

Donations, Sponsorships and Memberships Policy

This document outlines Amey's approach and approvals for donations, sponsorships, and memberships to charitable and non-charitable organisations.

The document defines the terms and categories of charitable activity and provides the criteria and process for requesting and approving any donations, sponsorships, or memberships.

The document also specifies the charitable areas and initiatives that Amey supports, such as education, opening doors and social enterprise, and the strategic charitable partnerships and employee chosen charity that Amey works with.

Introduction

Amey's objective is to be an active and responsible member of the communities in which it operates. One way to do this is through donations, sponsorship, and strategic partnerships with charitable and non-charitable organisations.

This policy outlines Amey's approach and approvals for donations, sponsorships, and memberships.

Charitable activity

The aim of charitable activity within Amey is to improve and transform lives for people in the communities we live and serve, using the skills, resources and enthusiasm of Amey employees and wider stakeholders to make a tangible difference.

We support activities associated with the following three areas:

- **Education** - projects that educate, develop, and inspire future generations to be the talent that delivers sustainable cities and infrastructure
- **Opening Doors** - projects that support and provide opportunities for those with barriers to sustainable employment
- **Social Enterprise** - projects that support entrepreneurial action to transform lives and shape sustainable communities

Amey's charitable activity is guided by the following initiatives and overseen by the Social Value Function.

Strategic Charitable Partnerships

Each year Amey will identify a number of strategic corporate charities that align and deliver against the core aims of the Amey Foundation.

For each of the strategic corporate charity partnerships, there will be an annual set of objectives and targets identified and agreed and a donation provided.

This donation may be in the form of cash, time, and, or in-kind benefit.

Employee Chosen Charity

Employee Chosen Charity: Amey will ask its employees to nominate and vote for a UK-based charity every two years and provides support for various activities with the chosen charity.

Objectives and targets: Amey will set clear goals for fundraising, volunteering and awareness raising at the beginning of the partnership with the Employee Chosen Charity.

Corporate donation policy: Amey does not provide direct corporate donations to the Employee Chosen Charity however funding and support will be made available by Amey to encourage employees to take part and engage with associated activities.

Match Funding

If an employee is taking part in an event to raise money for a registered UK charity, they can apply for an additional donation from Amey via the Match Funding scheme.

All applications need to comply with the following criteria:

1. Applications must be made by, or on behalf of, employees still currently working for Amey.
2. Applications can be made on behalf of a team of Amey employees for one event, but must include the following:
 - Attain agreement from colleagues to claim their annual match fund
 - Provide all team names in the relevant section of the application form
3. The event must have taken place within the previous three months prior to the application.
4. One application per calendar year.
5. It is open to full and part-time permanent employees.
6. Chosen organisations must be a registered charity.
7. Charities must be registered in the UK, or the country in which the employee is working for Amey.
8. Applications for Amey's Employee Chosen Charity, Cancer Research UK (CRUK), will not be approved.

Events such as village fetes and quiz nights should have an Amey employee or employees as the main organiser(s) to qualify for match funding.

There are some fundraising activities and organisations that Amey is unable to support. These include:

- Strategic Charitable Partnerships
- Employee Chosen Charity
- Collection box-only fundraising
- Religious organisations
- Organisations that discriminate based on race, colour, creed, gender or national origin
- Organisations or programmes designed to influence legislation or elect candidates to public office or with any political orientation or purpose
- Events that could be considered to bring the company's reputation into disrepute

Other donations, sponsorships and memberships

It is recognised that individual Accounts and Business Units may want to donate, sponsor, or gain membership to organisations in support of delivering their strategies.

Any donations, sponsorships or memberships must be approved, using the authorities table below.

REF	CATEGORY REQUIRING APPROVAL	MEASURE	NOTIFICATION REQUIRED	AMEY APPROVAL	BUSINESS UNIT
1.1	Political contributions	Any contribution or donation of any value which could be interpreted as constituting a broad political affiliation	Yes	Executive Committee	
1.2	Charitable Donations < £10,000	Direct donation to a charity or indirect i.e. charitable support (i.e. Sponsoring a table at a client charity event).	Yes	Chief Executive Officer	Managing Director
1.3	Charitable Donations > £10,000	Direct donation to a charity or indirect i.e. charitable support (i.e. Sponsoring a table at a client charity event).	Yes	Approvals Committee	
1.4	Sponsorship or Corporate Hospitality < £10,000	Sponsorship of local community activity, Corporate Hospitality initiative or stakeholder engagement event	Yes	Chief Executive Officer	Managing Director
1.5	Sponsorship or Corporate Hospitality > £10,000		Yes	Approvals Committee	

To seek approval for any donation, sponsorship or membership, the following form should be used 'LEGALCS-APPROVAL-FO-017'.

The Group Social Value Team will keep a log of all charitable donations and sponsorships. It is the responsibility of the Business Units to provide this data to the Group Social Value Team.

Exclusions

Amey does not:

- Make investment in or donations to political parties or religious organisations
- Provide sponsorship to community sports teams, organisations, or individuals

Additional information

Roles and Responsibilities

ROLE	RESPONSIBILITIES
Amey Executive Committee	Responsible for ensuring this Policy is implemented and that systems and processes are developed and monitored
Business Units	Keep a record of all requests and their outcomes within their BU
Group Strategy and Communications	Keep a record of all donations, sponsorships, and memberships across Amey, including those managed by the Enabling Functions
Group Social Value Team	Provide reports to the CEO, Executive Committee and ESG Committee as required. Responsible for updating this Policy
All managers	Ensure that all employees are aware of their responsibilities under the policy and that it is fully implemented

Definitions

PHRASE	DESCRIPTION
Amey Foundation	Aims to improve and transform lives for people in the communities where Amey operates, using the skills, resources, and enthusiasm of Amey employees and wider stakeholders. The foundation supports activities associated with Amey's ESG strategy. Key drivers are efficiency and effectiveness, streamlining community and charity investments to get the best outcomes for the organisations, their beneficiaries and Amey
Charitable Donation	Any charitable donation to a charity or community organisation, with no expected returns
Charitable Sponsorship	<p>A charitable donation or sponsorship – which may be a one-off, or part of a longer-term partnership – in return for benefits, such as:</p> <ul style="list-style-type: none"> - Allowing Amey to advertise or sell services at an event, a premise or within printed material (to include Awards) - Allowing Amey to upload links from their website to ours - Providing Amey with products or services - Providing Amey with communications – incl. social media opportunities and benefits
Community Engagement	The process of working collaboratively with community groups to address issues that impact their well-being
Corporate Social Responsibility (CSR)	A company's efforts to improve society in some way, often through initiatives that promote environmental sustainability, ethical labour practices, and community engagement
ESG	Environmental, Social, and Governance. A set of criteria used to evaluate the sustainability and societal impact of a company

Definitions (cont)

PHRASE	DESCRIPTION
Group Social Value Team	Team responsible for updating this policy, and for managing the match funding application process, reviewing applications, and communicating with applicants
Match funding	A process by which Amey offers additional sponsorship for employees who participate in events to raise money for registered charities
Memberships	Any membership to a non-charitable organisation including trade and industry organisations
Non-charitable Sponsorship	Any commercial sponsorship of events, publications and activities, promoting the Amey brand or corporate identity - to include sponsorships of awards and campaigns
Social Enterprise	Businesses which trade for a social or environmental purpose. Social enterprises demonstrate a better way to do business, one that prioritises benefit to people and planet and uses the majority of any profit to further their mission. Social enterprises contribute to reducing economic inequality, improving social justice and to environmental sustainability

Revision status

REVISION	DATE	AMENDMENT	CONTENT OWNER	MANDATED BY
1.1	August 2020	Issues for use	Emily Davies	Amanda Fisher
1.2	June 2022	Alignment to GAS approvals	Emily Davies	Amanda Fisher
1.3	April 2024	New policy template refresh and align publication of Match Funding Guidance Document	Sue Racster	Emily Davies