Community and Charity Policy

Introduction
Amey’s objective is to be an active and responsible member of the communities in which it operates.

We do this by supporting charitable giving, employee volunteering and engaging with local communities to shape our services to benefit them. We commit to working with our customers, national and local charities or partners and our supply chain to deliver this policy resulting in wider positive impact.

Commitments
In support of our objective we will commit to implementing the following initiatives:

• The Amey Foundation – a fund to support employees raising money for charities through providing match funding up to agreed limits.

• The Amey and Duke of Edinburgh’s Awards Strategic Partnership - a partnership that focuses on helping disadvantaged young people to work towards achieving their award as a way to improve future employment and progress personal development. Amey also works with the DoE in other capacities such as the apprenticeship programme: all participants work towards their DoE Bronze, Silver or Gold Award as part of this programme.

• Community Involvement Days - one paid day, per year, per employee to work on a project in their local community. Employees can choose to do an individual task or work with Amey colleagues as part of a group community day, subject to people manager agreement.

• Community Engagement Plans – where deemed necessary, to work with a range of stakeholders to establish long-term plans to consider the full impact and ability to support communities across the full value chain.

• Measure impact – on an annual basis complete the London Benchmarking Group tool to fully evaluate our community and charitable investment and donations.

Key Principles
All our community and charity investment, donations and activities must link to at least one of the following criteria:

• Supporting employment, education and skills - targeted training programmes aimed at supporting employment, skills development or helping people become work ready.

• Environmental Enhancement or Protection - through activities or initiatives that support a low carbon economy, support conservation or biodiversity enhancement or support the use of efficient resource management.

• Supporting the Local Economy - programmes to support and help build capacity of, voluntary organisations, charities and small to medium sized enterprises.

• Being an active part of the Community - interventions to support local needs and help empower people to deliver change for their communities.

Exclusions
We do not make investment in or donations to Political parties or religious organisations.
Responsibilities

All employees - have a responsibility to:

- Ensure their application for Amey Foundation funding fits within the specified criteria before completing an online application form.
- Seek permission from their people manager, in order they take a Community Involvement Day.

People Managers - have a responsibility to:

- Ensure employees are aware of the Amey Foundation and Community Involvement Day schemes.
- Approve then record Community Involvement Days using Manager Self Service for each employee who takes part (one per year for most employees and two days for employee champions).

Account Directors and their Senior Management Teams – have a responsibility to consider if a Community Engagement Plan is appropriate for their business area and to adhere to the authority schedule.

Guidelines

Further information about Amey’s community and charity work, including any further criteria and application form for the Amey Foundation for matched funding are available on AmeyWorld.

Guidance for establishing a community engagement plan is available in the Amey Document Library (HSEQ-Community-GD-01).

Scope

This policy applies to all Amey employees on permanent contracts only; the policy excludes temporary employees. It does not form part of any employee’s contract of employment and it may be amended at any time. Where appropriate this policy including any time limits can in any event be varied.

Ian Deninson
Group HR Director

Revision Status

<table>
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<tr>
<th>Revision</th>
<th>Date</th>
<th>Amendment</th>
<th>Content Owner</th>
<th>Mandated By</th>
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<td>02/2014</td>
<td>First issue of policy</td>
<td>Rachel Tolhurst</td>
<td>Kat Parker and Valerie Hughes D’Aeth</td>
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<td>2</td>
<td>03/2015</td>
<td>Second issue of Policy</td>
<td>Rachel Tolhurst</td>
<td>Tony Pilch and Ian Deninson</td>
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### Appendix One: authorities schedule

The approval levels for charitable donations are outlined below. They are also contained within the Amey General Authorities Schedule (LEGALCS-APPROVAL-PO-001).

<table>
<thead>
<tr>
<th>Ref</th>
<th>Category requiring approval</th>
<th>Measure</th>
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<th>Ferrovial Approval</th>
<th>Amey Approval</th>
<th>Business Division Approval</th>
<th>Group Functions</th>
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<tr>
<td>1.1</td>
<td>Political contributions</td>
<td>Any contribution or donation of any value which could be interpreted as constituting a broad political affiliation.</td>
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<td>1.2</td>
<td>Divisional Charitable donations up to £1,000</td>
<td>Direct donation to a charity or indirect i.e. charitable support (e.g. sponsoring a table at a client charity event).</td>
<td></td>
<td></td>
<td></td>
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<td>BD</td>
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<tr>
<td>1.3</td>
<td>Divisional Charitable donations &gt;=£1,000 &lt;£10,000</td>
<td>Any charitable support (e.g. sponsoring a table at a client charity event).</td>
<td></td>
<td></td>
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<td>MD</td>
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<tr>
<td>1.4</td>
<td>Divisional Charitable donations &gt;£10,000</td>
<td>Sponsorship of local community activity or initiative or stakeholder engagement event.</td>
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<td></td>
<td></td>
<td></td>
<td>CEO GFD</td>
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<tr>
<td>1.5</td>
<td>Divisional corporate hospitality or sponsorship up to £1,000</td>
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<td>BD</td>
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<td>1.6</td>
<td>Divisional corporate hospitality or sponsorship &gt;=£1,000 &lt;£10,000</td>
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<td></td>
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<td>MD</td>
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<td>1.7</td>
<td>Divisional corporate hospitality or sponsorship &gt;£10,000</td>
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<td>CEO GFD</td>
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All expenditure types above will be recorded through Amey’s financial records and included in Amey’s reporting to Ferrovial.

**Key:**
- AB = Amey Board
- CEO = Chief Executive Officer
- GFD = Group Finance Director
- MD = Managing Director
- BD = Business Director

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