

TEG CORPORATE DONATIONS & SPONSORSHIP



Current as of February 2024

Purpose

- This policy outlines the policies and procedures that should be followed by all TEG employees regarding requests for all donations, sponsorships, company volunteer activities, and in-kind services.

Scope

- All TEG employees

Policy Statement

The policy applies to all TEG employees. The purpose of the policy is designed to ensure:

- that all donations, sponsorships, company volunteer activities, and in-kind services are coordinated and aligned with our corporate social responsibility strategy and business goals, maximize opportunity for corporate visibility, foster long-term business relationships, and are within our budget and resource limitations
- a central point of contact for internal and external requests for all donations, sponsorships, company volunteer activities, and in-kind services

Policy Owner and Effective Date

Chief Financial Officer

Effective Date: 1 November 2023

Review Date: 1 February 2025

TEG CORPORATE DONATIONS & SPONSORSHIP



Current as of February 2024

TEG Corporate Donation and Sponsorship Policy

The following guidelines will be used in reviewing requests for charitable contributions and sponsorships and company volunteer initiatives:

- Only registered non-profit organizations, and social welfare organizations will be considered for charitable contributions, sponsorships, volunteer support, or in-kind donations.
- All corporate charitable contributions, sponsorships, and in-kind services to promote our business goals, create positive visibility, and demonstrate social responsibility unless at the discretion of TEG CEO.
- TEG will also consider requests to support social, community, civic, educational, diversity, and economic endeavors if these support corporate business goals and meet contribution guidelines.
- All requests over A\$250 require TEG CEO or CFO approval.

The following exclusions apply:

- TEG will not support organizations that discriminate on the basis of age, sex, race, religion, national origin, sexual orientation, or disability with respect to employment, volunteer participation, or the provision of services.
- Requests that solicit financial support for individuals, political candidates, and political campaigns, or entities that are not non-profit organizations, will not be considered.

Procedure

Employees must not agree to or give in connection with the operation of TEG any donations, sponsorships, company volunteer activities, and in-kind services.

All requests for donations, sponsorships, company volunteer activities, and in-kind services over A\$250 require TEG CEO or CFO approval.

Where complimentary tickets are donated for charitable purposes, it is the relevant SLT member's responsibility to ensure reasonable usage.

DEFINITIONS

Donations (philanthropy)

Philanthropy, or charitable giving, is usually a one-off cash donation to a specific cause. Philanthropic donations are given without the expectation of any return to the business.

Community Investment | Partnerships.

Community investment and partnerships are sponsorships where both parties are committed to maximising participation to achieve a mutually agreed outcome. It may apply to one-off events, but more often applies to community programs extending over many months or even several years. As far as possible, a sponsor would be seeking to build community capacity to sustain the initiative or benefit after the sponsorship is completed. Partnerships include providing support, usually as cash, and occasionally as in-kind services such as planning, project management skills, or professional or technical expertise.

Commercial Sponsorship

Commercial sponsorship is the term used to describe opportunities to support a person, product or event with a view to gain some advertising or promotional advantages for the sponsor.