

INFOTECH SERVICE FZ-LLC Philanthropy Policy - May 2022

VERSION DATE: May 2024

VERSION 03

1. Purpose of the Policy

This policy defines the corporate philanthropy vision of INFOTECH SERVICE FZ-LLC and outlines its alignment with the company's core values:

- **Trusted:** "We create trust."
- **Responsible:** "We leave our mark responsibly."
- **Ambitious and Humble:** "We demonstrate ambition with humility."
- **Open & Inclusive:** "We believe in the strength of diversity."

The policy applies to all operational entities and subsidiaries of INFOTECH SERVICE FZ-LLC and provides a framework for local philanthropic activities.

2. Alignment with United Nations Sustainable Development Goals (UNSDG)

INFOTECH SERVICE FZ-LLC aligns its CSR strategy with key United Nations Sustainable Development Goals (UNSDGs), specifically focusing on:

SDG 3: Good health and well-being

- **SDG 5:** Gender equality
- **SDG 8:** Decent work and economic growth
- **SDG 13:** Climate action
- **SDG 16:** Peace, justice, and strong institutions

These five SDGs guide the company's philanthropic and corporate social responsibility (CSR) initiatives.

3. Philanthropy Focus Areas

INFOTECH SERVICE FZ-LLC prioritizes the following focus areas for its philanthropic efforts:

1. **Health & Safety** (Aligned with SDG 3): Promoting good health and well-being is at the core of the company's daily business.
2. **Inclusion** (Aligned with SDG 5): A key element of INFOTECH's CSR strategy, fostering inclusion is central to the company's social and gender equality initiatives.

3. **Environment** (Aligned with SDG 13): The company is committed to protecting the environment, preserving biodiversity, and addressing climate change.

4. Types of Philanthropic Actions

Philanthropic actions are categorized into three primary types:

1. **Charitable Donations:**

- Intermittent support to a wide range of charitable organizations.
- Examples include cash donations, in-kind services, and employee donation matching.

2. **Community Investments:**

- Long-term involvement in partnerships addressing social issues that align with the company's long-term corporate goals.
- Examples include community grants, employee volunteering, and technical support for local organizations.

3. **Commercial Initiatives:**

- Business-related activities that support the company's success and brand promotion through partnerships with non-profits.

5. Governance and Approval Process

Philanthropic activities are decentralized across different operational groups. However, all philanthropic actions must adhere to the following:

- **80% of charity expenses** should be dedicated to the three primary focus areas: Health, Inclusion, and Environment.
- **20% of charity spending** can be allocated to other relevant causes.

All philanthropic actions require prior approval from the Group Compliance Officer through the Webrisk platform.

6. Reporting Requirements

Each operational group must record and report all philanthropic actions using the following categories:

- Donations (cash, in-kind)
- Volunteering (employee time)
- Management costs of charitable actions

Additionally, the actions must be attached to the appropriate SDG and documented through Webrisk.

7. Tax Deduction

Contributions made to eligible charitable institutions may qualify for tax deductions depending on local laws. INFOTECH SERVICE FZ-LLC recommends claiming such deductions when applicable.

8. Branding

All charitable actions must use the "**Be part of it**" branding to ensure consistency and recognition.

9. Ethical Considerations

INFOTECH SERVICE FZ-LLC recognizes that philanthropic actions may present corruption risks. Therefore, the company has implemented strict due diligence, approval, and monitoring procedures to mitigate these risks.

10. Review Process

The philanthropy policy will be reviewed annually to ensure alignment with the company's CSR strategy and any regulatory changes.

Validation & History

The philanthropy policy has been reviewed and approved as follows:

- **Proposal:** Marc Boissonnet (Chief Sustainability Officer)
- **Verification:** Arnaud Douville (Legal & Compliance)
- **Approval:** Marc Boissonnet (CSO)

This philanthropy policy sets the guidelines for all philanthropic and corporate citizenship efforts of INFOTECH SERVICE FZ-LLC, ensuring alignment with its corporate values, the United Nations SDGs, and the Business for Societal Impact (B4SI) model.