



Donations and Sponsorship guidelines

The purpose of the donations and sponsorship guideline is to provide a framework that outlines how Befesa will select, manage and support its sponsorship and charitable giving activities.

- ✓ Charitable donations by Befesa may only be made where:
 - the donation is made in compliance with applicable laws;
 - the donation is not made to secure an improper business advantage; and
 - the donation is made to a properly established charity and there is a valid charitable purpose for the donation.
- ✓ No offers of Sponsorship shall be provided without the prior Internal Procedure* approved by the Executive of Company. A record of all Donations and Sponsorships should be maintained for audit purposes.
- ✓ No Employee in or relating to the course of his/her employment, shall make any payment or other contribution to any political party, political office holder or candidate.
- ✓ Donations or Sponsorship must not be made or offered in conjunction with, as part of or in relation to any bid, tender, contract renewal or prospective business relationship.
- ✓ Befesa will not enter into any charitable Donation or Sponsorship agreement with an organisation as a means of gaining favourable terms from that organisation or its affiliates/connected parties in any other business agreements.
- ✓ Befesa does not make any donations to parties, politicians or governments.
- ✓ All points should be read in conjunction with the Company's Anti-Corruption & Anti-Bribery, Anti-Money Laundering, Conflicts of Interest policy and Code of Ethics.
- ✓ Employees are encouraged to raise concerns about any instance, or suspicion, of malpractice at the earliest possible stage through the Whistleblowing Channel.

*A suitable internal control system, Befesa established a platform of Procedures that represents the rules of Befesa and its business units. Thus, the company achieves a common way to operate and to assess and mitigate the business risks inherent in the activity of Befesa and its companies.

Befesa clearly separates commercial from non-commercial projects. Each request is evaluated case by case. **Preference is given to groups and organisations that:**

- ✓ Are non-profit and can demonstrate community support and involvement.
- ✓ Can demonstrate how the money or donation is to be spent and the expected outcome of the event.
- ✓ Commit to acknowledging Befesa's contribution through the placement of various promotional banners, brochures, posters and the corporation's logo on promotional material, when appropriate.

- ✓ Commit to acknowledging Befesa's contribution by sending letters to community and political leaders, and reports on the event through local media, when appropriate.
- ✓ Commit to providing Befesa with a letter following the holding of the event that summarizes the outcomes and benefits.

The company takes part in joint activities with various external, often local partners with whom it shares common social interests and values.

As a global company, Befesa operates with local and international non-governmental organisations (NGOs) in many countries. In many instances, NGOs can provide the needed operations, services and experience to support the local communities, people and environment.

Befesa monitors the effectiveness and reviews the implementation of these guidelines, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.