



A joint venture between United Utilities, Costain and MWH

## **4D CHARITABLE DONATIONS POLICY**

### **UK Reporting Requirements**

4Delivery Ltd is required by UK law to disclose in its Report and Accounts for each financial year all political and charitable donations made. This means any donation to a political party in the UK or which is likely to affect public support for such a party, and any gift to any UK resident institution for charitable purposes only.

### **Political Donations**

Any donation in the UK or elsewhere in respect of

- i. any political party
- ii. any political purpose
- iii. the campaign of any candidate for elected office or in support of any elected official
- iv. any campaign to influence elected officials or the public in relation to a political purpose

must not be made without the prior approval of the 4D Board.

The policy of the 4D Board since 4D's inception in 2005 has been to make no political donations.

### **Charitable Donations**

- i. Requests for charitable donations will be considered and administered by the Charity Committee, the members of which are the Finance and Business Services Director, the Head of Communications and Corporate Responsibility and a representative member of staff. In these cases, donations will only be made to registered charities.
- ii. Charitable donations are normally for very small sums of money by way of single donations. Any larger ongoing payments require approval by the Chief Operating Officer.
- iii. Any application for a charitable donation must be sent to the Head of Communications and Corporate Responsibility, who will arrange for it to be dealt with. The application should set out briefly why it should be eligible for a donation.
- iv. Decisions will be made based on the following principles:
  - a. Cost of expenses compared to value of charity donation requested
  - b. Level of sponsorship raised by the staff member
  - c. Total value of donations to a particular charity throughout 4D's existence

- d. Frequency of previous donations accepted that have been requested (and granted) to individual staff members
- e. The location of the charities benefiting, where preference will be given to those within the Southern Water region
- f. The charity's focus being on either the environment, education or community
- g. All charities benefiting should complement the aims of our client and partners, as well as 4D's approach to corporate responsibility (see Corporate Responsibility Strategy).