

Employee Volunteer Charitable Donations

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1.0 Policy

1.1 Policy Statement

Corporate Social Responsibility (CSR) at Export Development Canada (EDC) is a commitment to carry out our mandate in a socially responsible manner consistent with our corporate values. Community investment and involvement, a key component of CSR at EDC, focuses on a concern for our local communities. Through their work with local charitable organizations, EDC employees exemplify EDC's values and CSR practices.

1.2 Purpose

To recognize and encourage contributions made by EDC employees to our local communities as part of our objectives to be a socially responsible corporation and an employer of choice.

1.3 Policy Objectives

To provide financial contributions to *eligible charities* and *fund-raising activities* for such *eligible charities*, in both cases where EDC employees have demonstrated significant and ongoing community involvement.

To establish a fair, consistent and transparent process by which requests for support for *eligible charities* will be managed.

1.4 Authorities & Responsibilities

Requests for contributions will be reviewed on a quarterly basis by the EDC Donations Committee. The Donations Committee will review all requests and make recommendations to the Vice-President, Corporate Communications and External Relations. The Vice-President, Corporate Communications and External Relations, will make the final decisions based on the recommendations of the Donations Committee.

1.5 Key Definitions

"eligible charity(ies)" – see section 2.0

"fund-raising activity(ies)" – activity(ies) designed to raise funds or support for eligible charities, which may include canvassing, telethon participation or the organization of charitable events, etc.

"EDC volunteer" – a permanent EDC employee who provides services to an *eligible charity* for which they receive no compensation or personal benefit. Services may include *fund-raising activities*.

2.0 Guidelines for Implementation

How does it work?

EDC will consider financial contributions in the range of \$500 - \$2,500 (including in-kind contributions) to: (i) *eligible charities*; or (ii) approved *fund-raising activities* for such charities, in both cases where *EDC volunteers* are involved.

Who can apply?

As an *EDC volunteer*, if you comply with the conditions noted in "*A few easy rules*" (see below), you are eligible to apply for support for the *eligible charity* or *fund-raising activity*.

A few easy rules

- I am a permanent employee of EDC, who is not on leave of any kind, other than vacation leave¹;
- The charity which benefits from my volunteer activity is an *eligible charity*;
- I/we volunteer more than 35 hours per year, either as an individual or cumulatively as a group²; and
- I/we have been involved with this *eligible charity* during the past consecutive 12 months or more, either as an individual or cumulatively as a group³.

¹The applicant must be an employee of record at the time the donation is made.

² "Group" refers to the organization of a team of EDC employees for participation in marathons or similar activities in support of a charitable organization.

³ As above. Cumulative group involvement must have occurred during the past 12-month period.

Any charity in Canada registered with Canada Revenue Agency (see CRA website, “Charities”), and shall **not** include the following:

- Private foundations;
- Religious organizations (except for secular activities open to all segments of society);
- Political or similarly affiliated organizations;
- Organizations for which a volunteer receives personal compensation in any form;
- Service Clubs (e.g., Lions, Rotary Clubs);
- Sports teams that are not CRA-registered, or are not dedicated to raising funds for a registered charity⁴; or
- Any charity that does not reflect the spirit and intent of this policy and EDC’s values.

2.1 Application process

Requests for contributions will be reviewed on a quarterly basis by the EDC Donations Committee. Employees are requested to complete the Charitable Donations Application Form found on *livewire* and send it to Public Affairs. The Donations Committee will review all requests, verify related information, and make recommendations to the Vice-President, Corporate Communications and External Relations, who will make the final decisions based on the recommendations of the Donations Committee. A single organization is eligible to receive only two contributions in a calendar year. Not more than one contribution can be made on behalf of any single employee in one calendar year.

2.2 Criteria

Requests will be approved within the limits of an annual budget allocation.

3.0 Time off

This policy does not address time off work for volunteer activities. Time off for volunteer activities is to be treated separately and is subject to the approval of Team Leaders.

4.0 Fund-raising at EDC

Except for those activities specifically identified and approved by EDC, corporate facilities (e.g. e-mail, lobby) should not be used for any fund-raising or soliciting support for charitable causes. Any questions in this regard should be referred to Public Affairs.

5.0 Code of Conduct

Employees should refer to the Code of Conduct for guidelines relating to outside activities, such as volunteer work.

6.0 More information

For more information, contact Public Affairs.

7.0 Expiry date

This Policy Directive shall be subject to review no later than 36 months from the date of signature.

⁴ Sports teams that are registered charities or EDC sports teams formed in support of registered charities are eligible for support.