



HIGHGATE
CHARITABLE FOUNDATION

WORKPLACE GIVING PROGRAM
CHARITY-BY-DESIGN

Highgate Workplace Giving Program

Philanthropy is at the core of Highgate's company culture and we endeavor to instill a sense of giving into everything we do. In 2018, Highgate established a charitable foundation to be a positive force in the lives of people near and far. Highgate Charitable Foundation's mission is to support philanthropic organizations and communities worldwide that address the issues related to poverty, education and health care.

Charity-By-Design, our workplace giving program, enables associates to support the Highgate Charitable Foundation's mission by donating through post-tax payroll deductions. Associates select how much and how often they donate such as annually or per paycheck.

The primary organizations the Highgate Charitable Foundations support:

SAVE THE CHILDREN

...creates lasting change in the lives of children in need in the United States and around the world. Recognized for their commitment to accountability, innovation and collaboration, their work takes them into the heart of communities, where we help children and families help themselves.
savethechildren.org

THE AGA KHAN DEVELOPMENT NETWORK

...brings together human, financial and technical resources to address some of the challenges faced by the poorest and most marginalized communities in the world. Special emphasis is placed on investing in human potential, expanding opportunity and improving the overall quality of life, especially for women and girls.
akdn.org

HIGHGATE CHARITABLE ASSOCIATE RELIEF FUND

...an extension of the Highgate Charitable Foundation, the Highgate Associate Relief Fund was established to support our colleagues when they are facing the unexpected times of global or regional disaster and personal hardship. Every contribution, when combined with the donations of others, can provide a much needed grant to help a fellow associate in need.

SUPPORT HIGHGATE CHARITABLE FOUNDATION

To double the impact, all donations will be matched dollar for dollar by Highgate.
Sign up now to help achieve the goal of 100% enrollment.



1. Authorization For Payroll Deduction

New Authorization Change

Employee Name: _____

Last four digits of SS Number: _____

Mailing Address: _____

Email: _____

Phone: _____

I hereby authorize Highgate Hotels LP. to make the following post-tax deduction from my earnings.

All deduction allocations will follow your allocated payroll cycle. Contributions are in support of the Highgate Charitable Foundation.

- One-time gift \$ _____
- One-time gift-Associate Relief Fund \$ _____
- Re-occurring gift \$ _____ Beginning ___/___/___ Ending ___/___/___
- Annual contribution \$ _____
- Deduction per pay period \$ _____

2. Sponsor a Child

Through Save the Children’s Child Sponsorship Program, for less than \$1.25 per day (\$432 a year) YOU can make a difference in the life of a child.

Each hotel will participate in sponsoring a child. All General Manager level positions, VPs, and above are strongly encouraged to participate. All associates are equally impassioned to join in the sponsorship program.

- Annual contrubution of \$432.00
- Deduction per pay period of \$18.00

• Select your preference:

- Girl Boy Either

• Select your preference for the age range:

- Under 7 years old Over 7 years old

• Select your preference for the country where the child lives:

- | | | | | |
|--|----------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> United States | <input type="checkbox"/> Bolivia | <input type="checkbox"/> Zambia | <input type="checkbox"/> Malawi | <input type="checkbox"/> Vietnam |
| <input type="checkbox"/> Mexico | <input type="checkbox"/> Mali | <input type="checkbox"/> Mozambique | <input type="checkbox"/> Bangladesh | <input type="checkbox"/> Philippines |
| <input type="checkbox"/> Haiti | <input type="checkbox"/> Egypt | <input type="checkbox"/> Ethiopia | <input type="checkbox"/> Nepal | <input type="checkbox"/> Indonesia |
| <input type="checkbox"/> El Salvador | <input type="checkbox"/> Niger | <input type="checkbox"/> Uganda | <input type="checkbox"/> Myanmar | |

Employee Signature: _____

Date: _____