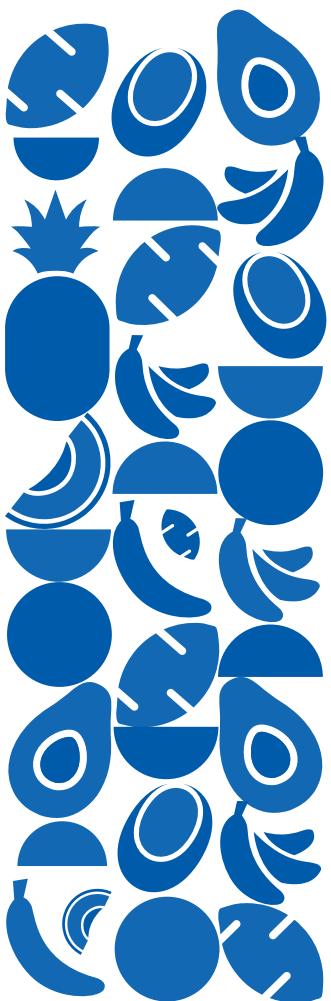




# Donation Policy



**Document Name:** Donation Policy  
**Document type:** Policy  
**Date:** Decembre 2025  
**Issuing department:** Corporate Affairs  
**Approver:** Chief Corporate Affairs Officer

## 1. ABOUT THIS POLICY

Fyffes is committed to acting responsibly in the communities where we operate, source fruit, and sell our products. Our Fyffes Principles (Code of Conduct) guide how we contribute to sustainable development and support strong, inclusive communities.

This Donation Policy sets out how Fyffes makes donations and community investments. It explains our guiding principles, focus areas, eligibility criteria, and approval process. The policy ensures that all donations—globally and locally—align with our sustainability strategy and support long-term positive impact.

## 2. ACCOUNTABILITY AND GOVERNANCE

Overall accountability for this policy lies with the Chief Corporate Affairs Officer (CCAO).

The Corporate Affairs Department is responsible for reviewing and updating the policy every two years or sooner if required.

All Fyffes employees must be familiar with this policy before contacting the Corporate Affairs Department about a potential donation.

## 3. SCOPE

This policy applies to:

- All Fyffes operations, offices, directors and employees worldwide.

- All donations made by Fyffes, including:

- Cash and in-kind donations
- Partnerships, affiliations, or alliances with non-profit organisations or associations

Not in scope:

- Sponsorships or marketing activities, including sports events or teams (even for charitable purposes). For sponsorship queries, contact the Marketing Department.

## 4. GUIDING PRINCIPLES

We support projects and organisations that reflect the following principles:

1. Inclusion – Promoting diversity, equal opportunities, and respect for human rights.
2. Community Ownership – Projects designed and delivered with community involvement.
3. Accountability – Partners must demonstrate reliability and responsible project delivery.
4. Measurement – Partners must measure and report on impact.
5. Collaboration – Working together to maximise positive outcomes.
6. Sustainability – Supporting projects that create lasting benefits without long-term dependency.

## 5. FOCUS AREAS

Fyffes prioritises community investments in:

- Education
- Gender Equality
- Health and Nutrition
- Climate Change Adaptation

We may support projects outside these areas when community needs are identified through a Community Needs Assessment (CNA).

Priority is given to communities:

1. Neighbouring Fyffes-owned farms in Central America
2. Neighbouring supplier farms in Latin America

## 6. BUDGET ALLOCATION

1. Fyffes allocates community investment funds according to our Community Investment Strategy.

2. Long-term Socio-Economic Resilience Projects are prioritised, though one-off initiatives may be supported where relevant. A definition of Long-term Socio-Economic Resilience Projects is as follows:

- Address root causes of social or economic vulnerability (e.g., lack of education, limited economic opportunities, climate-related risks).
- Create lasting benefits that continue even after Fyffes' involvement ends.

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- Build local capacity, skills, and leadership within the community.
- Strengthen systems such as education, health, nutrition, livelihoods, or climate resilience.
- Promote independence, reducing long-term reliance on external aid.
- Include clear monitoring and measurement to track progress and impact over multiple years.

Examples may include: multi-year education initiatives, women's empowerment programmes, climate adaptation or water security projects, sustainable farming and livelihood programmes, or long-term health and nutrition interventions.

3. Festive or celebratory events are not funded through the donation budget and must come from local operational budgets.

4. The CCAO presents the annual donation budget to the CEO and CFO for approval.

5. Budget allocation priority:

- Existing commitments
- Alignment with the Community Investment Strategy
- Needs identified through CNAs
- Communities near owned farms before supplier farms
- Customer- or stakeholder-driven partnerships

## 7. ELIGIBILITY CRITERIA

Eligible organisations must:

- Be registered non-profits, charities, Non-Governmental Organisations (NGOs), civic, or educational organisations
- Have a code of conduct aligned with the Fyffes Principles or accept Fyffes Supplier Code of Conduct
- Demonstrate financial stability and transparent reporting through audited accounts
- Be active in communities where Fyffes operates in Latin America
- Comply with local laws

- Comply with Fyffes Conflict of Interest and Anti-Corruption Policies

Additional requirements for long-term partnerships:

- Strong leadership and engagement capacity
- Effective resource management
- Clear monitoring and reporting systems
- Quarterly updates plus a final impact report

Approved partners will receive Fyffes' reporting guidelines.

## 8. DISASTER RELIEF

Fyffes may provide urgent assistance during natural disasters or emergencies, in line with this policy and relevant exclusions.

## 9. DONATIONS OF OBSOLETE FYFFES EQUIPMENT

Fyffes may donate obsolete but functional equipment (such as office furniture, IT equipment, or agricultural tools) where it can provide meaningful community benefit.

Any equipment considered for donation must be safe, in working condition, and meet relevant legal and data-protection requirements. Before disposal or donation, IT equipment must be securely wiped in accordance with Fyffes' Information Security policies. Donations of obsolete equipment follow the same approval process as all other donations and must not create dependency or operational risk. Fyffes will prioritise donations that support education, community services, or local capacity building in the regions where we operate.

## 10. EXCLUSIONS

Fyffes does not provide donations to:

- Political parties, politicians, or military groups
- Faith-based organisations for religious activities<sup>1</sup>
- Individuals

Fyffes may partner with or donate to religiously affiliated non-governmental organisations when their activities are focused on social, humanitarian, or community development outcomes. However, Fyffes does not provide support to faith-based organisations for activities whose primary purpose is religious instruction, worship, proselytization, or any other religious practice.

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## Government collaboration:

Fyffes may work with public institutions but does not make cash donations to government officials. Support must be provided directly by Fyffes. Please see Fyffes Conflict of Interest and Anti-Corruption Policies for more information.

## Employee Volunteering:

Fyffes encourages employee community engagement through its annual Volunteering Day benefit for office-based employees. This benefit is managed separately by the Human Resources Department and does not form part of this Donation Policy or the donation approval process.

## 11. ENDING A COMMUNITY PARTNERSHIP

Fyffes will:

- Honour existing contractual obligations
- Provide at least three months' notice

Reasons for exit may include reduced budget, insufficient impact, eligibility failures, or commercial or operational changes.

## 12. COMMUNICATION AND REPORTING

This policy is shared with employees and published on the intranet and website.

Each entity manages its donation budget and must report accurately.

Fyffes reports outcomes every two years in the Sustainability Report and contributes data to Sumitomo for their overarching community investment reporting.

Communications will be coordinated with the Corporate Affairs Department and partners and must comply with Fyffes Responsible Marketing Policy.

## 13. DONATION REQUEST PROCESS

1. Requests may be submitted by Fyffes employees, community members, or partner organisations.
2. Requests should be sent to the local Sustainability Coordinator or [donations@fyffes.com](mailto:donations@fyffes.com).
3. Applications should include a project description, budget, and plan.

4. Fyffes generally avoids ad hoc donations unless aligned with long-term objectives.

## 14. APPROVAL PROCESS

1. A Donation Request Form (DRF) must be completed for all donations before commitments are made (see Appendix 1).
2. The DRF must be completed by the local Sustainability Coordinator with local management approval.
3. The Global Sustainability Manager reviews DRFs within two weeks.
4. Partners must undergo due diligence (see Appendix 2) before any funds are released.
5. Due diligence is overseen by the Global Sustainability Manager.
6. Once approved, local donation spending must go additionally through a Capital Expenditure Request (CER) process.

## 15. GLOSSARY

Term	Definition
Donation	A voluntary transfer of money, goods, services or time from Fyffes to an organisation undertaking charitable, philanthropic or community work aligned to Fyffes priority focus areas
Neighbouring communities	Communities that are nearby Fyffes owned farms in Latin America, potentially impacted by Fyffes operations or where Fyffes employees live
NGO	A registered non-governmental organisation undertaking philanthropic, development or emergency humanitarian work
Due diligence	Fyffes will review financial, reputational and legal status of potential partners to ensure they can deliver on the intended outcomes and do not create risk for Fyffes
Sustainability	Sustainability is Fyffes approach to environmental, social and governance strategy, targets and outcome realisation

## 18. VERSION CONTROL

VERSION	DATE	COMMENTS
Version 1.0		New document
Version 2.0		<p>Updated to include reference to donation of obsolete equipment, and employee volunteering.</p> <p>Updated to refer to new and updated Policies, inc. Responsible Marketing Policy, Conflict of Interest Policy.</p>

## 16. EXCEPTIONS

Exceptions may be authorised by the CCAO and CEO. The policy will be updated as needed.

## 17. DOCUMENTOS RELACIONADOS

CODE	DOCUMENT
	Fyffes Principles (Code of Conduct)
	Global Conflict of Interest Policy
	Anti-Corruption Policy
	Donation Request Form (Appendix 1)
	Due Diligence Process (Appendix 2)

## APPENDIX I:

### DONATION REQUEST FORM

#### A. APPLICANT INFORMATION

1. Contact person at beneficiary organisation (name / position / email / phone number):

Name:

Position:

e-Mail:

Phone number:

2. Name of beneficiary organisation and registered charity number (if applicable):

3. Type of organisation that will benefit or partner (select one):

Local, national, or community organisation (non-governmental and non-profit)

Institution or agency of the local, municipal, regional, or national government of the recipient country

Local academic institution

Legally registered charity

International or regional organisation (non-governmental or non-profit) working on local development activities (includes local chapters of international organisations)

Intergovernmental or multilateral institution, organisation, or agency working on local development activities (includes local chapters of intergovernmental/multilateral institutions)

Other:

4. Brief description of the organisation (max. 150 words):

5. Is the organisation or charity legally registered in the country where the project will be carried out?

Yes      No

If so, please provide registration number:

6. Organisation address:

7. Links to relevant online platforms (website and/or social media):

8. Has the organisation previously received funding from Fyffes? If yes, please provide details:

9. Has the local community or project received external funding in the past? If yes, please provide details of the project(s) and the value of the donation(s):

## B. PROJECT INFORMATION

10. Project title:

11. Project summary (max. 250 words). Please include:

- Needs addressed:
- Main activities:
- Expected results:

13. Project location(s):

14. Donation amount requested from Fyffes (in local currency and USD):

15. Are there any other donors, partners, or stakeholders involved in this project? If yes, please specify:

16. Expected project start date:

17. Expected project end date:

18. What are the potential risks that the project activities may not be completed within the proposed timeline (e.g., delays, logistical barriers)?

12. Which of Fyffes donation pillars will the project address? (select all that apply)

Gender Equality

Climate Change Resilience

Nutrition

Health

Education

19. Are there other risks that could affect the successful implementation of the project (e.g., political, social, environmental)?

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## Fyffes Donation Policy

20. Does the project involve construction or infrastructure?

Yes      No

If yes, please describe:

- Type of infrastructure/construction
- Whether any environmental impact assessments have been carried out
- Status of required permits
- How the community will ensure maintenance of the facility after completion

### C. APPROVAL (For Fyffes Sustainability Staff Only)

21. Fyffes approval decision:

Yes      No

Reviewed by:

Stella Davis or Nazareth Pacheco

Sustainability Manager

## **APPENDIX II: DUE DILIGENCE PROCESS**

As part of the due diligence process, Fyffes may request the following documents and information:

### **1. Financial Statements**

- Audited financial statements (balance sheet, income statement, and cash flow statement) for the past two to three years.
- Assessment of consistent revenues, positive net income, and adequate cash flow to cover liabilities.

### **2. Credit Ratings and Reports**

- Credit reports or ratings from a recognised credit agency, demonstrating a history of meeting financial obligations.

### **3. Liabilities Report**

- A detailed record of outstanding debts, including loans, accounts payable, and long-term liabilities, with repayment schedules.

### **4. Tax Compliance**

- Copies of recent tax filings and certifications confirming the organisation is up to date on tax obligations.

### **5. Legal and Background Checks**

- Review of the organisation's legal history, including any bankruptcies, fraud cases, or evidence of financial mismanagement.

### **6. Review of Contracts and Obligations**

- Examination of existing contracts, partnerships, or legal obligations that could affect the organisation's financial standing.

### **7. Third-Party Financial Audit**

- An independent audit, where required, to verify the accuracy of the organisation's financial reporting and ensure no hidden liabilities.