

Charitable Contributions at a Glance – Effective February, 2010

“...We are responsible to the communities in which we live and work and to the world community as well...”

-Our Credo

We are committed to fulfilling Our Credo by promoting the well-being of our communities, both locally and nationally, primarily through the support of 501(c)(3) non-profit organizations.

From our headquarters located in Titusville and Raritan, NJ we administer a direct giving program that supports 501(c)(3) non-profit organizations in our local region (Mercer, Somerset, and Hunterdon Counties in New Jersey and Bucks County in Pennsylvania) in the following areas:

- Health & Welfare
- Education
- Culture & Arts
- Social & Economic Issues

Outside of our headquarters area, our charitable giving is focused on supporting programs and services aimed at improving the quality of life for individuals and their families impacted by the following diseases:

- Attention-Deficit/ Hyperactivity Disorder
- Bacterial Infectious Diseases
- Bipolar Mania
- Epilepsy
- Schizophrenia
- Thromboembolic Disease

We also support efforts surrounding the following:

- Access to Health Care
- Appropriate Treatment of Pain
- Women’s Health

Initiatives assisting the underserved or addressing healthcare disparities across ethnic groups are of particular interest to our organization.

Our guidelines discourage contributions for the following:

- Organizations that do not have a valid 501(c)(3) tax status
- Individuals
- Capital campaigns (building funds, etc.)
- Endowment funds
- Political organizations
- Sectarian or religious organizations that do not serve the general public on a non-denominational basis
- Loans
- Trips and tours
- Organizations whose missions/objectives do not meet our contributions guidelines
- International programs and services

In addition, our guidelines also discourage our giving a cash donation to organizations that have received funds from another member of the Johnson & Johnson Family of Companies.

Requests for contributions must be submitted online. By using our online submission system, together we can greatly reduce the amount of paper we use. In order to submit a form online, you need to go to the appropriate divisions’ websites, found on the cover of this brochure, and select the “Our Giving” link. Here, you will find information about how to request a donation. *Please make sure to select the appropriate division based on the therapeutic area for which you are requesting support.*

The following information will be required for a contributions request:

- Organization’s name
- Mailing and email addresses

- Phone and fax numbers
- Name and title of appropriate contact person
- Organization’s tax ID number
- A description of the contribution/sponsorship being requested (including dollar amount, nature of the program/event, timing and any other useful information)

Requests should be inclusive of all support you would like in the current calendar year.

The following additional information will also be required. **For request amounts up to \$10,000.00, only the bold items are required.** For request amounts \$10,000.00 or greater, include all items listed.

Organization Information:

- **IRS Determination Letter showing 501(c)(3) status**
- **W-9 Form**
- **Mission statement**
- **Geographic area and population served**
- **Percent of spending on administration costs, fundraising, and program services**
- **Number of individuals served each year**
- **Percentage breakdown of total revenue sources by category (% individual, government, corporate, etc.)**
- **Listing of top ten prior year corporate donors and individual amounts contributed**
- **Number of paid full-time staff, paid part-time staff, number of volunteers**
- **Overall fundraising goal for this year**
- **Listing of any other financial or in-kind support received from Ortho-McNeil-Janssen Pharmaceuticals, Inc., or any of its divisions, within this calendar year.**
- **Listing of board of directors and trustees. Notification if any of our employees serve on your board of directors.**
- Most recent audited financial statements and statement of non-discrimination

Project Information:

- Detailed description of project, including objectives, expected outcomes, and how you will measure success
- Indication of whether project is existing or is a new program (or for your general support)
- Line item budget
- Estimated number of clients to be served
- Total amount of request and how this contribution will be used
- Listing of other funders and amount they are funding
- Indication of how you will acknowledge our contribution

Please note the cycle time from when you have submitted a request to when you will receive notification of its disposition is approximately 10 weeks. Requests should be submitted as early as possible, but no less than **ten weeks** prior to when the desired contribution is needed. Any charitable contribution should be considered as a one-time donation. While we consider request for support in subsequent years, we do not make multi-year commitments and there is no guarantee that any donation will be renewed from year-to-year.

Before using our name or corporate logo in any promotional materials, beyond what is specified in the request, recipients must provide us with the opportunity to review such material. The use of our name or corporate logo, or other trademarks or copyrighted materials, is not permitted without our prior written approval.

All matters related to charitable contributions must be sent directly to our Charitable Contributions Department.

Please note that our company posts on a website accessible to the public, information regarding donations made. This posting includes the identity of the recipient, the monetary value of

the funding, the purposes for such funding, and other information that the company determines is appropriate.

Contributions are given without any expectation for a return benefit to our company. Under no circumstances are charitable contributions contingent on the performance, receipt of services, or recommendation to use our products.

We can be reached at:

Mailing Address:

Contributions & Community Affairs Department
Ortho-McNeil-Janssen Pharmaceuticals, Inc.
1125 Trenton-Harbourton Road
PO Box 200
Titusville, NJ 08560-0200

Telephone Number:

908-218-6095

Email Address:

contributions@janus.jnj.com

Fax Number:

609-730-2378

Educational Grants:

Requests for the following should be submitted through our education grants process:

- Educational programs for healthcare providers
- Patient or provider disease-related educational materials (i.e. pamphlets)
- Fellowships and scholarships
- Grand rounds

To learn more about our educational grants program, please contact us at 866-447-2687 or Edgrants@ompus.jnj.com. Please note an activity cannot be funded through both a donation and education grant. Please ensure you submit your request under the appropriate process.

Charitable Contributions Giving Guidelines

