic records
- Demonstrated leadership and participation in school and community activities
- Honors
- Work experience
- Statement of goals and aspirations
- Unusual personal or family circumstances
- Financial need
- An outside appraisal

## **Scholarship Program Awards**

- If selected as a recipient, the student will receive a \$2,500 (USD) award. Up to 20 awards may be granted in a calendar year.
- Awards are for undergraduate study only.
- Recipients may reapply for a scholarship, but renewal is not guaranteed.

## **Scholarship Award Payments**

- Scholarship America processes scholarship payments on behalf of the Wabtec Foundation. Payments are made in one installment in early August.
- Recipients have no obligation to the Wabtec Foundation. They are, however, required to notify Scholarship America of any changes in address, school enrollment, or other relevant information and to send a complete transcript when requested.

*The Wabtec Foundation reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time, including termination of the program.*

## **UNITED WAY CAMPAIGN POLICY**

Giving back to local communities is a way of life for Wabtec and its employees. For decades, Wabtec (and its affiliate businesses) have partnered with the United Way and played a central role in supporting thousands of health and human services organizations focused on improving education, helping people achieve financial stability, and promoting healthy lifestyles across the U.S.

Going forward, the Wabtec Foundation will support an annual United Way corporate giving campaign.

### **United Way Program Eligibility**

- The Wabtec Foundation will match \$.50 on the dollar for personal contributions of permanent full-time employees to the United Way in the communities where our employees live and work.
- Gifts on behalf of part-time employees or contract employees do not qualify under the program guidelines.
- There is a \$10,000 maximum (Tocqueville Society Member Level) gift match, per calendar year from the Wabtec Foundation to the United Way under this program.
- While participating Wabtec business locations may conduct special events supporting the United Way throughout the giving campaign, and funds raised through such programs must be given directly to the United Way and do not qualify for a company match.

### **EMPLOYEE VOLUNTEERISM POLICY**

Wabtec employees are enthusiastic about making a difference in our communities around the world. Each year, a significant number of our employees across the globe lend their voluntary support to programs that positively impact the quality of life within our communities. The Company rewards these efforts with paid time off, up to 24 hours per year, for business-sponsored volunteer activities. Personal volunteer activities do not qualify under this program.

#### **Volunteerism Participation Requirements**

- Organizations must be registered, nonprofit, tax exempt 501(c)(3), charitable organizations (or the equivalent outside of the United States) that are nondiscriminatory in their policies and practices with regards to physical abilities, gender, race, age, sexual orientation, ethnic origin, and/or creed.
- This program is open to Wabtec full-time employees only. Part-time employees, contractors, employees under a collective bargaining agreement, etc. are excluded.
- To participate in volunteer activities during normal working hours, employees must obtain approval from their immediate supervisor. Volunteer time must be requested in advance and when possible, should be regular and on a set schedule to help with the coordination of other work-related responsibilities.
- Employees will not receive overtime for volunteer hours.
- Only business or Wabtec-site sponsored volunteer activities fall under this program. Personal volunteer time (e.g., Scout leader, youth sports coach, rotary club, charity golf tournament, etc.) are excluded under this program.