

CHARITABLE PRODUCT DONATION GUIDELINES

OsteoMed supports a variety of charitable and not-for-profit 501(c)(3) organizations. Each product donation request is evaluated on the individual project's merits, and all requests must be reviewed by the OsteoMed Charitable 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 Donation must be filled out and sent in with the additional information regarding your organization attached. All requests for funding are reviewed by the Chief Executive Officer, Chief Finance Officer and Chief Compliance Officer. 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 OsteoMed Compliance Committee.

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

Content – OsteoMed 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 – OsteoMed will assess the reasonableness of the detailed budget provided by the requestor, ensuring components appear in line with fair market value. Funding 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 AdvaMed Code of Ethics and OsteoMed policies.

What is a patient assistance product donation?

A patient assistance product donation is a type of charitable grant whereby OsteoMed donates product to benefit indigent persons who do not have or do not qualify for insurance, governmental assistance or other funding sources. OsteoMed policy does not allow OsteoMed to serve as the exporter of product donations to international destinations.

What products are eligible for donation?

OsteoMed 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 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 AdvaMed Code of Ethics and OsteoMed policy, sales representatives may not prepare and submit research request applications on behalf of customers. Sales representatives may direct applicants to the information available at the OsteoMed web site regarding the Research 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.

Who at OsteoMed decides whether to approve or deny a charitable grant application?

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

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

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

What does the Compliance Committee consider when reviewing research applications?

The Compliance 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 Compliance grant applications to be approved since we are an important OsteoMed customer?

No. Consistent with the AdvaMed Code of Ethics and OsteoMed 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 Compliance 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 requests for devices that will be used within the United States must be received a minimum of 5 days in advance.

Product donation requests for devices that will be used outside of the United States must be received a minimum of 60 days in advance to assure that there is sufficient time for approved

product donations to satisfy all applicable customs/export requirements. **Note: OsteoMed will not act as the exporter for any product donations.**

If your application is submitted with less than the required timeline, you must also contact the Compliance Committee Administrator to indicate your online submission. Applicants will be notified upon the final committee decision.

Every Charitable request grant application will be reviewed. OsteoMed 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 funds. A current IRS form W9 must be provided by the foundation or institution.

As the Compliance 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 research request allowing plenty of time to seek alternative funding in case the Compliance 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 Compliance Committee, or someone else at OsteoMed?

No. The Compliance 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 OsteoMed may provide product donation grants for projects that are within the scope of the Charitable Grants Program; only the Compliance Committee may provide such approval.