

## DONATION, SPONSORSHIP & VOLUNTEERING POLICY

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## INTRODUCTION

Nortera gives back to the community through donations, sponsorships, and volunteering, contributing to a flourishing society and economy while fostering the well-being of its employees. Nortera is often asked for donations in the places it operates in. In the interests of effectively, efficiently, and fairly responding to requests in a manner consistent with its mission, it has adopted this Donation and Sponsorship Policy with a budget that will be reviewed on an annual basis.

## GENERAL FRAMEWORK

This policy covers activities, causes, fundraising, and events supported by Nortera employees, charitable organizations, nonprofit organizations, associations, foundations, and others. Nortera's contributions must not conflict with its corporate mission, its social responsibility policy and pillars of intervention, or any of the following values:

- **People-minded:** mutual respect, listening skills and close relationships between employees. Ensuring physical safety
- **Integrity:** complying with our commitments, acting honestly and transparently
- **Trust:** learning to delegate, contributing to team spirit whilst allowing others to try new things
- **Simplicity:** promoting common sense, encouraging a friendly environment and maintaining sincere human relationships.
- **Excellence:** making performance and high quality a priority
- **Openness:** being available, tolerant and encouraging creativity
- **Fairness:** ensuring objectivity, setting a good example and guaranteeing a profit-sharing system

## OBJECTIVES

This policy has the following objectives:

1. **Provide a framework** for assessing and selecting requests for donations and sponsorships
2. **Facilitate** and encourage requests from employees and the community
3. **Maximize** the effects of what Nortera does

## FORMS OF COMMUNITY SUPPORT

Nortera's community support takes three forms:

- **Donations:** money, materials, or food (Nortera products) given to a charity for charitable purposes to help it achieve its objectives.
- **Sponsorships:**
  - **Public sponsorships:** contributions in the form of money, materials, or food (Nortera products) to a nonprofit in furtherance of its objectives, in exchange for public, community, or industry visibility.
  - **Commercial sponsorships:** contributions in the form of money, materials, or food (Nortera products) to a nonprofit organization or enterprise to promote Bonduelle consumer product brand. Requests for this type of contribution may be transferred to the sponsorship policy of a Nortera brand.
- **Volunteering:** volunteering as a representative of the company to serve the community. Volunteer work may be at the initiative of an employee, Nortera, or an outside organization.

## PILLARS OF INTERVENTION

Requests for donations or sponsorships must rest on at least one of five pillars of intervention:

1. **Food security:** ensuring that people have the material and financial ability to secure sufficient amounts of healthy, nutritious food
2. **Nutrition and healthy eating:** promoting and encouraging healthy eating that includes substantial amounts of vegetables
3. **Community cultural vitality:** supporting the cultural, social, and economic life of the communities where Nortera is located
4. **Health and well-being:** promoting human health and encouraging healthy, active lifestyles
5. **The environment:** protecting the environment with initiatives to address water, biodiversity, climate change, sustainable agriculture, and other issues

## LEVELS OF INTERVENTION

Nortera operates at two levels:

1. **Corporate Causes:** Nortera chooses a limited number of major corporate causes that are obligatorily common to all of the company's regions.
2. **Local Causes:** Nortera intervenes with donations and sponsorships adapted to the regions where it operates production sites or offices as well as the regions where it carries out commercial activities.

Nortera's actions may take the form of gifts of money or Nortera food products or volunteer work by employees during their work hours. More than one form of action may be used for the same initiative.

## **ELIGIBILITY**

In order for a donation or sponsorship request to be considered and accepted by Nortera under this policy, it must meet the following requirements:

- Address at least one pillar of intervention and do not conflict with any of them
- Are made on behalf of an organization or enterprise that is duly registered with the local authorities
- If made by a Nortera employee, show that the employee or member of the employee's immediate family (spouse and children) is involved or participating in whatever the donation or sponsorship is for
- Be in line with Nortera's mission, social responsibility policy, and values
- In the case of a sponsorship, demonstrate that it is a citizen initiative, implemented in a region where Nortera operates a production site or offices with a radius of 10 km adjusted for population density.

## **EXCLUSIONS**

The following requests for gifts or sponsorships will not be considered:

- Requests from private foundations not registered with legal authorities, political or religious organizations, university student associations, interest groups, or institutions that are controversial or that contradict Nortera's official position.
- Requests on behalf of an individual for the realization of an individual's personal projects or sponsorship. (scholarships, sporting events, trips and excursions, personal assistance, etc.). Personal initiatives or donations made in the name of an individual are not permitted.
- Requests for funding to support wages
- Requests for memorial donations
- Requests for funding to cover the current operating expenses of an organization or enterprise (rent, electricity, and so forth).
- Requests for commercial sponsorships, which will be considered under each brand's sponsorship policy

## ASSESSMENT CRITERIA

The following are considered in deciding which requests to accept:

- Description of the mission or objectives of the organization or enterprise
- Detailed description of the impact of the initiative
  - The needs it meets
  - The expected results
  - The group or individuals who will benefit
  - The number of people who will benefit
- Explanation of how it will align with Nortera's pillars of intervention
- Description of what Nortera is being asked to contribute
- Description of the visibility Nortera will receive
- Attestation of the long-term viability of the organization or enterprise
- Proof that administrative expenses are legitimate and that Nortera's contribution will mainly go to the beneficiaries

## PROCESSING OF REQUESTS

Requests for donations or sponsorships will be processed in five steps:

1. **Application:** Applicants, be they Nortera employees or representatives of organizations or enterprises, must apply by submitting this [online application form](#), available on Nortera digital platforms. Phone, email, fax, or in-person applications will not be considered unless an application form is received first. Application forms must be submitted at least two months (60 days) before the event or activity in question. Applications must include complete contact information for the organization or enterprise, as well as its letterhead, registration numbers, and banking information, the value or amount requested, a budget for the initiative, a commercial sponsor visibility plan, and so forth.
2. **Assessment of the application and decision:** All applications are examined within a reasonable time according to the criteria in this policy. Nortera reserves the right to approve or reject applications at its sole discretion. Nortera's engagement is for one year. Renewal is not guaranteed and recipients may be required to apply again. Nortera may ask for additional information at any time in the process, either to complete the application or for use in making a decision.
3. **Responding to applicants:** Nortera will provide written notice of its decision within a reasonable time, be it positive or negative. Notice of acceptance will include Nortera's offer to contribute.
4. **Agreement:** The application and offer accepted by Nortera and the organization or

enterprise will be the subject of an agreement signed by the two parties.

- 5. Followup:** Nortera reserves the right to require reports on the use of funds or products, the objectives achieved, and the company's visibility, as applicable.

## **VALUE OF CONTRIBUTION**

The financial value or product amount contributed will be decided in consideration of the express needs of the organization or enterprise and Nortera's project assessment. The company reserves the right to promote and make use of its association with the project at its sole discretion. To encourage employee engagement, Nortera facilitates the approval of requests and provides them with exclusive opportunities as described in Appendix 1.

## **CONDITIONS OF PAYMENT OR PRODUCT DONATIONS**

Payments or deliveries of Nortera products must be made directly to the organizations or enterprises in question. All payments will be made by electronic transfer. There will be no direct payments or product donations to individuals, including employees.

## **ROLES AND RESPONSIBILITIES**

Donations and sponsorships are managed by the Communications Department, which is under Nortera's Marketing Division. The Marketing Division reserves the right to overrule decisions made under this policy if deemed appropriate or for strategic purposes. Such a change must be approved by Nortera's Executive Committee or by the director. The Executive Committee reviews donation and sponsorship strategy and budget on an annual basis.

## **ACCOUNTABILITY**

The Marketing Department, under which fall communication marketing operations, keeps track of donation and sponsorship outlays based on the authorized budgets and successful attainment of objectives.

## **BUDGET**

The donation and sponsorship budget is set annually as part of the Nortera business plan. Cash and product amounts and volunteer hours must remain within the budget for the financial year in question. Unless otherwise stated, the amounts paid under this policy must be used in the year for which they are budgeted.

## **APPROVAL, UPDATING, AND PUBLICATION PROCESS**

Nortera's Donation and Sponsorship Policy is available on its digital platforms. The policy is approved by the Executive Committee and reviewed periodically without official notice to make sure it remains meaningful and up-to-date.

## **LEGAL NOTICES**

*The fact that a given organization meets all the eligibility criteria in this policy may not be construed as a guarantee of Nortera's support.*

*Nortera gives to foundations, associations, and other similar recognized bodies that advocate for causes aligned with the company's pillars of intervention. It does not give to individuals participating in activities connected to those causes.*

*Donations or sponsorships in no way engage Nortera for the future and have no express or implied influence on the company's ordinary business operations.*

*Internal solicitation of employees without authorization by management is not is not permitted at Nortera.*

## **APPENDIX 1**

To encourage employees to take an active part in community undertakings as volunteers, Nortera has special eligibility rules and assessment criteria exclusively for them, as given in Appendix 1.

These rules apply exclusively to all permanent Nortera employees who apply to an organization or enterprise duly recognized by local authorities and for which the employee or the employee's spouse or children are not paid and are active as volunteers, participants, or members.

### **Request for monetary or product donations**

- Nortera will give preference to contributions in products. For financial donations, Nortera awards the maximum amount of \$500 per employee per year\*. For product donations, Nortera grants products with a market value of a maximum of \$500 per employee per year. Proof of participation is mandatory.
- In the event that several employees participate in the same event, the amount granted to employees is added up to a maximum amount of \$2,500 donated to the organization. Proof of participation is required.
- In the event that the Marketing Department upgrades the collaborator's request with a commercial sponsorship, the amounts previously awarded will be deducted from the commercial sponsorship.
- Nortera participates in fundraising events organized by the company or organized by its employees with the company's permission.

\*Requests for donations covering registration fees for associations or sports activities for employees' children are excluded from this policy.

## Requests to volunteer

- Nortera pays for 8 hours of volunteering during normal working hours per year per employee.
  - Hourly plant employees working in operational facilities may participate in volunteer activities organized by the site to which they are attached.
  - All other employees may participate in individual volunteer activities of their choice or in activities organized by the company.
- Nortera reserves the right to authorize additional hours of volunteering for corporate volunteer activities.
- Written attestation of the employee's volunteer contribution must be provided by the recipient organization.
- Employees are responsible for obtaining approval from their immediate supervisor before the event.
- Volunteer paid hours must be entered in the corporate payroll system. The employee is responsible for informing their human resources manager of volunteer hours so that the hours are properly accounted for.
- Managers may deny requests to volunteer for the following reasons:
  - Detrimental effects on productivity
  - Unsatisfactory employee productivity and performance
  - Need for a supplementary resource to make up for hours lost to volunteering
- Only mileage driven to a company-initiated volunteer activity is eligible for reimbursement