

# Philanthropy Policy



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## 1. Policy Statement

[Company name] recognizes it must balance its role as a good steward of its financial and human resources and its role as an important partner to the community that it serves.

Our employees share a common mission to promote the welfare of others, be socially responsible and have a positive impact in society. Corporate philanthropy gives every employee the power to impact their community in a meaningful way and inspire employees to work for the causes they are passionate about.

Our Company strives to have an innovative approach to charitable giving is innovative. [Company name] [describe how your approach has changed the industry].

Additionally, our Company commits to:

- Provide the majority of funding for a non-profit foundation, of which at least 10% of company profits (or 2% of sales) are donated each year
- Donate the equivalent of 5% or more of our time through pro-bono services
- Donate the equivalent of 5% of revenues or more to charitable partners each year (including in-kind product donations)
- Donate the equivalent of 2% of revenues or more to charitable partners each year (including in kind product donations)
- Donate more than 20% of profits to charity each year
- [other]

## 2. Purpose

This policy offers guidelines and parameters to aid in responding to the many requests for philanthropic activities requests received by [Company name].

Philanthropic activities cover charitable donations, non-commercial sponsorships, and skills-based sponsorship. All can be monetary or in-kind donations.

## 3. Priority Giving Areas

Our goal is to drive employee engagement through philanthropic activities in the areas that are most meaningful to our business, including:

- [description of 1<sup>st</sup> priority area, with intended social or environmental impact and examples of concrete actions implemented, e.g. humanitarian and social projects]

- [description of 2<sup>nd</sup> priority area, with intended social or environmental impact and examples of concrete actions implemented, e.g. education projects]
- [description of 3<sup>rd</sup> priority area, with intended social or environmental impact and examples of concrete actions implemented, e.g. culture and arts projects]
- [etc.]

#### 4. Charitable Donations

Charitable donations, both monetary and in-kind, represent support given to a group or organization (community investment) without the anticipation of benefit to [Company name] in return.

As an important partner to the community, [Company name] recognizes that there are unmet needs that we as an employer can assist in supporting through in-kind or financial donations.

Our company is involved in the following types of donations:

- Material donations
- Free use of company facilities to host community events
- Discounted products or services to qualified underserved groups
- Equity or ownership in the company granted to a nonprofit
- [other]

In order to maximize the impact of our philanthropic activities and actively engage our stakeholders in this Policy, the Company is committed to:

- Matching individual workers' charitable donations
- Allowing our workers or customers to select charities to receive our Company's donations
- [other]

#### 5. Non-Commercial Sponsorship

Sponsorships typically represent requests for funding of cash or in-kind products and services that are offered by [Company name] with the expectation of the receipt of something of benefit or value. The benefits to [Company name] may include:

1. Display and promotion of [Company name]'s brand and logo
2. Verbal, written and/or visual acknowledgement at events, functions, etc. and
3. Participation opportunities for employees and stakeholders of [Company name]
4. The ability to highlight a particular service line or subject matter expertise

#### 6. Volunteering and Skills-Based Sponsorship

Volunteering and skills-based sponsorship is voluntary work intended to help people in a particular area thanks to the time of the Company's employees provided free of charge. Volunteer activities do not necessarily require specific skills (e.g. community service, cleaning up spaces, participating in a race) whereas skills-based sponsorship, also called pro bono, aims to benefit from employees' specific expertise in a field (e.g. legal, communication, marketing).

[Company name] encourages employees to participate in volunteer activities by providing [number] days of paid time off for volunteering. Employees may use the volunteering benefit to

contribute their time and talents to recognized charities, causes or not-for-profit organizations, making a positive difference in their communities.

[Company name] also provides or pays for training for workers to serve in external leadership positions (e.g. nonprofit Board of Directors).

Through community service, our Company strives to [describe your Company's targets].

To use this benefit, the volunteer work must be taken off during the employee's working hours. The allocation of volunteer time off is aligned with our corporate fiscal year ([indicate fiscal year date]), which means the annual volunteering quota resets each year on [end date of fiscal year]. Volunteer work is typically performed during an employee's normal working hours, but employees may use their volunteer time outside of these working hours (i.e., weekend) and take the corresponding time off during their normal workweek.

All [Company name] regular full-time, part-time and fixed-term employees, including internal temporary workers are eligible to use the volunteering benefit. The Company's contingent workforce, including consultants and contractors, are not eligible to participate.

Volunteering will be granted as paid time off if it is applied for the sole purpose of volunteering and cannot be counted as hours worked for the purpose of overtime. Volunteering is never paid out if it is not used. Usage of volunteering or lack of usage does not affect the accrual of vacation or any other type of time off.

## 7. Guidelines for the Evaluation of Requests and Proposals

### *Selection criteria*

Requests for donations, sponsorship and volunteering will be evaluated based upon the following criteria:

1. The activity meets [Company name]'s approval process (see below)
2. The activity meets current funding capabilities
3. The activity supports [Company name]'s Mission and strategic initiatives
4. The activity provides for broad community impact and for projects with high need
5. [other]

Further, the partnerships and agreements with organizations receiving [Company name] philanthropic donations are expected to assure reporting of project evaluation and data regarding the effect of any programme. At the corporate level the review of such input and outcome data may lead to communicating aggregate information.

Priority will be given to requests that support our priority giving areas. [Company name] reserves the right to deny any request, at its sole discretion. Funding or support in prior years does not guarantee continued funding or support in any subsequent year.

[Company name] philanthropic donations, sponsorship and volunteering activities do not aim to compete or replace the local government or authorities.

### *Approval process*

All donations, sponsorships or pro-bono activities to any cause must be made in compliance with local regulations and in adherence with our high integrity standards as set forth in our *Code of Ethics*. Philanthropic donations and non-commercial sponsorships shall not be used for the purpose of any form of corruption or improper advantage.

Formal requests for donations, sponsorships or volunteering should be made by completing the *Philanthropy Request Form*.

The form should address the criteria set out in this Policy. Requests up to [monetary value] will be approved by [position]. Requests in excess of [repeat same monetary value] will be reviewed by [position/department] and require the approval of [position].

All payments to charity and not-for-profit causes should be processed as an invoice. Each philanthropic activity must be justified, validated, documented, and properly archived, including verification of the organization's appropriate charitable legal status, an overview of the organization, a full project description with detailed budget and a hand signed letter or email.

Should a project or sponsorship be agreed upon, partner organizations must allow [Company name] the right to audit the agreed-upon project or sponsorship for the purpose of determining compliance with the terms of agreement and applicable laws and regulations.

In the specific case of volunteering and skills-based sponsorship, approval is at the discretion of each employee's Line Manager and/or Human Resources Business Partner. Managers retain the right to request documentation about the organization being served, as well as time volunteered and specifics of attendance.

### **Exclusions**

[Company name] will not make charitable contributions, including financial, material, and human ones, to benefit:

- Governmental, political and religious activities
- Organizations that discriminate based on creed, race, color, national origin, religion, age, disability, sex, gender (including pregnancy), gender identity or expression, sexual orientation, or any other legally protected classification
- Organizations with illegal or unethical purposes
- For-profit businesses and commercial projects, which are the responsibility of [Company name]'s operating divisions and corresponding budget
- Individuals and their personal fundraising efforts
- Organizations or programs that are inconsistent with our Company's Mission or Values or that would be deemed a conflict of interest
- [other]

## **8. Reporting and Oversight**

Supported by a company-wide reporting, [name of Committee(s)] will oversee [Company name]'s philanthropic activities and their compliance with [Company name]'s Code of Ethics and this Policy.

The Company does assure full internal documentation and monitoring of assets spent on philanthropic donations, non-commercial sponsorships, and volunteering activities. All [Company name] businesses must annually report philanthropic activities and requested impact information.

[Company name] strives to measure the outcome of its philanthropic activities to demonstrate long-term value creation and impact, notably through:

- Specific thematic metrics are identified to assess performance and progress over time
- Potential long term and permanent outcomes are identified and defined upstream from each program/project
- Beneficiaries are surveyed to measure outcomes of programs
- Evaluation has been contracted to study program outcomes in detail

- Staff member (or members) has performance measurement and evaluation part of written job responsibility
- Research is conducted to supports the link between the Company's desired output(s) and the targeted societal outcome(s)
- [other]

In particular, [Company name] monitors its contribution to philanthropic activities through the following indicators (annual reporting):

- Total amount contributed in the form of community investment
- % of revenue contributed in the form of community investment
- Total amount donated to registered charities
- % of revenue donated to charity
- Total number of hours volunteered by employees
- Total number of volunteering employees
- % of volunteering employees in the total workforce
- % volunteers hours per employee
- Number of beneficiaries of programs
- Outcomes of programs
- [other]

## 9. Policy Revision

This Policy is reviewed [enter duration, e.g. each year] or in the event of any change in related government policy.

## 10. Contact

For more information, please contact [Contact position] or send an email to [email address].

This Policy was last approved in [date – month & year] by [position or Committee].