



DEVELOPING SPACES  
FOR BUSINESS TO GROW

**AMENDED**

**CORPORATE PHILANTHROPY**

**POLICY GUIDELINES AND PROCEDURES**

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CORPORATE PHILANTHROPY GUIDELINES AND PROCEDURES

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## CORPORATE PHILANTROPY GUIDELINES AND PROCEDURES

### **1.0 OVERVIEW**

e Teck (also referred to herein as the “company”) takes its role as a Corporate Citizen very seriously. As a socially and environmentally responsible organisation, the overarching goal of e Teck’s Corporate Social Response (CSR) programme is to enable positive, meaningful change and ultimately, sustainable development in the many communities in which the company operates. e Teck’s Corporate Social Response (CSR) programme comprises the following three (3) components:

- (i) Community Engagement (Social Investment & Mitigation)
- (ii) Philanthropy (charitable giving)
- (iii) Project V - Employee Volunteerism

e Teck’s philosophy of accountability and performance is also reflected in its CSR programme. Measurement and evaluation of the social performance of e Teck’s CSR activities is an essential component of this company’s corporate governance. e Teck’s approach to CSR is, therefore, targeted and focused which allows for greater monitoring and evaluation of the cumulative social impact of the overall programme. To this end, monitoring, evaluation and reporting activities have been built into all components of e Teck’s CSR Programme.

For the avoidance of doubt, e Teck in its sole discretion may revise its CSR programme and corporate philanthropic policy at anytime.

## **2.0 PHILANTHROPY (CHARITABLE GIVING) STATEMENT**

e Teck's CSR philosophy can be found in our tagline, ***Righting the Future*** and is reflected by our development, support and sponsorship of community programmes and projects that improve the sustainability of fenceline communities.

For the purpose of e Teck's CSR programme, "**Community Sustainability**" involves those activities and programmes which safeguard the long-term social, economic, civic and environmental health of a community, while addressing and meeting its present needs.

While there are many dimensions to Community Sustainability, namely:

- Housing,
- Health,
- Civic Capacity
- Transportation,
- Youth
- Diversity,
- Economic Development ,
- Governance,
- Education,
- Natural Environment,
- Safe & Friendly Spaces,
- Arts and Culture,

e Teck will focus its support on organisations whose programmes and services foster and promote Community Sustainability in the following thematic areas:

- (1) Family Support & At Risk Youth Development;**
- (2) Community governance and leadership development;**
- (3) Creation and maintenance of safe & friendly spaces;**
- (4) Community Innovation & Enterprise Development**
- (5) Environmental Conservation**

As such, e Teck's philanthropic donations will embody the organisation's commitment to making strategic interventions in the abovementioned areas.

Donation requests from Community-based and Non-profit organizations will only be considered for programmes and projects that are aligned to these thematic areas (Please refer to Appendix 1 for those dimensions of Community Sustainability under consideration by e Teck for funding).

### **3.0 ELIGIBILITY GUIDELINES: EXTERNAL REQUESTS**

In all instances, donation/sponsorship requests will only be considered from organizations that meet **all** of the following eligibility criteria:

- (1) The organisation submits their request in writing on the organisation's letterhead, bearing the signature of the person duly authorised to sign on behalf of the organization and the organisation's stamp;
- (2) The organisation is a legally registered charity or incorporated not-for-profit organization;
- (3) The organisation has a savings or chequing account with a recognized commercial bank or credit union in the name of the organisation and submits proof that signatories to such an account are board members of the organisation and confirmed by board resolution.<sup>1</sup>
- (4) The organisation is based or provides services to e Teck's fence-line communities or underserved communities in Trinidad and Tobago.
- (5) The organisation requests funds to support activities and projects that fall within the abovementioned thematic areas.

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<sup>1</sup> For requests in excess of 4,000 TTD but under 10,000 TTD.

For requests in excess of 10,001 TTD but under 15,000 TTD, such a group or organization must submit at least two years of their accounting records and will be contractually bound to special reporting requirements under e Teck's Social Investment Grant Scheme.

For requests in excess of 15,000 TTD, such a group or organization must submit proof of audited accounts for the year immediately preceding the year in which the donation request is made and will be contractually bound to special reporting requirements under e Teck's Social Investment Grant Scheme.

### **3.1 Exclusions**

In order to maintain focus, achieve greater impact in corporate giving and protect e Teck from imputations of bias, the following organizations, activities and expenses are **not** eligible for charitable donations under e Teck's Philanthropy Guidelines:

- (1) Organizations without registered charitable or non-profit status
- (2) Organizations that deny or perceive to deny, service to a potential client or beneficiary on the basis of race, religion, political affiliation, age, nationality or disability
- (3) Individuals, including those seeking scholarships or fellowship assistance
- (4) Labour unions or fraternal organizations
- (5) Third parties raising funds for charity, intermediary funding agencies or foundations
- (6) Political campaigns
- (7) Religious organizations<sup>2</sup>
- (8) Programs/projects administered by activist groups
- (9) Recurrent operating expenses
- (10) Private schools
- (11) One-off sports and athletic events.
- (12) Fundraising tickets<sup>3</sup>

### **3.2 Special Consideration:**

Given the number of requests that e Teck receives from schools throughout the year, e Teck will set aside 10,000 TTD per annum in support of sponsorship requests from schools not included in our fenceline communities, to offset the cost of their various school functions and events. Under this allocation, no one school will receive in excess of 2000 TTD per annum. Cheques will be made payable to the respective supplier of services that will be provided to the school.

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<sup>2</sup> Consideration will be given to secular community service programs such as soup kitchens, shelters for the homeless, homes for children or battered women, after-school community programmes, etc. operated by faith-based organisations, once all other eligibility requirements are met.

<sup>3</sup> Except in cases where the organisation's tickets or original communication expressly states in writing that over 70% of the proceeds would go towards the intended programme

#### **4.0 DONATION CATEGORIES CASH AND NON-CASH:**

Once the requesting organisation meets the eligibility criteria, e TeckK's method of disbursing donations can be divided into Cash and Non-Cash.

##### **MONETARY**

- (i) Direct cheque disbursements to the organisation.
- (ii) Payment directly to service providers contracted or selected by the organisation, once all the relevant documentation (e.g. at least three quotes from suppliers) has been submitted.

##### **NON-MONETARY**

- (i) Donation of equipment, devices, materials etc.
- (ii) Donation of zero-rated furniture and equipment.

#### **5.0 PROCESSING REQUESTS AND COMMUNICATING WITH APPLICANTS**

Staff of the Corporate Communications Department (CCD) shall comply with the following guidelines when processing requests and communicating with applicants:

- Contact must be made with the organisation to supply any document and information relevant to confirming their eligibility.
- All eligible requests will receive prompt review from Community Relation Officers (CROs) of the CCD. CROs must satisfy themselves as to the bona fides of the applicant by thorough investigation.
- Generally, applicants should be notified, in writing, of the award or decline of sponsorship within 4 weeks of the Corporate Communications Department's receipt of their request.

- All sponsorship and donation requests must receive final approval from the Manager, Corporate Communications based on the results of the CROs' verification activities and recommendation.
- Final approval from the President of e Teck is required when awarding donations in excess of 10,000TTD. Project documentation justifying support as well as background documentation verifying that selected organisation has a history of charitable work and a proven track record of achievement in the community in which they operate, will be required.

## **6.0 AUDIT OF THE PROCESS**

### **Corporate Philanthropy Program Audit**

Internal Audit will conduct periodic reviews of e Teck's existing giving programs and provide the company with valuable feedback on how to improve efficiency and effectiveness. In addition, the Internal Audit reviews would be aimed at establishing that e Teck's Corporate Philanthropy Program cover the following risks:

1. Effectiveness of the operating framework for Corporate Philanthropy Program Implementation;
2. Adequacy of internal control and review mechanisms;
3. Reliability of measures of performance; and
4. Management of risks associated with external factors like compliance with governments state sector regulations and ethics guidelines, and management of potential adverse NGO attention, etc.



## **7.0 PHILANTHROPY REPORTING REQUIREMENTS**

At the end of each quarter, the CCD will prepare and submit to the Office of the President, as part of their Divisional reporting requirements, company expenditure in philanthropy as follows:

Thematic Area	Organisation	Programme/ Project	Programme/ Project duration	Amount requested	Approved/Declined	1 <sup>st</sup> time applicant Y/N	Previous History Summary

## **APPENDIX 1**

### **1. SUSTAINABLE COMMUNITIES**

For the purpose of e Teck's CSR programme, **community sustainability** involves activities and programmes which safeguard the long-term social, economic, civic and environmental health of a community, while addressing and meeting its present needs.

While there are many dimensions to Community Sustainability, namely:

- Housing,
- Health,
- Civic Capacity
- Transportation,
- Youth
- Diversity,
- Economic Development ,
- Governance,
- Education,
- Natural Environment,
- Safe & Friendly Spaces,
- Arts and Culture,

e Teck will focus its support on organisations whose programmes and services foster and promote Community Sustainability in the following areas:

- (1) Family Support & At Risk Youth Development;**
- (2) Community governance and leadership development;**
- (3) Creation and maintenance of safe & friendly spaces;**
- (4) Community Innovation & Enterprise Development**
- (5) Environmental Conservation**

### **1.1 Family Support & At Risk Youth Development**

Sustainable communities depend on physically and emotionally healthy individuals and families. In an effort to support the development of the family as a unit, e TecK will give support in areas of family youth and development, as it pertains to the following:

- Workshops to strengthen parenting skills, which will allow for greater harmony in home life.
- Support to community or other groups who support at-risk youth in the areas of career enhancement or personal development, etc.
- Awareness programmes for youth specific to issues affecting their community such as drug addiction, teenage pregnancy and HIV/AIDS etc.

### **1.2 Community governance and leadership development**

Sustainable communities develop when residents and community-based groups have the capacity to effectively identify, work towards and advocate for their path for development. To this end, e TecK partners with private and public sector agencies to build the leadership capacity of community groups and strengthen their effectiveness and governance structures.

Projects under this community sustainability dimension include but are not limited to the following:

- Leadership, Conflict Management and Team building training for community based organisation leaders
- Training in the Basics of Non-profit Management
- Training for Community Based Organisation members in the area of participatory decision making
- Provision of basic equipment for legitimate organisations that have a proven record of leadership in the community.

### **1.3 Community Innovation & Enterprise Development**

The way in which communities collaborate to come up with innovative social systems and solutions to address issues affecting them can make the difference in the sustainability of the community. Innovation can be in any field agriculture, engineering, computing, or community services. In this regard e TecK will assist innovative community groups in advancing their solution for the advancement of their community.

Similarly, the creation of economically viable livelihoods within communities is important for job creation and economic development of the community as whole. In this regard, e TecK will harness the creativity of local entrepreneurs within its fence-line communities and provide them with some of the tools required for the development of their enterprises, through partnership with private and public sector agencies.

Projects under this community sustainability dimension include but are not limited to the following:

- Facilitating training in areas identified by community-based organisations as critical for improving the skill-set of residents in a particular economic sector, e.g. hospitality, food processing, cosmetology, construction, etc.
- Facilitating training in the basics of small enterprise management
- Providing mentoring opportunities with e Teck's tenants or staff
- Consideration of basic equipment purchase for business operations based on market plan or feasibility study.

#### **1.4 Creation and maintenance of safe and friendly spaces**

This refers to the creation and maintenance of both green and other leisure spaces which are physically safe, environmentally conscious and for the benefit of the widest number of residents. Such spaces are well built, well maintained and feature proper lighting, refuse disposal, access for the differently-abled, and seating areas where applicable.

Projects under this community sustainability dimension include but are not limited to the following:

- Maintenance of green spaces around e Teck offices.
- Beautification or Rehabilitation of existing recreational grounds and facilities in fence-line communities.
- Partnerships with existing sporting and other government agencies to facilitate the building of new recreational spaces in fence-line communities.

#### **1.5 Environmental Conservation**

As an Agent of Change, e Teck see its role in environmental conservation as a major contributor to the development of sustainable communities. Our motto "Think, Act and Live Green" is not limited to corporate programmes but is an extension to all operations and interaction with our fenceline communities. In this regard we will assist in the following areas:

- Support to community groups and schools promoting environmental awareness programmes e.g. schools' rain water harvest programme
- Installation of recycle bins and signage in fenceline areas as required.
- Projects that map and monitor species within our fenceline areas.