

SINCLAIR EMPLOYEE DONATION MATCHING PROGRAM

Updated January 1, 2024

PURPOSE OF THE PROGRAM

Sinclair, Inc. (“Sinclair” or “Company”) will support and enhance our employees' charitable cash gifting through the Sinclair Employee Charitable Gifts Matching Program (the “Program”). The Program is effective for qualifying charitable contributions made on or after March 23, 2023 (the “Effective Date”). Through matching charitable contributions by Sinclair, the Company seeks to encourage eligible Sinclair employees to make charitable contributions to support activities and efforts that are important to its employees. The Program is governed by the terms and limitations of this document and also by any facilities, rules and procedures established by Sinclair, or by any vendor engaged by Sinclair, for administration and operation of the Program.

GUIDELINES AND ELIGIBILITY

Eligible Employees

Only regular U.S. based employees, both full and part-time, of Sinclair and its subsidiaries are eligible to participate in the Program (sometimes referred to as “eligible employees”). Donations made prior to an employee’s commencement of employment are not eligible for matching under the Program.

Matching Limits

Subject to the terms of the Program Sinclair will match 50% of an employee’s qualifying cash donation(s) to eligible organizations, up to an annual per-employee dollar cap on matching contributions equal to \$250 for all qualifying donations made by a single employee in a calendar year.

YourCause

Sinclair currently partners with *YourCause* by *Blackbaud* to support the Program. YourCause provides a secure web portal for employees to make donations directly to eligible organizations. YourCause will also provide receipts for contributions made through the portal to eligible organizations in order to facilitate qualification for tax deductions.

For instructions on how to make qualified donations, apply for matching contribution or review donation history please reference the “Charity Matching Portal FAQ” reference guide.

Employee Donations

In order to be eligible for matching contributions by Sinclair, an eligible employee must make at least one donation to an “eligible organization” (as defined below) at any time during a calendar year. Of course, employees may, and are encouraged to, donate to multiple eligible organizations in a year. All donations eligible for matching under the Program must be cash amounts; donations of services, stock or other property will not be eligible for matching.

In order to qualify for matching under the Program, the cumulative minimum amount an employee can donate to all eligible organizations in a calendar year is \$25.00. The cumulative maximum amount an employee can donate to all eligible organizations under this Program that can qualify for matching is

\$500.00 per calendar year. Of course, employees may make donations above \$500 per year; however, these donations will not be eligible for the matching contributions once the annual limit is met.

Donations must be made, or at least verified and recorded, online through YourCause using a personal credit card, banking arrangement or Apple Pay. Employees may also record their “offline donations” in the YourCause web portal. Offline donations include payments made by the employee to an eligible organization outside of the YourCause web portal. An example of an offline donation is a check written at a charitable event. Documentation of the contribution must be verified and uploaded in the YourCause portal by the last day of the month in which the donation was made.

The Company is not by this Program guaranteeing or promising any tax deduction result for any employee.

If employment ends, the employee will no longer have access to the YourCause web portal and eligibility to participate in the program will end on the termination date. All eligible donation activity by the employee, including the recording of “offline donations”, must occur before the termination date.

Eligible Organizations

An “eligible organization” under the Program is an organization organized and resident in the United States (1) that qualifies as tax exempt under the Internal Revenue Code (“Code”) section 501(c)(3) and (2) to which charitable contributions are deductible under Code section 170. Only charitable contributions to eligible organizations by eligible employees may be eligible for matching under the Program. YourCause extensively reviews qualified charitable organizations and promptly removes any organization that participates in questionable activity.

Organizations for political candidates and/or campaigns, religious organizations for sectarian purposes (but not excluding activities such as soup kitchens, food pantries or other community social support) and charities that discriminate based on race, color, religion, sex, age, national origin, disability or any other characteristic protected by law, espouses hate or violates anti-terrorism laws, are not eligible to receive donations or matching under this Program. Notwithstanding the above, the Company in its sole discretion has the authority to deny any request for a match to any organization.

Sinclair and YourCause will review charitable organizations monthly for eligibility prior to sending any matching contributions.

Stranded Funds Remediation

In the event that a donation submitted through the company's donation match program cannot be processed or delivered to the intended charitable organization due to circumstances beyond our control (such as the charity being non-operational, inability to verify the organization's eligibility, or any other unforeseen reasons), the funds will be returned to the Program and redistributed to the default charity; Feeding America.

To ensure transparency and provide employees with the opportunity to address any issues with their donation(s), employees will receive two reminders before the funds default and are redistributed to Feeding America. These reminders will be sent to the employee's registered contact information on file.

Sinclair's Matching Contributions

Sinclair will review the eligible employee donations, calculate the matching contributions, and make the matching donations to the proper eligible organization through YourCause.

Sinclair's matching contributions under this Program will normally be made on a monthly basis as soon as is administratively feasible. This means that in most cases a matching contribution may be made after the end of the calendar month or calendar year in which the corresponding employee donation was made.

The employees' donation(s) must be recorded in the YourCause system by the last day of the month in which made (*i.e.*, January 31st, February 28th, March 31st) in order to qualify for matching allocation under the Program for that month.

Employee donations made to eligible organizations outside of the YourCause system but not recorded/uploaded in YourCause system in a timely manner may still be eligible to qualify for a match. For example, if an offline donation was made in February but not recorded in YourCause until August, the matching contribution will be processed with the donations made during the month ending August 30th.

The Charitable Organizations will receive any employee-initiated credit card donations along with the company matching contributions, including match contributions for any offline donations, within 60 days of the end of the month in which the donation was recorded in the YourCause system.

GENERAL INFORMATION

Sinclair reserves the right to amend, modify or terminate any or all of the provisions of the Program, in whole or in part, at any time, with or without notice, at the sole discretion of Sinclair. The interpretation and administration of this Program shall be determined by Sinclair, in its sole discretion.

This Program does change the nature of the employment relationship and does not constitute a contract of employment and is not an employee benefit to which anyone is entitled.

For those few locations where some employees are represented by a union, those employees may or may not be eligible to participate in this program.

QUESTIONS

If you have questions about this Program, please contact your local HR representative or SinclairBenefits@sbgvtv.com.