

# Charitable Contributions

## Policy Statement

It is the policy of Kimberly-Clark to make reasonable contributions to qualified charitable, educational and similar organizations.

## Policy Comment

It is the intent of this policy to:

- Contribute cash or other assets to qualified organizations in each year, provided that the aggregate amount in any one year shall not exceed one and one quarter percent of the Corporation's average U.S. pre-tax income of the preceding three years, and further provided that such contributions of any products or real property of the Corporation shall be excluded from the foregoing limitation.
- Administer the contributions program pursuant to rules established by the Chief Executive Officer.
- Manage the disbursement of charitable funds at the local level in communities where the Corporation has facilities and through the Kimberly-Clark Foundation for gifts to national organizations.

## Charitable Contributions Policy Instructions

- The Chief Executive Officer or the President and Chief Operating Officer will annually set a maximum level of charitable contributions for each deputy with responsibility for a business or service unit in the U.S. These deputies will submit to the CEO or the President and COO, as the case may be, an annual contributions plan detailing proposed contributions for their respective areas of responsibility.
- The deputies may approve changes to their plans, if such changes do not result in increased spending for contributions in the aggregate.
- Multi-year commitments to charitable organizations, whether conditional or unconditional, shall be reviewed with the Corporate Controller, or his or her designee, prior to making such a commitment.
- Periodic status reports, as specified in Corporate Financial Instruction 27-40 and Appendices A, B and C, are required from each unit. Information required for budget purposes will also be specified by the Corporate Controller.
- Kimberly-Clark's United Way contributions for each unit must be approved by an officer or manager of the Corporation with site or facility responsibility for the respective site or facility making the contribution. The contributions at each location will match employees' giving/pledges on a 1:1 basis.

- Delegation of authority (except as limited above) and overall control of the program are the responsibility of the respective unit and staff senior managers reporting to the CEO or President and COO.
- Requests for contributions beyond the scope of a unit's budget must be submitted through line management for the CEO's or President and COO's approval.