Guiding Principles of Oak Hill Philanthropy

GIFT POLICY

OVERVIEW

The mission of Oak Hill – an organization that sets the standard, partnering with people with disabilities, to provide services and solutions promoting independence, education, health, and dignity – would not have been advanced over the years and would not be possible today without the generosity and foresight of generations of Oak Hill's alumni and friends and their philanthropic gifts to Oak Hill.

This Statement outlines how philanthropic gifts are considered, accepted, and administered by Oak Hill (the Organization). It is intended to be a high-level governance policy that, together with a set of guiding principles, ensures that all gifts to or for the use of the Organization are structured to further the Organization's mission while also ensuring fidelity to donor intent.

The Organization does not provide legal or tax advice regarding philanthropic gifts, and donors are strongly encouraged to discuss gift planning with their professional advisors.

Several overarching principles guide the Organization's efforts to solicit and accept gifts, to agree to gift terms, to recognize donors, and to manage funds. They include:

1. **ADHERING TO INSTITUTIONAL VALUES:** The Organization is committed to respecting the rights, differences, and dignity of individuals; to demonstrating honesty and fair play in all dealings; and to pursuing excellence at all times in all aspects of its work. The Organization will not accept a gift which may damage or compromise the Organization's reputation, which is not in the best interests of the Organization's community, or which is not consistent with the Organization's core values. The Organization will not knowingly encourage any gifts from donors whose disclosed personal or financial background depart significantly from these values.
2. **ENSURING ALIGNMENT AND AUTONOMY**: The Organization seeks and depends upon philanthropic gifts that align with the Organization's mission, priorities and needs of the institution, that honor the intentions of donors as expressed in the terms of such gifts, and that allow control and flexibility regarding the use and administration of gift funds. No gift will be accepted that imposes an unreasonable or undue financial, legal or administrative burden on the Organization or on its staff, students, participants or other resources.
3. **ENSURING OUR COMMITMENT TO THOSE WE SERVE**: The Organization maintains a fundamental and enduring commitment to the service and support of people living with developmental, intellectual, and physical disabilities. No gift will be accepted which violates the Organization's ability to maintain the

integrity or commitment to this principle.

These principles inform the Organization's approach to the solicitation and acceptance of gifts and facilitate consistent gift administration in support of the Organization's mission. The Organization is mindful that, under IRS regulations, a philanthropic gift must be characterized as the complete transfer of assets from the donor to the Organization without the donor receiving a material benefit in return. At the same time the donor irrevocably transfers ownership and control over the funds to the Organization. From time to time the Organization will establish policies and procedures designed to ensure that the Organization will act in a manner that is consistent with the principles outlined herein and to ensure that the Organization will act in compliance with IRS and other government laws and regulations.

GIFT REVIEW COMMITTEE

As fiduciaries of the Organization, the Organization's Board of Directors has ultimate authority over the acceptance of gifts that it delegates to the Chief Development Officer. The Gift Review Committee is led by the Chief Development Officer and shall be comprised of Oak Hill's Chief Development Officer, Chief Financial Officer, Chief Executive Officer, and Chief Operating Officer. It is charged with the general oversight of the Organization's policies related to the solicitation, acceptance, and administration of charitable gifts, including this Gift Policy, which the Gift Review Committee may propose to amend from time to time. The Gift Review Committee is responsible for reviewing unusual or complex issues pertaining to certain gifts, for considering the application of gift policies to particular cases brought to the Gift Review Committee, including exception requests, and for performing other functions as requested by the Board of Directors.

SOLICITATION OF GIFTS

The Organization's development staff and administrators prioritize building strong relationships with donors, supporters and stakeholders, to best understand their needs and interests, engage them in meaningful ways, and inspire them to become advocates for our mission.

The Organization's development staff and administrators are responsible for knowing and adhering to restrictions on gift acceptances and volunteer engagement that relate to perceived conflicts and other considerations. These include gifts that might be construed as advancing a donor's business interests rather than the interests of the Organization, and gifts that would pose substantial risks to the Organization because of the source or the purpose of the funds. The Organization, acting on recommendations from the Gift Review Committee, has the right to refuse any gift from any donor and the right to rescind its acceptance of a gift that is determined to be inconsistent with the

principles outlined in this Gift Policy.

CHARITABLE GIFT TYPES

1. Cash
   All charitable gifts by cash, check, money order, or credit card shall be accepted by the Organization.

2. Marketable Securities
   Marketable securities may be transferred electronically to an account maintained at the Organization's brokerage firm. All marketable securities will be sold promptly upon receipt unless otherwise directed by the CFO.

3. Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Annuities and/or Retirement Plans
   Donors are encouraged to make bequests to the organization under their wills, and to name the Organization as the beneficiary under trusts, life insurance policies, annuities and retirement plans. The Organization will not act as an executor.

4. Tangible Personal Property
   The department accepting the items shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations:

   - Does the property further the organization's mission?
   - Is the property marketable?
   - Are there any unacceptable restrictions imposed on the property?
   - Are there any carrying costs for the property for which the organization may be responsible?
   - Is their title/provenance of the property clear?

5. Real Estate
   All gifts of real estate are subject to review by the Gift Review Committee. Criteria for acceptance of gifts or real estate include:

   - Is the property useful for the organization's purposes?
   - Is the property readily marketable?
   - Are there covenants, conditions, restrictions, reservations, easements,

encumbrances or other limitations associated with the property?

- Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
- Does the inspection or environmental review reflect that the property is damaged or otherwise requires remediation?

6. Volunteered Services
   Gifts of service are contributions of actual, billable service directly related to the business or profession of the donor. Gifts of services will be recognized at the level of actual expenses invoiced but not to be paid.

7. Pledges
   Pledges may be payable in single or multiple installments. The pledge should not exceed five years in duration. All donors must complete a pledge form or confirm the pledge in writing. The pledge form will have an optional box to check indicating the donor's agreement that the pledge will be a legally enforceable obligation of the donor's estate if the donor dies before the pledge is completed.

ACCEPTANCE OF GIFTS

Gifts are accepted when they are found to advance the mission of the Organization and are made in accordance with the following principles:

- A gift will not be accepted if the funds or property donated have been acquired by other than legal means, or for which clear title to the donated asset will not flow directly from the donor to the Organization.
- A gift will not be accepted if the gift is too restrictive in purpose, requires expenditures beyond the Organization's resources, or compromises the Organization community.
- A gift will not be accepted if the intended purpose of the gift and/or being associated with the donor of the gift could, in the judgment of the Gift Review Committee or the Board of Directors, inflict damage on the Organization's reputation, standing, or integrity or is contrary to the Organization's values.
- At the request of a donor the Organization may treat a gift as anonymous. However, a gift will not be treated as anonymous if the purpose of anonymity is to shield the Organization from damage to its reputation or to disguise a gift which otherwise would not be accepted.
- The acceptance of a gift does not imply nor mean that the Organization endorses or approves of the donor's views, opinions, businesses, or activities.

- The Organization is committed to transparency and will share information about the receipt of gifts in a way that best serves the Organization's interests and respects donors' wishes.
- The Organization is authorized to repurpose a gift or its resulting fund, working in consultation with the donor or related parties, if possible, if the designated purpose of the gift or fund is no longer feasible or appropriate or if the full gift amount pledged is not received.

RECOGNITION OF DONORS AND NAMING OPPORTUNITIES

The Organization may acknowledge gifts and/or honor an individual through the naming of a fund, physical space, staff position, program, among other approved Organization purposes. Naming is one way the Organization acknowledges the generosity of donors and honors those whose service to or affiliation with the Organization has had considerable impact. Certain types of naming recognition may not be permitted, and some names may not be used, including those of corporations, governments, sitting heads of state, and current Organization staff. The naming of physical spaces may be bound by a determined time limit and in all cases will extend only for the useful life of the space.

In considering proposals for a naming opportunity, all parties acting on behalf of the Organization shall exercise judgment about the individual or entity the proposal is intended to honor. In general, the Gift Review Committee, or those to whom authority to approve naming proposals is delegated, will not approve proposals for naming where, in their judgment, doing so: does not align with the Organization's mission and values; compromises the core work of the Organization; and/or associates the Organization with a name that could inflict damage on the Organization's reputation.

The Organization reserves the right, on reasonable grounds and with due process as outlined herein, to revoke and terminate its obligations regarding a naming if, including, but not limited to:

- The Organization determines its association with the donor or the honoree could cause damage to the Organization's reputation, standing or integrity or is contrary to the Organization's values. This determination will be guided by the Organization's mission and values.
- In the case of a naming associated with a gift, the donor fails to fulfill the terms of the gift that is recognized by the naming.

The appropriate Organization representatives will make all reasonable efforts to inform in advance the original donors or honorees when the naming period is deemed concluded. The Organization may provide alternate recognition as appropriate in honor of the original gift.

MANAGEMENT OF FUNDS

As with all Organization funds, donated funds are invested pursuant to the policies of the Organization. Any endowed fund is invested collectively under the direction of the Oak Hill Foundation Board in a manner that seeks to support current programmatic needs while preserving the endowment's purchasing power for future generations. The Organization will not accept gifts that would limit the Organization's discretion to manage and invest Organization funds.

The investment performance is detailed in the Organization's annual report.

Generosity has made Oak Hill what it is today. By ensuring that every gift is used wisely, effectively, and fairly, the Organization honors the aspirations and hopes of those who sought— and seek—to preserve its excellence and to advance its mission in perpetuity.