

DHL CENTRAL & SOUTH AMERICA

CSA

**DONATION AND SUPPORT TO**

**ORGANIZATIONS POLICY**

**SOCIAL RESPONSIBILITY**

June, 2019

**INDEX**

1. PURPOSE
2. SCOPE
3. RELATED DOCUMENTS
4. SPECIFIC TERMS AND DEFINITIONS OF THE POLICY
5. DESCRIPTION OF THE POLICY
6. CONSIDERATIONS
7. HISTORY OF CHANGES
8. **PURPOSE**

The purpose of this policy is to establish general guidelines for supporting for the support to organizations provided by DHL Express Central and South America (CSA) countries within the framework of our Corporate Social Responsibility (CSR) strategy. It involves both the organizations with which we have partnerships at global and regional level, as well as those organizations that countries decide to support locally.

1. **SCOPE**

This policy is applicable to all DHL Express Central and South America (CSA) countries.

1. **RELATED DOCUMENTS**

* DHL Express Compliance Guidelines: Providing and Accepting Gifts, Hospitality and Sponsorship Events (Current version)
* Deutsche Post DHL Anti-Corruption and Business Ethics Policy
* Code of Conduct
* Deutsche Post DHL Group Corporate Citizenship Guideline

1. **SPECIFIC TERMS AND DEFINITIONS OF THE POLICY**

**4.1 Global Partnerships**

As part of the Corporate Citizenship focus in the Corporate Social Responsibility strategy and specifically within the GoTeach focus, DPDHL maintains global partnerships that allow it to have more relevant and sustainable impact.

The different DHL business units participate in these partnerships and have a defined global budget.

* *SOS Children’s Villages*

Since 2011, DPDHL has a partnership with SOS Children’s Villages, a non-governmental organization specialized in welcoming and supporting children who have lost parental care or are at risk of losing it.

This partnership seeks to develop the employability of young people between 15 and 25 years old and promote their labor insertion. To this end, in the countries where it is present, DHL employees participate as volunteers in various activities to support and guide young people to develop skills and confidence to enter the professional world. By sharing their personal and professional experiences, they seek to inspire and motivate young people to prepare them for their transition from school to work and to achieve their social and economic independence.

* *Teach for All*

Teach For All is a global network of 45 partner organizations, independently led and funded, whose shared mission is to combat the global problem of educational inequality and promote the idea that all children and young people should have the opportunity to obtain an excellent education. To do this, it recruits and develop graduates and diverse professionals who undertake a two-year commitment to teach in the neediest classrooms of their countries and lifelong commitments to expand educational opportunities.

Since 2010, DPDHL maintains a partnership with Teach for All to support its cause of improving the quality of world education from different areas, mainly in the development of its participants (teachers and students), and through the participation of our employees as volunteers.

* 1. **Local organizations**

In addition to those organizations with which we have partnerships at the global level and that were described in the previous point, locally the CSA countries support and work together with some organizations to meet their Corporate Social Responsibility objectives and enhance corporate volunteering among their employees.

Such organizations must have principles that are in tune with the company’s philosophy and values. They must be respected by the public and trustworthy in terms of project implementation, project effectiveness and financial management.

They may be:

* Foundations
* NGOs and private non-profit organizations
* Organizations that ensure the protection of the environment
* Other public organizations or institutions, as long as there is no conflict of interest

The following organizations are not eligible to receive donations:

* Natural people
* For-profit organizations
* Organizations that pursue objectives without fiscal privileges
* Organizations that discriminate by race, creed, gender, sexual orientation, age, religion or ancestry

Donations are also prohibited if there is a reasonable risk that our brand or image will be misused or if the donation may be construed as an attempted bribery.

* 1. **Assets**

They are the assets of the company that are registered in accounting books. Said assets must be monetized to comply with the approval processes of this policy.

* 1. **Money**

It is cash, transfers, checks or plastic money.

Said money can be:

* Delivered to the organization as a direct donation.
* Invested in volunteer activities, specifically in the purchase of materials to carry out the activity and the logistic required for the participation of volunteers.
  1. **Services**

Services that are part of DHL’s business and are offered to an organization as a support or benefit. Understanding therefore the use of the vehicle fleet; man hours for said services with the participation of employees; national and/or international shipments of documentation and/or light parcels, among others.

Such services offered must be monetized to comply with the approval processes of this policy.

1. **DESCRIPTION OF THE POLICY**

This policy establishes the approval guidelines for donations to organizations and the amounts that define the person(s) responsible for said authorization.

* *Global Partnerships*

In the case of both global partnerships (SOS Children’s Villages and Teach for All), the authorization of the donation depends solely on the Regional Manager of the partnership, regardless of the amount.

Global partnerships have a specific global budget for the execution of activities, which is presented to the Regional Manager at the beginning for approval. Each country has a maximum amount to which it can apply and this can vary from one to another.

Any additional expenses that are not approved within the partnership’s budget must be assumed by the country and comply with the approval guidelines of “Other local organizations”.

* *Other local organizations*

In the case of other organizations that countries decide to support locally, the approval guidelines depend on the amount of annual donation:

* Donations less than 250 EUR (or its conversion in local currency):

Country Manager Approval.

* Donations greater than 250 EUR and less than 1,000 EUR (or its conversion in local currency):

Approval of the Country Manager, CSA Social Responsibility Coordinator and CSA Human Resources Director. Also CSA CEO must be in copy.

* Donations equal to or greater than 1,000 EUR (or its conversion in local currency):

Country Manager and Regional CEO Approval. In addition keep in copy:

CSA Social Responsibility Coordinator / CSA Human Resources Director / CSA CEO / Compliance Regional

* *Summary chart*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Request for Approval - Donations | | | | | | | | | | |
| Organization | **Amount in €** | **Regional Manager of the Partnership** | **Country Manager** | **CSA CSR Coord. / CSA HR Director** | | **CSA**  **CEO** | | **Regional**  **CEO** | | **Regional Compliance** |
| SOS Children’s Villages (GoTeach) | Any amount | **X** |  |  |  | | | |  |  |
| In addition to the approved amount | *The guidelines of “Any other local organization” apply* | | | | | | | | |
| Teach for  All (GoTeach) | Any amount | **X** |  |  |  | | | |  |  |
| In addition to the approved amount | *The guidelines of “Any other local organization” apply* | | | | | | | | |
| Any other local organizations (including TECHO) | <250 |  | **X** |  |  | | | |  |  |
| >250  <1,000 |  | **X** | **X** | (In copy) | |  | | |  |
| >1,000 or more |  | **X** | (In copy) | (In copy) | | | | **X** | (In copy) |

* *Adaptation for Express Americas*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **APPROVAL LEVELS** | | | | | |
| **Organization** | **Amount**  **in €** | **Country Manager** | **Cluster**  **CEO** | **Regional**  **CEO** | **Regional Compliance** |
| **Local organizations** | <250 | X |  |  |  |
| >250  <1,000 | X | X |  |  |
| 1,000 or more | X | (In copy) | X | (In copy) |

**5.1 Authorization process**

* All donations must be documented to request an authorization. For this, the corresponding format must be completed: *Express Approval Template – Donations* (Excel) and send by e-mail to the respective contacts indicated in the previous point.
* To make the donation, the authorization process must be followed according to the amount defined and the type of organization. In the case of goods and services, these will be valued to have monetary reference.
* In the case of global partnerships, they have a specific procedure for the presentation and approval of expenses at beginning of each year. Expenses are assumed locally by the country and applied to reimbursement according to global and/or regional guidelines.

1. **CONSIDERATIONS**

* This policy is specifically for donations to external organizations, it does not consider the cases of support or benefits given to DHL employees.
* Expenses related to Social Responsibility activities (volunteering) that allow the participation of employees (purchase of t-shirts, transportation, food, etc.) will not have to be submitted for approval, as long as said amount is not delivered to the organization, but managed with external providers.
* Financial contributions received from the Global Office for the execution of volunteer activities will not have to be submitted for approval (e.g.: Living Responsibility Fund).
* Approvals will be presented in a consolidated manner at the beginning of the year, before the end of Q1, unless there is a different indication from those responsible for the process at the CSA level.
* Additional unforeseen approval requests may be submitted at any time.
* The company prefers to sustain activities or give specific donations to certain non-profit organizations with which we work in a sustained manner, instead of making arbitrary, sporadic donations and without monitoring of the purposes.
* Donations will be made without commercial interest by DHL and there should be no conflict of interest as stipulated by our global policies.
* All donations must respect the laws and regulations of the country.
* No donation can be made to support political parties.
* The company may request detailed explanations of the way in which its donations are used, both before and after it has been made. This does not apply to Global Partnerships.
* Requesting a confirmation receipt to the organization is optional and defined by the country.
* The company reserves the right to make diffusion and disclosure that it deems appropriate of its contributions and donations.

1. **HISTORY OF CHANGES**

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Edition | Reason for change | New edition date | Replaces |
| --------- | Issuance of the Policy | January, 2018 | --------- |
| 1st Edition | Update on approval guidelines and considerations | June, 2019 | January, 2018 |