

1. Introduction

Autocraft Solutions Group considers that charitable giving can form part of its wider commitment and responsibility to the community, and as part of its corporate social responsibility within the geographical and ethical areas in which it operates. The Company has historically supported a number of charities selected in accordance with objective criteria, following a risk assessment. We have also supported fundraising events involving employees.

We have a requirement to ensure that as far as reasonably practicable that charitable giving is carried out in a transparent and consistent manner. Autocraft Solutions Group also recognises and seeks to comply with obligations under the Bribery Act 2010 (and any amendments thereto). A copy of the Anti-bribery & Corruption Policy is available on the intranet or from Human Resources.

Autocraft Solutions Group does not make donations to any political parties. Employees and associated persons are not permitted to make any political donations to any organisations on our behalf.

This policy may be reviewed and updated at any time without notice. Any changes will be communicated as appropriate.

2. Scope

This policy applies to requests from all employees, officers, temporary workers, consultants, contractors, agents, and any other parties ('associated persons') acting for, or on behalf of Autocraft Solutions Group within the UK and overseas.

3. Aims

This policy aims to provide a framework for requests for charitable giving to be made, assessed, and administered in a consistent manner.

4. Process

Requests for any charitable donation, should be submitted to Human Resources using the Request for Charitable Donation Form, available on the intranet or from Human Resources. Please note that you may also need to complete a Third Party Publicity Consent Form in respect of images related to an approved donation that we may use. This form is also available on the intranet or from Human Resources.

Assessment will be made using the criteria and rules below, and the decision communicated to the requestor as soon as practicably possible.

Accepted requests that require a monetary payment to be made, will be passed to Finance for payment to be made in accordance with applicable financial administration processes. The requestor may be asked to provide bank detail of the charitable organisation to facilitate payment; where required, this should be submitted on the organisation's headed paper.

5. Criteria and Rules

Assessment of the request will be made using the framework of criteria and rules below. Please note that not all of the criteria may be used, and list is not intended to be exhaustive.

Doc No	Owner:	Authorised:	Location:	Classification:	Issue Date:	Page:
F4044	QHSE	S Ridley	Intranet/IMS/Policies	ASG	6/3/2023	Page 1 of 2

- Where we are contributing to sports teams, we rely on that teams’ membership of the relevant governing body (for example, the RFU for rugby football teams), as evidence that they have adequate and appropriate safeguarding procedures and processes in place.
- Where we are contributing to the charitable fund raising of an individual, we make the contribution direct to the charity.
- We do not make donations to any political parties.
- Employees and associated persons are not permitted to make any political donations to any organisations on our behalf.
- When considering requests, Company budget will be a decision-making factor.
- The Company will give preference to providing support to smaller, less prolific organisations within its local operating environments.
- In return for support given, we would expect to receive feedback and photographs (if appropriate) on how our contribution is being used and making a difference. For example, if we decide to sponsor a local sports team, we would expect to receive regular updates on how they are doing. If we have supplied playing/training kit, photographs of the team – **Note: this has GDPR implications and relevant permission need to be obtained.**
- By accepting a donation from the Company, you accept that we may use any associated information and imagery on our website and media platforms. You confirm that all the necessary consents have been given.
- Generally, requests should not exceed £500.
- Communicated decisions will be final.

6. Data Protection

All matters and processes connected to this policy will be managed in accordance with our General Data Protection Policy (available on the internet or from Human resources).

Relevant permissions must be obtained via the Third Party Consent Form (available on the intranet or from Human Resources) in relation to 3rd party information and/or imagery to be used for promotion and/or publicity purposes.

7. Monitoring & Compliance

Charitable spend will be monitored and the Company always reserve the right to stop spend if it deems it to be excessive within any given period.

Abuse of this policy and falsification of information provided when making a request will be considered as Gross Misconduct and managed under the Company disciplinary procedure. Proven allegations of Gross Misconduct may be subject to sanctions up to and including summary dismissal.

Document History

Rev	Section	Revision Detail	Author	Approver	Issue Date
1	All	New Policy	T Pugh	B Barr	17.5.24

Doc No	Owner:	Authorised:	Location:	Classification:	Issue Date:	Page:
F4044	QHSE	S Ridley	Intranet/IMS/Policies	ASG	6/3/2023	Page 2 of 2