

APAC Charitable Product Donation Guidelines

Arthrex supports a variety of charitable and not-for-profit organisations. Each product donation request is evaluated on the individual project's merits, and all requests must be reviewed by the Arthrex Grant Committee for approval. All contributions must be vetted and no contribution is allowed without approval.

In order to submit a charitable product donation request, an Application for Charitable Product Donation must be filled out and sent in with the additional information regarding your organisation attached.

All requests for support are firstly reviewed by the APAC Regional Grant Committee then, if approved, by the Global Grant Committee, both generally meet once per month. Members of the committees include senior representatives from the Medical Education, Finance, Legal, Compliance and other departments as well as adjunct members from Operations for international donation requests. Company associates from Sales and Marketing may provide input and information on submitted requests but do not have a vote in award decisions. No employee or independent sales representative is authorized to commit charitable grant funding without the prior approval of the Arthrex Grant Committee.

Factors our committee considers as part of the review process include the following:

- **Content:** Arthrex intends to support quality charitable projects that are aligned with our strategic objectives. Projects that are unrelated to orthopedics/sports medicine, that are not of significant educational or humanitarian value, or that are duplicative of other projects funded by the company may be denied.
- **Scope of Work:** Programs that serve a larger audience or which have a greater impact on the medical needs of the community may receive greater consideration than those of limited scope.
- **Location:** The site must be appropriate and conducive to achieving its charitable objectives. The company reserves the right to reject a request if the site appears inappropriate.
- **Budget:** Arthrex will assess the reasonableness of the detailed budget provided by the requester, ensuring components appear in line with our organisation's mission and fair market value. Product donations will be restricted to the direct, charitable component of the program. The company may reject a request or award a lesser amount based on the budget or due to internal charitable grant budget constraints.
- **Compliance:** Consistent with APACMed and AdvaMed Code of Ethics and Arthrex internal policies.

Note: Arthrex policy does not allow Arthrex to serve as the exporter of product donations to international destinations.

What products are eligible for donation?

Arthrex will only donate products that are approved and/or compatible with equipment in the country where the device will be utilized. Requests for product donations must be as specific as possible for the need to be served. The particular products that may be donated under this program shall be determined by the Grant Committee. The Committee reserves the right to amend or discontinue the program at any time.

Can my sales representative prepare and submit a charitable request application for me?

No. Consistent with the APACMed and AdvaMed Code of Ethics and Arthrex policy, sales representatives may not prepare and submit product donation request applications on behalf of customers. Sales representatives may direct applicants to the information available at the Arthrex web site regarding the Charitable Product Donation Request Program, and provide applicants with electronic and printed materials. This reflects our commitment to the Code of Ethics, and the practical reality that sales representatives will not have all of the required information and documents. Sales representatives are subject to disciplinary action for participating in any prohibited activities related to the program.



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Who at Arthrex decides whether to approve or deny a charitable grant product donation application?

The Grant Committee reviews and makes the final decision for all charitable grant applications.

Can my sales representative make sure my charitable application is approved?

No. Consistent with the APACMed and AdvaMed Code of Ethics and Arthrex policy, we do not permit sales or marketing personnel to participate on the company Grant Committee.

What does the Grant Committee consider when reviewing Charitable Product Donation applications?

The Grant Committee's decisions are based on several factors, including:

- Whether the proposal satisfies our grants program criteria
- Quality of the event, activity or program
- Available budget for grants

Can we expect our charitable grant applications to be approved since we are an important Arthrex customer?

No. Consistent with the APACMed and AdvaMed Code of Ethics and Arthrex policy, any decision will be based on the merits of the specific grant application at issue. No consideration may be given to the amount of business that a customer has done or may do with our company.

Are there any deadlines?

Yes. Because the Grant Committee meets approximately once a month, we recommend that you submit your charitable donation request application as soon as possible to make sure we have all required information in time.

- Product donation must be received a minimum of 90 days in advance to assure that there is sufficient time for approved product donations requests to be reviewed. Note: Arthrex will not act as the exporter for any product donations.

Every charitable request grant application will be reviewed. Arthrex does not make any payment of funds to individual surgeons; we require the name of a foundation or related not-for-profit entity in order to process donations.

As the Grant Committee reviews the multitude of donation grant applications we receive each year, it may decide to fund different types of projects on an annual basis. Always submit your donation request allowing plenty of time to seek alternative funding in case the Grant Committee decides to decline your request or reduce the support you received in the past.

If you approve less than I requested, may I resubmit a charitable grant application for the unapproved amount to the Grant Committee, or someone else at Arthrex?

No. The Grant Committee does not approve multiple grants for product donations to the same charitable project. If the Committee approved less than what you requested, it decided to do so based on criteria discussed above.

Finally, no other group or individual within Arthrex may provide product donation grants for projects that are within the scope of the Grants Program; only the Grant Committee may provide such approval.

