

[Company Name]

Donation Policy

Approval Date	Effective Date	Last Review Date
Pending	Pending	April

Policy Number:	
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Approved by:	xx Executive Board
Responsibility:	xx Executive Board
Applies to:	xx Employees, xx Executive Board

1. PURPOSE

- a. The purpose of this policy is to define xx's commitment to financially supporting organizations active in labour relations, community development, and health care.
- b. This policy governs the selection for evaluating the applications received. [Company Name] will consider applications from other sectors, too.

2. APPLICATION OF THE POLICY

- a. When determining donations, this policy applies to all Employees and Executive Board Members.

3. DEFINITIONS

- a. xx Employees
 - i. Persons hired or appointed by the Business Manager or Authorized Designate to perform work related explicitly to servicing the membership and who receive remuneration in the form of a payroll check from the Local Union.
- b. Executive Board Members
 - i. Those elected by the membership or otherwise appointed to the Executive Board as may be permitted by the xx Constitution or By-Laws of the Local Union.

4. RESPONSIBILITIES and AUTHORITY

- a. Authority
 - i. Authority to approve lies with the Business Manager (or Authorized Designate) and the Executive Board.
- b. Responsibility
 - i. Employees and Executive Board Members shall report to the Business Manager or Authorized Designate all known or suspected infractions of this policy, whether accidental or intentional.

5. ELIGIBILITY CRITERIA

- a. For consideration of an application, the application must satisfy the following criteria:
 - i. Projects, programs, and organizations that align with the [Company Name] Donation Policy
 - ii. Organizations that are registered charities with the Canadian Revenue Agency
 - iii. Projects or programs that take place locally or nationally

6. EXCLUSIONS

- a. The following criteria would result in ineligibility for donations by [Company Name]:
 - i. Organizations not registered with the Canadian Revenue Agency
 - ii. Social Clubs
 - iii. Political parties or political organizations
 - iv. Third-party organizations raising funds for charity
 - v. Donations to groups who operate outside of Canada
 - vi. Sports teams or leagues
 - vii. Private fundraising activities and individual projects
 - viii. Violation of xx Conflict of Interest Policy

7. DONATIONS MANAGEMENT

- a. The xx Executive Board will review all funding requests.
- b. All donation requests will align with the xx Donation Policy and the Eligibility Criteria to be considered for funding.
- c. All funding requests must be submitted to the xx Executive Board in writing.
- d. Applicants will be notified in writing of the funding decision.

8. ALLOCATION OF DONATIONS

- a. To allow for the most significant number and variety of organizations, the [Company Name] has established an allocation procedure based on the following principles:
 - i. Only one financial contribution to any one organization in a given year.
 - ii. Donations are not automatically renewed from year to year; a request must be submitted for evaluation each new year.
 - iii. Multi-year funding commitments may be reviewed on an annual basis.

SIGN-OFF ([Company Name] - Donation Policy)

Employee / Executive Board Member
(Please Print)

Employee / Executive Board Member
(Signature)

Witness

Date