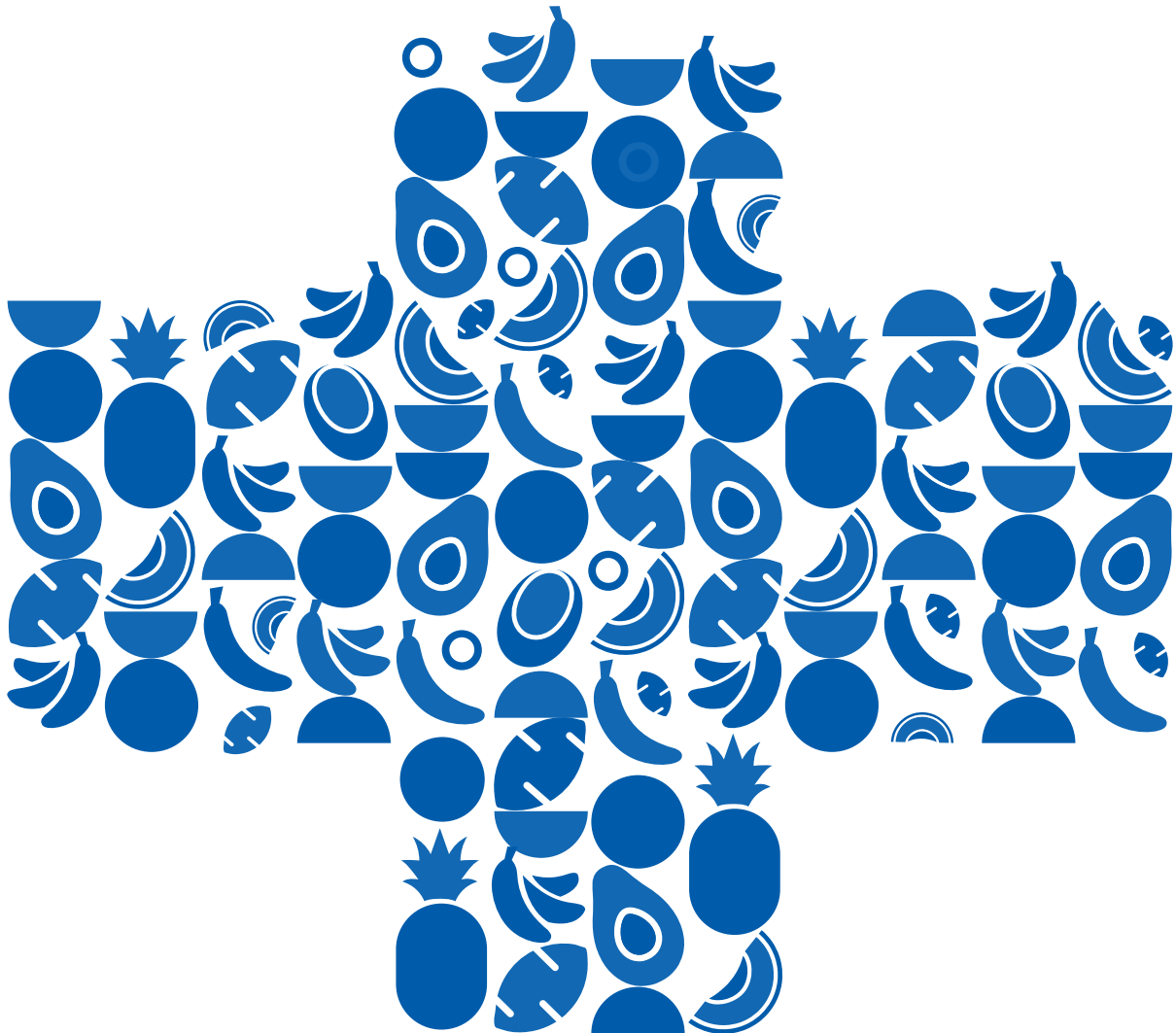




# Global Donation Policy

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### **INTRODUCTION FROM THE CHIEF EXECUTIVE**

Fyffes Principles of Responsible Business Conduct or 'Fyffes Principles' outline our commitment to enriching the communities where we operate and where our products are consumed. Our community engagement includes supporting organisations that complement our identified focus areas; education, nutrition, climate change and gender.

This policy implements the Fyffes Principles in relation to corporate donations, both at a global and a local level. This policy reinforces Fyffes commitment to act in a socially responsible manner within the communities where we operate and contribute to their sustainable development. We promote open, constructive and mutually beneficial relations with societies and communities where we have our operations.

We respectfully request potential partners to carefully read the Donation Policy before contacting Fyffes about a potential donation.

## POLICY

This policy is designed to maximise the benefits arising from Fyffes community investments and ensure our community engagement is aligned to our Global Sustainability Strategy. This policy provides guidance to organisations requesting monetary contributions or community partnerships with Fyffes.

## SCOPE

This policy is applied globally at all Fyffes operations and offices. It relates to:

- All donations (cash, non-cash )
- Sponsorships (excluding commercial sponsorships)
- Partnerships, affiliations, alliances with non-profit organisations and/or associations
- Fyffes Corporate Signature Programs

## GUIDING PRINCIPLES

1. Fyffes supports programs and/or projects that take the following criteria into consideration:
  - a. Inclusion – Within its own operations, Fyffes commits to provide a working environment that promotes diversity and equal opportunity, where there is mutual trust and respect for human rights. Fyffes therefore supports initiatives that promote respect, tolerance and inclusion for all
  - b. Employee engagement - Fyffes encourages its employees to get involved personally and promotes employee engagement in the community
  - c. Community ownership – Fyffes prioritises concrete participation from the community right from the conception of projects and initiatives up to implementation

- d. Accountability – Fyffes favours organisations that demonstrate accountability year over year with projects delivered according to plan
- e. Measurement – Fyffes wants to work with initiatives / projects/ organisations that track and measure their performance to continually improve and increase delivery
- f. Collaboration – Fyffes maximises its community investments by working with organisations that rally other partners and stakeholders to maximise positive impacts for recipients
- g. Sustainability – Fyffes will prioritise projects for community investment that can have a lasting positive impact and avoid creating a reliance on contributions

## FOCUS AREAS

2. Fyffes partners with communities and stakeholders to contribute to the development of inclusive, equitable and thriving communities through education, gender equality, access to nutrition and adaptation to climate change.

## ELIGIBILITY CRITERIA

3. Only the following organisations can apply for a Fyffes donation:
  - a. Registered non-profit organisations, and/or
  - b. Registered non-governmental organisations, and/or
  - c. Civic or education organisations, and
  - d. Organisations with a modus operandi in line with Fyffes Principles, and
  - e. Organisations must be financially solvent.

3 Long-term strategic partnerships include agreements with one or several partners of a community engagement project or donations which are collaborative, usually over a number of years and aiming to target systemic impact in a strategic/ transformational approach to social, environmental, economic issues.

4. Applying organisations should be:
  - a. Rooted in communities where Fyffes operates
  - b. Compliant with local laws – including tax laws - and able to demonstrate it
  - c. Transparent in their financial reporting
5. Organisations selected for longer term partnerships , should additionally meet the following criteria:
  - a. Demonstrated leadership
  - b. Capacity to implement initiatives
  - c. Embedded measurement processes and reporting
  - d. Ability to provide quarterly status reports (depending on scope of project) and a final detailed report on how funds were disbursed and how target beneficiaries were positively impacted.
6. Once approved, organisations selected for longer-term partnerships will receive further guidance regarding Fyffes reporting requirements.

### EXCLUSIONS

7. The following organisations are excluded from benefiting from Fyffes community investment programmes:
  - a. Political or government entities or individuals, in line with Fyffes Anti-Corruption Policy
  - b. Faith-based charities that promote religious outcomes
  - c. Individuals

### DISASTER RELIEF

In the case of a disaster , Fyffes Global Sustainability Department may provide immediate assistance and will require decisions to be made quickly. In such cases, disaster relief aid will not follow the process outlined in this policy. Disaster relief donations must still comply with the exclusions outlined above. Fyffes will prioritise disaster relief in areas located near Fyffes operations.

### REQUEST PROCESS FOR NON-PROFIT ORGANISATION

Any organizations can apply for monetary contributions or community partnerships using the Donation Request Form (“DRF”) form. Please download a copy by clicking [here](#).

8. Fyffes will evaluate the project in line with the eligibility criteria and our focus areas; education, gender equality, access to nutrition and adaptation to climate change, in addition to prioritising regions where we operate and where needs are greatest.

### EXITING A COMMUNITY PARTNERSHIP – OUR COMMITMENT

9. Fyffes is committed to being accountable and keeping its established engagements as agreed between Fyffes and the organisations with which it partners.

10. If we plan to exit a partnership at term or before term, we will evaluate the potential impact before a final decision is taken.

11. If we decide to end a partnership at term or before term, we will inform our partner three months in advance, so mitigation measures can be jointly established to minimise any negative impacts on beneficiaries.

12. Possible reasons for exiting a partnership:

- a. Reduction in Global/Local Community Investment Budget
- b. Lack of tangible impact demonstrated by the organisation supported
- c. Failure to meet the eligibility criteria

13. In the exceptional circumstances where Fyffes can no longer support a community partner, we will do our best to consider the short/medium term potential impact and limit any negative consequences for the community and the partner organisation.

4 A sudden, calamitous event that causes serious disruption to the functioning of a community or society, resulting in human, material, economic and/or environmental losses that exceed the ability of the affected community or society to cope using its own level of resources. Though often caused by nature, disasters can have human origins. (Source: UN/ISDR 2004)

## **FYFFES DONATION REQUEST FORM (DRF)**

### **[SCRIPT FOR WEBPAGE]**

The 'Fyffes Principles' outline our commitment to enriching the communities where we operate and where our products are consumed. Our community engagement includes supporting organisations that complement our identified focus areas; education, climate change, nutrition and gender.

This Donation Request Form (DRF) is to be used by external organisations in relation to corporate donations, both at a global and a local level, to make a request for any type of donations in line with Fyffes Global Donation Policy [INSERT LINK].

Once completed, please return this form to [donations@fyffes.com](mailto:donations@fyffes.com). If you have any question on the policy or the DRF, please also contact [donations@fyffes.com](mailto:donations@fyffes.com).

## SECTION 1: PROJECT SUMMARY

### Title of project

Can you confirm your organisation is not a religious organisation?

Yes/No

### Project Summary (max 200 words)

- Describe the problem it addressing
- how it will be accomplished
- Demonstrate how aligned with Fyffes sustainability strategy
- Inform other source(s) of funding involved

Address

City

Province

Postal Code

### Who will benefit and how

(max 100 words) Describe who will benefit from initiative – include info re number of beneficiaries, and other notable characteristics.

Website Address

Contact Person Name

Title

### Communities targeted

- location, name of community

Email

### Start date

Ideally start date should not precede the grant approval date.

Telephone

Contact person name

### End date

When you anticipate your project to be completed.

## SECTION 3: BUDGET

Total cost for Fyffes in US\$

Include any additional resources required for the success of the project

## SECTION 2: ORGANIZATION PROFILE

Name of Organization / Institution

Total Initiative Budget \$

Organization Type

Please specify: Registered charity, Research Institution or Not-for-profit organization

The total cost of the project, which could include other organizations' funding, when applicable.

Incorporation or charitable registration number

## SECTION 4: ALIGNMENT

Year of incorporation or registration

How does your project align with the overall aim of Fyffes Community Investment Program?

Can you confirm your organisation is not a government department or political entity?

Yes/No

In your response, please show how your project aligns with this aim, giving specific reference to the funding area you are applying for (education, nutrition, gender, climate change).

## SECTION 5: ACTIVITIES & OUTPUT

**Briefly list some of the primary activities, events or milestones (dates), along with any expected outputs.**

Max 250 words.

In reading this section, we should get a clear picture of how you will get the work done.

List your key activities, events or milestones. You may add a few details under each of these. Please do not exceed 5-7 key activities.

Be realistic about what you can accomplish.

## SECTION 6: OUTCOMES & IMPACTS

### Outcomes

When the initiative is complete, what outputs and outcomes will you have achieved?

How will you measure your outcomes both qualitatively and quantitatively?

How many people will benefit from the project? What is the geographic reach?

(max 300 words)

Be specific and as realistic as possible as we will ask for a report on the project success, value for money in achieving these results.

How will you know you've accomplished what you wanted to? Outcomes are often shown in terms of performance indicators. Identify things that will show you are achieving the results you are planning.

How will this affect people, processes and service?

## SECTION 7: COMMUNICATIONS

Please describe any communication of the community initiatives, partnership with Fyffes (e.g. social media, advertising in brochures, logo on clothing at events, etc.)

(max 300 words)

Are you or the partner organisation planning to do any communication regarding the initiative?

## SECTION 8: OVERSIGHT & ENGAGEMENT

Who within your organisation is responsible for the oversight of this initiative? Are they sufficiently experienced/resourced to oversee the project?

(max 100 words)

Will you engage external personnel or others (e.g. volunteers, consultants, designers, other researchers, faculty or students) in this initiative? If so, what skills or qualifications do they have? (

max 100 words)

## SECTION 9: OTHER

Is there anything else you would like to share?





