

CHARITABLE MATCH PROGRAM - US

This policy outlines the Charitable Match guidelines in order to comply with state & federal regulations regarding donations to charity.

Cyient, Inc. will match an employee's charitable contribution to a charity of their choice up to a maximum of \$100 per year. Applicable charities must have a tax deductible status.

All requests must be for qualified non-profit organizations in which the donation will be tax deductible. Tax deductible organizations are identified by the IRS as a 501(C)(3) organization. These organizations have a tax-exempt status & are allowed to accept contributions. Employees uncertain of an organization's status may go to www.justgive.org to determine if the contribution to the organization will be considered a tax deductible contribution by the IRS.

Employees must have worked for the Company for at least six months & be currently active for the designated organization to receive a contribution.

All applications for Charitable Match must be approved by Tom Edwards, President NAM.

Charitable donations must be made by a Cyient employee/employees. (i.e. Social media donations made by individuals not employed by Cyient are not eligible for matching)

Cyient, Inc. is pleased to provide its associates with its Human Resources guidelines. These guidelines are presented as a matter of information only & are not to be construed as a contract of employment, either expressed or implied, between the Company & any or all of its associates/customers. While Cyient Inc supports all of these plans, policies, & procedures, they are not conditions of employment. The Company reserves the rights to modify, revoke, suspend, terminate, or change any & all policies or procedures, in whole or in part, at any time, with or without notice.

Employment at Cyient Inc is at will & is terminable by the associate or the Company at any time, without prior notice, with or without cause.

HOW IT WORKS

1

Gather Supporting Documents

- Complete the Charitable Contribution Match Request Form
- Proof of employee donation
- Information on the charitable organization (i.e. website)

2

Submit Documents

- Submit the request form and supporting documents to HR

3

Receive Approval

- HR will determine if the match is eligible and will submit to the President and Finance for processing



CHARITABLE MATCH REQUEST FORM - US

1. ASSOCIATE INFORMATION

| | |
|--------------|--|
| Associate ID | |
| First Name | |
| Last Name | |

2. CHARITABLE ORGANIZATION

| | |
|---------------------------------|--|
| Name of Charitable Organization | |
| Supporting Event | |
| Company Match Request Amount | |

Please attach the following:

- Proof of employee donation
- Charitable Organization information (i.e. link to website)

Approved request will be matched dollar for dollar by the Company up to a maximum of \$100 per year.