

Charity Policy

The primary objective of the Group Charity Policy is to offer support to smaller, local charitable organisations, HCUKs chosen national charity, and to encourage HCUK employees at each of the sites to become actively involved in their local community. Support may also be given to employees who wish to get involved with charitable causes of particular importance or significance to them personally, whether these be at a local, national or international level.

Our aim is to be a good corporate citizen and to play a full and active role in our various local communities, to make contributions to a range of charitable organisations, and to work towards mutual benefit from our business success.

Both through monetary donations and active employee participation in community projects, we aspire to be recognised as a key player in embracing and responding to changing social values and to making a proactive contribution. The Company therefore offers a number of schemes to support our employees in their different community activities.

Charity Exclusions

The Company will not provide support, financial or otherwise, including through match funding and use of Company property, nor allow time off work or approve financial sponsorship for voluntary work under the following circumstances:

- where the charity or not-for-profit are not able to prove their charity or not-for-profit status, or where it is not considered to be a 'good cause'
- where the organisation, body or activity has been previously prohibited and is now present on the exclusion list, found [here](#);
- where individuals wish to support specific political parties, bodies or activities;
- where individuals wish to support specific religious activities or organisations that require beneficiaries to attend religious services in order to receive its services;
- where individuals wish to support an organisation whose main focus is on animal welfare, protection or support;
- where the organisation or body is associated with the promotion of drugs, alcohol or weapons;
- where the contribution is for the benefit of, or on behalf of a Public Officer for any improper purposes, including to obtain an unfair advantage or when doing so is against Anti-Bribery Laws. If contribution is made in relation to a Public Officer, the employee must supply documentation to prove the contribution does not give rise to bribery or the appearance of bribery.
- where individuals wish to support any organisation, body or activity that directly or indirectly opposes or conflicts with Hitachi Capital's Value, Vision or Mission or with the Value, Vision or Mission of the Hitachi Group. All decisions on whether opposing or conflicting Value, Vision or Mission exist, will be made by the CSR Committee. Where

there is not a clear majority within the CSR Committee the final decision will be made by HRD

If you have any doubt as to a charity's, organisation's or good cause's eligibility for funding, please first view the exclusion list found [here](#). If you are still unsure please contact the Charity Committee who will advise you as to its eligibility.

The CSR Committee and Charity representatives

The HCUK charitable fund was established in April 2004. A specific CSR Committee is in place to ensure that support for charity and community work is coordinated effectively, fairly and consistently. The CSR Committee will meet quarterly (four times) during the financial year other than if there is a specific requirement to meet in the interim periods. A budget for charity and community work is agreed and allocated each year.

The CSR Committees charity responsibilities are to manage the set budget, oversee the Group's charity and community activities, and to provide approval for specific projects where appropriate. The CSR committee are also responsible for ensuring that the HCUK national charity is changed on a three yearly basis, unless otherwise agreed by the Board. The site charity representatives are responsible for:

- the day to day running of local charity activities;
- being a point of contact for all employees at their representative site;
- staying in contact with employees regarding their charitable support request;
- enforce charity policy;
- approve or decline £1 for £1 match funding;
- ensure requests are within policy before taking other applications to the committee for approval;
- provide support to the CSR committee around approvals

National Charity

In addition to supporting local charities, HCUK will also support a National or International charity. This charity will be supported by all HCUK sites and a minimum of two fund raising events will be held in support of this charity at each HCUK site per year, either as part of local site fund raising, or as part of a wider HCUK initiative.

The HCUK national charity must be of National or International status and must adhere to the exclusions policy outlined above. In addition to this, HCUKs national charity will be supported for a maximum three consecutive years (unless otherwise agreed by the Board), after which a new national charity will be chosen by employees vote.

HCUK's national charity must be of National or International status, cannot have been HCUKs national charity in the past six years (unless otherwise agreed by the Board) and people must be the charities primary beneficiary. The charity must also adhere to HCUKs charity guidelines

which can be found in the Charity Exclusion section.

Fundraising events

Members of staff wishing to organise on-site or company supported fundraising events should first seek permission and advice from the CSR Committee via their charity representative. Your charity representative can be found on the [Charity Contacts page](#) on the Hub.

Company Charitable Donations Schemes

'£1 for £1' Fundraising Scheme

Every year our employees are encouraged to take part in a variety of fundraising events ranging from raffles to sponsored activities to 'dress down' days.

Under the '£1 for £1' scheme, the Company will pledge £1 for every £1 raised by one of its employees (up to a maximum of £1000 per individual employee per event or up to £5000 for a group of three or more employees) to enhance the benefit to the nominated charity, this includes any money raised through money raising sites such as 'Just Giving'. To qualify, the employee must raise a minimum of £20 for the charity in question and should be able to provide evidence of the sum raised. Payments will only be made directly to a registered charity and not to a member of staff.

Applications for charitable donations under the '£1 for £1' scheme by individuals should be submitted using the online [charitable funding request form](#). It will then require approval by the relevant Charity representative and the relevant budget holder. Applications should include details of the event or activity to be undertaken, the anticipated costs involved (if any), and details of the charity that will receive the donation (including the registration number). A [charitable support request](#) form is available on the intranet for this purpose.

In exceptional circumstances and subject to the approval of the CSR committee, and at their entire discretion, sponsorship under the '£1 for £1' scheme may be obtained for over the specified limits.

Voluntary Work

The Company is particularly interested in supporting employees who volunteer their skills to any local causes that are of specific interest or importance to them as individuals. It will offer support subject to operational requirements and budgetary constraints where an employee gives up their time at weekends or as part of their holiday entitlement, requests to use their volunteering allocation, or requests unpaid leave to undertake projects. The Company will then consider providing support such as stationery, vehicles, paid time off or financial assistance for the project where applicable. Individuals, or groups, may therefore volunteer for charitable or community organisations that fall within the policy guidelines and gain support from the Company to undertake a specific project or task.

Examples of community project work may include

- the renovation or decoration of premises used by a charity or community group;
- the creation of a specific facility (such as a play area or sensory garden) to be used by a charity or community group;
- the provision of regular assistance (i.e. on a weekly or monthly basis) with a local community group activity.

All employees may allocate one working day* of their working year to approved charitable or voluntary causes at the discretion of their line manager and by following the approval process outlined below. If you do not use your volunteer day, it can be utilised on your behalf by other areas of the business with line management and local charity committee approval. **One working day refers to your normal working hours. For example, if you work 3 hours a day, you would be able to donate one day (3 hours) paid leave to charity. Any additional time donated to the charity, outside of your normal working hours, will not be paid for by HCUK and is at your own discretion.*

Requesting approval for volunteering allocation:

1. Apply for volunteering leave through HR.net – detailing the Charity or cause, activity, date and why you wish to do it. If a request for funding is also needed you will need to fill out a charity request form which can be found on the intranet.
2. CSR executive to approve or reject request through HR.net, ensuring the Charity/Organisation does not fall within the exclusion category.
3. Manager to then approve or reject the request
4. HR to update HR.net accordingly.
5. Charity committee to approve or reject funding request – if necessary.

Applications for financial sponsorship for a community project should be submitted using the charity request form found on the intranet. It will then be sent to the CSR committee for consideration. Applications should include details of the project to be undertaken, the anticipated costs involved, and how any Company financial sponsorship will be spent.

Subject to the approval of the CSR Committee and at their entire discretion, a group of three or more employees may obtain sponsorship of up to £5,000 for a voluntary project. Employees will be asked to provide a detailed breakdown of relevant voluntary project spend.

Company Volunteering Initiatives

From time to time the Company or departments may organise volunteering projects as part of their team building activities, or as volunteering projects in their own right. Specific details of such projects will be communicated to all relevant employees. This time will not be automatically deducted from your voluntary allowance, however you may donate your voluntary allowance to this cause if you wish. If you do not want to use your voluntary allowance for the company

organised volunteering project, your attendance at the project will be at the entire discretion of your manager and any cost implications for the additional time off will be absorbed by the relevant businesses cost centre and will not be approved against the Charity budget.

All company organised volunteering initiatives should be reported to the CSR Committee to ensure it is included in HCUKs CSR activities.

Exclusions

The Company will neither allow time off work, nor approve financial sponsorship for voluntary work where it is impractical to allow the employee to take time off at the requested times or if the charity or organisation falls within the charity exclusion section above.

Give As You Earn ('GAYE') Payroll Giving Scheme

GAYE is a tax-efficient way to give directly to charity and we encourage all employees to consider making charitable donations via this scheme. The scheme is completely flexible as there are no tie in periods or minimum donation values, and the scheme allows for one off donations to be processed and changes to be made to chosen charities or donation amounts at any time.

Via the GAYE scheme, employees can make donations to the charities of their choice on a regular basis and the money is subsequently deducted from their gross monthly salary before tax. Their donation is tax free, all donations are tax deductible to the donor and all donations are tax inclusive to the charity. An added incentive for donating via the GAYE scheme is that the Company will match any employee donations '£1 for £1' (up to a maximum of £250 per month). Employees interested in payroll giving can access details about the GAYE scheme and how to join via the Benpal flexible benefits platform. If employees have any queries about the GAYE scheme they can contact the Payroll Helpdesk for further information

Speculative Requests for Charitable Donations or Support

The Company will give consideration to speculative requests for charitable donations, subject to the approval of the CSR Committee and budgetary constraints. Any such speculative requests will be considered in line with any on-going charity work or support currently being undertaken across the Group, and can be requested using the online charitable funding request form.

Donations to a customer's chosen charity in order to show 'goodwill' is classed as a **cost of doing business** rather than a charitable donation (under the terms of this policy) and will **not** be approved against the charity budget. Managers wishing to authorise such a request may do so but will need to find funds from their own cost centre and should **not** seek approval from Charity representatives or the CSR Committee.

Scheme Audit and Review

The CSR Committee will coordinate an annual audit and review of all Company charitable donations and community project sponsorship work awarded. A summary of this audit will be presented to the Board annually.

The Company will continue to review support for charitable and community activities on an

annual basis and allocation of funds will be entirely at the discretion of the Board.

Any employee misuse of the schemes detailed within this Policy will be handled via the Company's Disciplinary Procedure.