

# Adient Foundation, Inc.

## Policies and Guidelines for Making Contributions

### OVERVIEW

The ADIENT FOUNDATION, INC. (Foundation), is organized and directed to be operated for charitable purposes, which include the distribution and application of financial support to soundly managed and operated organizations or causes which are fundamentally philanthropic. The Foundation contributes to organizations in the United States that operate not-for-profit and are recognized by the Internal Revenue Service as tax-exempt institutions.

The Foundation is the beneficiary of the free enterprise system in the form of donations it receives from Adient US LLC, and the income it earns from invested assets.

It is not the intent of the Foundation to substitute for the role of public institutions and public funds, but to complement it.

The Foundation is administered by a Board of Directors, whose members have the sole discretion, power, duty, and responsibility to determine and designate the charities and recipients and the times, amounts, and methods of distribution and application of Foundation funds.

Among the factors considered in evaluating proposals are the organizations' general structure, objectives, and management capacity; its relationship to the community; the population to be served; and its position relative to organizations performing similar functions.

It is expected that all grantees will operate their programs in a manner supportive of equal opportunity objectives.

Contributions made in any one year do not necessarily indicate a precedent for future continued giving, or for comparable gifts to similar organizations.

### BASIC FUNDING CRITERIA

The following criteria is taken into account when deciding to make a contribution:

- > Meets one or more of the Foundation's funding priorities
- > Benefits communities where Adient has operations and its employees work and live
- > Involves Adient employees in either board leadership or volunteer engagement

### FUNDING PRIORITIES

#### *Health & Social Service*

Assistance to federated drives, e.g., United Way, hospitals, youth agencies and other health and human service agencies.

Ordinarily, operating support of health and social service agencies is reserved for Adient communities, and generally directed through contributions to United Way.

#### *Education*

Contributions in this category will be made to public and private higher educational institutions, including two-year and four-year colleges, universities, graduate schools, professional schools, and technical schools, that are accredited by an accrediting agency recognized by the United States Office of Education; alumni funds, foundations, or associations connected with an eligible higher education institution, if all such contributions are transmitted to the institution for its use for scholastic programs; and national or regional associations supporting higher education. In general, contributions will not be made for non-scholastic programs, such as athletics, stadium construction, athletic booster clubs, and athletic scholarship programs. Grants may be made to qualifying public preschools, elementary schools, and secondary schools, but may not be made to any such private schools.

#### *Culture and the Arts*

The Foundation recognizes that arts and cultural activities enrich the quality of life in communities. To assist such programs, it will consider contributions to visual and performing, public radio and television, museums, and other related cultural activities.

#### *Civic Activities*

Assistance to programs in the areas of justice and law, community and neighborhood improvements, the environment, civil rights and equal opportunity, citizenship and safety.

## GRANTS

### *One-time grants and renewals*

Most grants awarded are one-time grants. There are no automatic renewals of support given in any one year. Past recipients should submit requests following the normal application procedure outlined each calendar year.

### *Multi-year grants*

Approved grants may specify payment over two or more years. Payments subsequent to the initial payment will only be made upon receipt, at least 45 days prior to the next scheduled payment date, of a written update on the funded program or project and current year financial statements and budget.

## ADDITIONAL INFORMATION

It is appropriate to set forth general prohibitions which the Board of Directors follows to assure proper and equitable use of the Foundation's funds in keeping with its policies and purposes, and to assure that allocation of such funds is made within the limits of its financial resources.

Support for certain programs is not to be interpreted as a judgment on the merits of those that do not receive funds at any one time. Rather it is a reflection of the Foundation's belief that adherence to its programs, which are regularly reviewed, leads to the most effective use of its limited resources.

The Foundation will be sensitive to changes in community issues and attitudes, and within the limits of its resources, will address the needs which arise from the emergence of new and different social issues, so that there is a balance between innovation and maintenance of ongoing programs.

This statement of policy sets forth the current views of the Foundation with respect to the best use of its assets. It may be revoked or amended in any respect for any reason by the Board of Directors of the Foundation and there can be no assurance that it necessarily represents future policies or activities of the Foundation.

## EXCLUSIONS AND LIMITATIONS

- > Contributions are limited to organizations that are (i) exempt from taxation under the Internal Revenue Code because they are described in section 501(c)(3) of the Code and (ii) classified as public charities described in one of section 509(a)(1) and section 509(a)(2) of the Code.
- > The Foundation shall not participate or intervene in any political campaign on behalf of any candidate for public office, or any political organization. No gifts will be made to any municipal, state, federal agency, or department, or to any organization established to influence legislation.
- > No distribution will be made to a private individual for support of personal needs.
- > No gifts will be made to organizations whose programs are predominantly religious in nature, to sectarian institutions or programs whose services are limited to members of any one religious group or whose funds are used primarily for the propagation of a religion, or to organizations that qualify for tax exemption under the blanket exemption of a "church, synagogue, or other religious organization."
- > In general, no gifts will be made for testimonial dinners, fund raising events, tickets to benefits, benefit auction purchases (including overbids), shows, or advertising. Grants are not made to provide monies for travel or tours, seminars and conferences or for publication of books and magazines or media productions.
- > Grants are not usually made for specific medical or scientific research projects.
- > No gifts will be made to foreign-based institutions; nor will any grants be made to institutions or organizations for use outside of the United States.
- > Grants are not made to fraternal orders or veteran groups.
- > The Foundation does not donate equipment, products or labor.
- > Grants are not made to private foundations or to endowment funds.

## **APPLICATION PROCEDURE**

The Foundation operates on a September 30 fiscal year. Proposals, preferably in concise letter form, are accepted and reviewed throughout the year. In order to permit evaluation of proposals, notification of final action may take up to 120 days. Commitments for funds are not made verbally, and personal visits and phone calls to the Foundation are not encouraged. Requests must be in writing, and should include the following information:

### ***SECTION ONE – ORGANIZATIONAL PROFILE***

- > Mission
- > Vision
- > Structure
- > Programs
- > Foot print and reach

### ***SECTION TWO – SPECIFIC FUNDING REQUEST***

- > Need for support
- > Funding amount
- > How the funds will be used
- > Other organizations who have committed support

### ***SECTION THREE – ADIENT INVOLVEMENT***

- > Current Adient employee board members
- > Current/future employee engagement opportunities

### ***SECTION FOUR – ADIENT NEIGHBORHOOD COMMUNITY***

- > Demonstrate how funding will involve/support, if any, the community in which Adient conducts business.

### ***APPENDIX***

- > A copy of the IRS letter regarding tax-exempt status under section 501(c)(3) of the Internal Revenue Code and public charity status under either section 509(a)(1) or section 509(a)(2) of the Code must be included with every request
- > Budget for requested project/initiative