

# Donations, Sponsorships and Memberships Policy

## 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 working in through donation, sponsoring and gaining membership to charitable and non-charitable organisations.

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

## Definitions

### Charitable Donation

Any charitable donation to a charity or community organisation, with no expected returns

### Charitable sponsorship

A charitable donation or sponsorship – which may be a one-off, or part of a longer term partnership – in return for benefits, such as:

- 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

### 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

### Memberships

Any membership to a non-charitable organisation including trade and industry organisations

## 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.

In particular 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 Team.

### 1) 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.

### 2) Employee Chosen Charity

Every two years Amey will ask employees to nominate and vote for an Employee Chosen Charity. The charity must be national, operating across the UK and offer opportunities for volunteering, fundraising and awareness raising.

For the chosen charity a series of objectives and targets will be set at the start of the partnership, setting minimum expectations for fundraising, community involvement days and awareness raising.

There will be no direct corporate donation 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.

### 3) Amey Foundation - 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.

The maximum funding provided will be £100 per person.

Applications must be made using a specific Match Funding Form. Applications will need to comply with the following criteria:

- Application must be made by, or on behalf of, employees still currently working for Amey
- The event must have taken place within the previous three months prior to the application
- Employees can make one application per year
- It is open to full and part-time permanent employees
- The chosen organisation must be a charity
- The charity must be registered in the UK, or the country in which you are working for Amey

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

#### 4) Community Involvement Days

Full time employees of Amey are eligible for a maximum of 1 days paid leave for volunteering each financial year. This is the equivalent of 8 hours; 1 working day is 8 hours, 7.5 hours plus a 30 minute lunch break.

Volunteering can be done by the hour or as an 8 hour day. Volunteering hours cannot be 'carried' into the following financial year. For further information please refer to the 'Volunteering Policy'.

### 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). 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		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

## Governance

The Amey Executive Committee is responsible for ensuring this Policy is implemented and that systems and processes are developed and monitored.

It is the responsibility of Business Units to keep a record of all requests and their outcomes within their BU.

It is the responsibility of Group Strategy and Communications to keep a record of all donation, sponsorships and memberships across Amey, including those managed by the Enabling Functions.

The Group Strategy and Communications teams will provide reports to the CEO and Executive Committee as required.

All managers are responsible for ensuring that all employees are aware of their responsibilities under the policy and that it is fully implemented.

The Head of Social Impact is responsible for updating this Policy

Revision	Date	Amendment	Content Owner	Mandated By
1.1	01/08/2020	Issues for Use	Emily Davies	Amanda Fisher
1.2	01/06/2022	Alignment to GAS approvals	Emily Davies	Amanda Fisher