



### PHILIPS HEALTHCARE AND CHARITABLE DONATIONS

In addition to providing advanced and innovative medical technology, Philips Healthcare has a long tradition of making charitable donations to advance and expand the reach of health care and medical education throughout the United States.

Because Philips Healthcare receives hundreds of requests for charitable donations, both in cash and in kind, every year, we publish this informational sheet to give guidance to charitable organizations to help them decide whether to submit requests for donations to us and what information should be included in their requests. This donation process does not apply to requests for research grants and grants to defray the expenses of medical educational, scientific or policymaking conferences, which are handled separately. It does, however, apply to requests to Philips Healthcare to participate in charity fundraising events.

In pursuing its charitable donation program, Philips Healthcare evaluates requests for donations based on philanthropic priorities that are established by a central Donations Committee. A list of Philips' current philanthropic priorities can be found on our website, along with this page, at

[http://www.medical.philips.com/us/about/company/corporate\\_contributions.wpd](http://www.medical.philips.com/us/about/company/corporate_contributions.wpd)

As a leading medical device supplier, Philips Healthcare is a member of AdvaMed and MITA, two industry organizations that have established Codes of Ethics for Interactions with Health Care Providers. These Codes of Ethics, as well as federal and state laws, mandate the independence of our donation program from our sales efforts. Consequently, it is Philips Healthcare's policy to make donations to charitable organizations other than health care providers. In addition, otherwise worthy donation requests that appear to be linked to past, present or future sales of Philips products or services may not be funded. Accordingly, Philips sales representatives and executives may not be involved in making decisions on donation requests, and communications with Philips concerning charitable donations should be with the administrator identified below.

Although Philips Healthcare does intend to review requests promptly, because of the volume of requests and the meeting schedule of the Philips Healthcare Donations Committee, the decision time on requests may exceed a month.

To assist requestors of charitable donations, Philips Healthcare has prepared the attached checklist of information required by our donations process. If you have questions about applications for donations, please contact our compliance administrator, at [compliance.administrator@philips.com](mailto:compliance.administrator@philips.com)

## DONATIONS CHECKLIST

- q Requests for charitable donations should be made by an officer of the organization seeking the donation on the organization's letterhead, and should include the following:
- The full legal name and address of the requesting charitable organization and a contact person;
  - A detailed description of the use to which the requested donation would be applied, including a requested amount and budget where feasible (required for requests of \$10,000 or more). This description should fully explain how the benefiting program aligns with Philips' current philanthropic priorities to ensure its suitability;
  - The organization's Federal Tax Identification Number;
  - A description of the organization's charitable mission and if the organization's mission involves the support of a particular health care provider, their relationship should be fully explained.
- q Documentation that the requesting charitable organization is a 501(c)(3) organization under the Internal Revenue Code, preferably a letter from the Internal Revenue Service.
- q A list of the organization's executive officers and board of directors or trustees, specifically identifying if any are employees, officers or directors of a health care provider. This information is used to help determine the organization's independence from a health care provider. Under Philips guidelines, no more than 25% of the board members or any executive officer of the charitable organization may be an employee or officer of a health care provider that is likely to benefit from Philips' donation.

You may direct applications to the Compliance Administrator, by any of the following:

**MAIL:**

Compliance Administrator  
Law Department, MS 522  
Philips Medical Systems  
22100 Bothell Everett Highway  
Bothell, WA 98021

**FAX:** 425/487-8135

**E-MAIL:** [compliance.administrator@philips.com](mailto:compliance.administrator@philips.com)