

# Workplace Giving factsheet

For Employers



## Who is Garvan Institute of Medical Research?

The Garvan Institute of Medical Research is one of Australia, and the world's, leading biomedical research institutes, pioneering study into some of the most widespread diseases affecting our community today. For more than 50 years, Garvan scientists have achieved significant breakthroughs in the understanding and treatment of diseases that impact most people during their lifetime, including cancer, diabetes, Alzheimer's and Parkinson's disease, asthma, arthritis and osteoporosis.

While Garvan's history is illustrious, our future is even brighter. Through our revolutionary research into genomics and epigenetics, our team of 650 scientists are unlocking the key to diseases quicker than anyone previously dreamt possible.

## What is Workplace Giving?

Workplace Giving enables employees to make a pre-tax donation to a selected charity through your organisation's payroll department. It's a simple and highly-effective way for companies to engage their employees, build relationships with organisations that share similar ideals and goals, and assist the community through charitable giving.

By allowing your employees to donate a portion of their pre-tax salary to charity you are providing them with:

- a convenient and tax-effective way to make a difference;
- an outlet for their desire to give back to the community; and
- a sense of team collaboration.

A Workplace Giving program isn't just good news for your employees; implementing a program will build your organisation's reputation in the community as one that makes corporate social responsibility a priority. By bringing your whole organisation together and pooling individual donations into a unified cause, your visible impact on the community will be immense.

“ Eight out of ten employees feel their company's Workplace Giving program reflects a genuine commitment to the community. ”

Choosing to dollar match employee donations is further proof that your organisation is committed to giving back, and supporting their staff in causes that they are passionate about. In a recent study 69% of young employees said that they would be more likely to engage in a Workplace Giving program if their employer matched their donation.<sup>2</sup>

## The benefits of partnering with Garvan for your Workplace Giving program

Garvan is proud of its achievements and we want to share those successes with the donors who make our research possible. By supporting Garvan through a Workplace Giving program, your organisation and staff have access to a range of engagement opportunities. These include invitations to forums, seminars and behind-the-scenes tours of our state-of-the-art facilities, and workplace visits where your staff can hear first-hand from leading scientists about their ground-breaking research.



“ Workplace Giving was a way to streamline our efforts and make more of an impact, as well as getting staff more involved. By introducing the dollar-for-dollar matching by our company, it was an added incentive for people to get on board and also allowed an opportunity for Fox Sports to contribute to Garvan's outstanding research work. ”

Zana Cox,  
Fox Sports HR Manager

<sup>1</sup> Workplace Givers Revealed, October 2015

<sup>2</sup> Young Australians: Motivations for Workplace Giving, November 2015



## How to start a Workplace Giving program

### Step one: plan

- Identify a small team of employees from different areas of the business such as payroll, marketing and HR. Together they can set up a Workplace Giving target for how many staff they would like to see participate in the program – best practice workplace giving programs generally achieve a 30% for consistency or higher participation rate\*.
- Lead by example and choose to contribute to, or match, employee donations. This is a great way to motivate employees to contribute and shows that the whole organisation is working together to make a difference.
- Prepare a sign-up form for employees to complete, giving permission for payroll to deduct their donation.
- Contact Garvan for banking information and your unique banking reference code.

### Step two: launch

- Launch the program with an event where employees can find out more about the Garvan and how to sign up to Workplace Giving. Representatives from Garvan can attend the launch and give insight into some of our ground-breaking medical research.
- Let your organisation know about the program via email, noticeboard announcements or through your internal newsletters and intranet. Share your targets for participation and highlight that when everyone gives together, even \$1 or \$2 per pay cycle will make a difference.

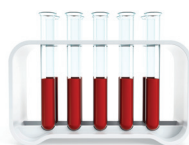
### Step three: administer

- Each employee chooses how much they'd like to donate by completed and submitting a donation form. Payroll automatically processes the donations each pay and the money goes directly to the charity via EFT or cheque.
- Once employees have agreed to participate in the Workplace Giving program, set them up as a vendor in payroll.
- There's no need for receipts. The individual donation amount should appear on an employee's payslip.
- At the end of the financial year, payroll lists the employee's total annual donation amount on their PAYG statement so it can be recorded on their tax return. For more information about the payroll process, visit [www.ato.gov.au](http://www.ato.gov.au).

## Thank you for your support

Corporate and community partners provide vital support, allowing our scientists to continue their cutting-edge research into the major diseases affecting Australians today.

### How much does research cost?



#### \$18 Test Tubes

More than 100,000 used each year, 7 tubes plus rack



#### \$400 Cryo Gloves

One reinforced pair, access 80 freezers across laboratories



#### \$15 Syringes

Box of 60, 30ml single-use plastic syringes



#### \$100 Petri Dishes

Box of 500, 25,000 used last year



#### \$10 Eppendorf Tube

Box of 50 safe-lock microcentrifuge tubes 1ml-2ml



#### \$30 Scalpels

Set of 20, Hundreds needed annually

If you require more information about setting up a Workplace Giving program there are a number of companies that can assist, including:

#### Good2Give

Phone: 02 9929 9633  
[www.good2give.ngo/](http://www.good2give.ngo/)

#### The Australian Charities Fund

Phone: 02 9024 8630  
[www.australiancharitiesfund.org.au](http://www.australiancharitiesfund.org.au)

For more information on supporting Garvan through your Workplace Giving program please contact:

Jessica Jones  
Corporate Partnerships Coordinator  
Garvan Research Foundation  
Phone: 02 9295 8115  
Email: [j.jones@garvan.org.au](mailto:j.jones@garvan.org.au)