



ANNINGTON

Charitable Giving Policy

Last Update: May 2022

Annington Limited
Hays Lane House
1 Hays Lane
SE1 2HB

The latest version of this document is maintained on the Policy Documents Drive. Please check you are using the correct version.

Annington Limited, together with its subsidiaries and affiliates (“Annington”, the “Company”, “we”), is committed to acting with collaboratively and integrity in all our business dealings.

The Annington Charitable Giving Statement of Purpose

Annington Homes, as a signatory to the Armed Forces Covenant, have pledged our support to the UK’s military, their families and veterans. Annington’s charitable giving and community engagement strategy focuses on four key areas:

- **Military families** - we are proud to champion families of military personnel and to support projects and organisations that are working to best meet their needs. This includes programmes that reinforce and support the family unit and eradicate social isolation.
- **Veterans** – we help veterans in the most practical and urgent ways, through programmes that address mental health and welfare, employability, and rehabilitation.
- **Children and young people** – we support the children of military personnel through initiatives that create greater access to education, build self-confidence and resilience, and generally recognise the special circumstances associated with children of military personnel.
- **Community projects** – we provide funding for projects and initiatives that support life on the Married Quarters Estate and bring military communities together.

CRITERIA FOR GIVING

Annington’s charitable donations will be directed towards charitable organisations and military community groups supporting military families, veterans, children of military personnel and community projects that support life on the Married Quarters Estate (MQE). A donation is defined as a gift or contribution, whether in cash or kind, to a cause without an expectation of commercial benefit or reward to the Company or to an individual.

Applications will be assessed against four key principles. It is our intention that our support will:

- make a **tangible and measurable difference** to those receiving our help
- **work to alleviate disadvantage** ensuring fair and equitable treatment
- **create a sense of community** amongst military families and veterans
- **create opportunities** for beneficiaries aimed at improving their lives

CRITERIA AND GUIDELINES

1. **Equal Opportunities:** The Company will not support organizations that discriminate on the basis of age, sex, race, religion, nationality, sexual orientation, or disability with respect to employment, volunteer participation, or the provision of services.
2. **Organisation Types:** The Company will not provide financial support for individuals, political candidates, and political campaigns, or entities that are not non-profit organisations.
3. **Geographic Scope:** All our charitable giving will be directed at those organisations operating within the UK, unless otherwise agreed by the Board
4. **Annual Review:** Charitable partners and other entities receiving donations from Annington will be reviewed annually to ensure that impact is in line with expectations.
5. **Due Diligence:** Prior to making a commitment, we will undertake a robust examination of a charity’s annual report and accounts, key policies on Risk, Investment and other governance matters and will satisfy ourselves that the leadership and Board of Trustees are experienced

The latest version of this document is maintained on the Policy Documents Drive. Please check you are using the correct version.

and fit for purpose.

6. **Donation Size:** Our maximum annual donation to any one charity will be £100K, unless agreed by the Board.
7. **Funding Type:** Both restricted and unrestricted funding will be considered.
8. **Types of Support:** Our charitable giving can include non-financial support, staff volunteering and professional help, employee fundraising, board-level volunteering and professional guidance. 3
9. **Donation Approach:** A grant agreement will be drawn up setting out a payment schedule.
10. **Impact & Dependence:** We will consider the impact our donation will have on the charity itself, as well as the charities' beneficiaries including but not restricted to the size of our contribution relative to the charity's turnover.
11. **Impact & Measurement:** We will agree milestones and objectives for our support which will include how our partners measure progress and report impact.
12. **Transparency:** We will be clear regarding our expectations of the relationship with our chosen partners and on how the relationship will work day-to-day. We will be transparent about the consequences should objectives or milestones not be met.

BUDGET

The Board has agreed an annual budget of £500K for the period 2021/22 and 2022/23.

Oversight Responsibility

The Board of Annington Limited has responsibility in respect of the Company's charitable giving activities but it will delegate day to day responsibility to the Charity Committee (the Committee) constituted from Annington's employees. The Committee will be chaired by the Chief Executive Officer, Ian Rylatt or any other officer as is deemed appropriate and will include the Corporate Responsibility Manager and at least one representative from each of Annington's offices. For the FY 2022/23, one retired member of staff who will also sit on the Committee and act as Annington's Ambassador, as and when required. Members of the Committee are expected to attend meetings, undertake small projects, visit charitable organisations as required and progress initiatives as agreed by the Committee.

COMMITTEE

The Committee will meet at least once a quarter or as many times as deemed necessary to fulfil its responsibilities.

The Committee is responsible for:

- Determining the Charitable Giving Policy and strategy annually, as approved by the Board, ensuring it is appropriate to the Company's strategy and circumstance.
- Maintaining a register of donations and contributions by the company and individual members of staff, whether in cash or kind.
- Reviewing the charitable giving activities of the company, including the charities and causes being supported by the Company, ensuring that any donations in cash or kind are being used as intended.
- Evaluating the Company's and individual staff members' achievements and assessing the impact made on the specific projects or charities supported.
- Determining whether support of the selected organisations and charities should continue.
- Producing an annual report detailing the initiatives the Company and individual staff members have undertaken and the impact they have made.
- Co-ordinating the volunteering element of the Company's charitable giving strategy.

The latest version of this document is maintained on the Policy Documents Drive. Please check you are using the correct version.

STAFF ENGAGEMENT

- In order to give all staff the opportunity to become involved with the Company's charitable giving activities, membership of the Committee will rotate every two years or more regularly if the Committee deems it appropriate.
- The Company encourages staff involvement and engagement in charitable giving and has adopted the following policies:

– Support: The Company will support and encourage employees, whether as individuals or groups or teams, to become involved in charitable giving or work with charities and non-profit organisations whether through the Company or in their local communities.

– Match funding: The Company will match fund an individual's fund raising up to a maximum of £1,000 and funds raised as a team up to a maximum of £2,000, provided the charity chosen aligns with the Company's Giving Policy. A total of £10,000 per annum will be available for match-funding.

– Volunteering: Each employee has a volunteering allowance of three days to undertake volunteering work for a charity or non-profit organisation whose objectives are in line with Company Giving Policy. The charity or non-profit organisation does not need to be one of the Company's chosen charities. The three days will not be taken from annual holiday provision and will be paid. The days may be taken singly or consecutively, and they do not have to be for the same organisation. Should an employee wish to take leave in order to volunteer, the following procedure needs to be followed:

- An application will be made in writing (via email) to the employee's manager detailing what the employee wishes to do and why, with whom he/she wishes to do it, the location of the volunteering and the dates on which the volunteering will take place.
- The manager is required to authenticate and approve the application (including verifying the authenticity of the organisation).
- Once completed, the employee is requested to submit a short report on their volunteering activity with a focus on what they contributed/achieved and what they have gained from the experience.

This Policy may be updated from time-to-time to reflect a change in circumstance, organisation or strategy of the Company or of those to whom the Company is providing charitable support.

Any changes will be recommended for adoption by the Committee and approved by the Board of Directors.

DOCUMENT VERSION

Policy Number	ANN-POL-003	Version No	V.1.0
Effective Date	May 2022	Review Date	May 2025
Policy Owner	Sustainability Manager	Policy Approved By	Annington Ltd Board

Internal Compliance Version Only**VERSION HISTORY**

VERSION	AUTHOR	REVISION DATE	CHANGES
V.1.0	Sustainability Manager	May 2022	Policy creation

The latest version of this document is maintained on the Policy Documents Drive. Please check you are using the correct version.