

**POLICY STATEMENT**

From time to time charities, community groups and other not for profit organisations may approach the company for donations or sponsorship in the form financial assistance or product that may include undertaking training on a pro-bono basis.

This policy outlines that actions to be taken in such a circumstance.

**GLOSSARY OF TERMS****CROSS REFERENCES and other RESOURCE MATERIAL**

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Requests for donations by the company, either in the form of monies, goods or services can be a commonplace event. It is imperative therefore, that a tight control is retained over these payments.

Any requests made for donations will be referred directly to the Directors, who will determine the level and form of any donation to be made.

Prior to any donation being made, the Directors must be satisfied that the organisation seeking the donation is appropriate to receive the donation.

The Directors must also review the credentials of the organisation so as to be satisfied that any association with the organisation will not be damaging to the company's image.

It is also company policy that no donations will be made to any political party.