



# Corporate Citizenship Policy

**June 2007**



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## **I. Introduction**

FHLB Des Moines actively participates in the community, providing financial and in-kind contributions to a diverse mix of business, civic, and charitable programs whose efforts enrich the affordability of housing, economic development and social well-being of children and families living in our five-state district and in the Des Moines area. We believe corporate citizenship is good business and incorporates the Bank's charitable giving, industry and civic sponsorships, employee volunteerism, and employer Matching Gift Program.

This Corporate Citizenship Policy shall serve as a guide for the Bank's corporate citizenship for the Bank's employees and its management and board of directors.

## **II. Charitable Contributions**

FHLB Des Moines provides charitable contributions to nonprofit organizations that reflect our vision by supporting programs for underprivileged families and individuals, housing and economic development projects in the communities we serve.

## **III. Sponsorships**

FHLB Des Moines provides sponsorships to national and state industry trade associations and housing and economic organizations for the purposes of staging an event, providing a service or undertaking an activity that supports education for our member financial institutions and their communities in return for a public acknowledgement of our support. The Bank also provides local sponsorships that support our corporate residency and community.

## **IV. Employee Volunteerism**

We encourage our employees to volunteer and provide opportunities through our annual work project and information about volunteer activities in our local community. We also encourage employees to make charitable contributions of their own by matching their donations through our Matching Gift Program.



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## V. Guidelines

The Bank's Corporate Citizenship Policy recognizes the importance of contributions to civic and charitable organizations. The Corporate Citizenship Policy:

- ensures that all donations, sponsorships, volunteer activities, and in-kind services are coordinated and aligned with business goals,
- maximizes opportunity for corporate visibility,
- fosters long-term business relationships, and
- provides a central point of contact for internal and external requests.

The Bank's many requests far exceed our available resources. Consequently, the Bank focuses its support of civic and charitable affairs on programs that deal with:

- Transitional housing, shelters, and programs that support services for homeownership and multi-family housing,
- Services that benefit low to moderate income individuals and families,
- Individual self sufficiency programs and services for single parents,
- Economic development projects, and
- Cultural diversity in the communities which the Bank serves.

Generally, the following are not considered eligible to receive corporate citizenship contributions from the Bank:

- Organizations that do not have an Internal Revenue Code 501(c)(3) non-profit determination of tax status
- Individuals
- Political campaigns and lobbying organizations
- Fraternal organizations
- Labor, political or religious organizations except when the activity being sponsored by a religious organization is secular, such as a food kitchen, shelter or programs that provide services to underprivileged individuals and families
- Educational institutions, including, but not limited to: foundations, school fundraisers and Parent Teacher Associations
- Advocacy organizations
- Organizations outside of the geographic areas of our five-state district, with the exception of national and state organizations whose purposes complement our mission and whose needs arise from crises like natural disasters and public health emergencies



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## **VI. Corporate Citizenship Requests**

All incoming and outgoing requests for charitable contributions, sponsorships, in-kind services and business courtesies will be coordinated and administered by the Bank's Communications and Administration Department. Individual employees may not respond to requests from (or solicit from) individuals or organizations that have an actual or potential business relationship with our companies.

Incoming or outgoing requests for sponsorships, charitable donations, volunteers, in-kind services, and gifts or business courtesies must be made in writing (email is acceptable) and forwarded to Communications and Administration for research, review, and final disposition. Communications and Administration will communicate directly with agencies regarding approved requests and coordinate any collateral activities such as ads, tickets, invitations, banners, etc. When appropriate, Communications and Administration will also communicate directly with agencies regarding denied requests.

Contributions and sponsorships to any one organization that exceed \$5,000 in one calendar year require approval by the President or Chief Business Officer.

## **VII. Reporting and Planning**

The Bank's Communications and Administration Department will provide semi-annual reports to Management and the Board of Directors on the Bank's corporate citizenship efforts.

Beginning in 2008 and annually thereafter, the Bank shall have an annual Corporate Citizenship Plan and budget approved by the Board of Directors. Such budget may be established as a fixed dollar amount or be calibrated as a percentage of the Bank's projected net income.