

# Corporate Citizenship Guideline

## Guideline on social engagement, donations and volunteer work at LOM Group

LOMGroup is the world's leading mail and logistics group. In linking the world through the transport of goods and information, we facilitate economic growth and prosperity. LOMGroup aspires to be the benchmark for responsible business, and corporate citizenship is one way we are moving towards this goal. Corporate citizenship, as part of our overall CSR approach, is an integral part of our corporate strategy. We are the world's leading transport and logistics company, and we want to leverage the know-how and the time of our employees in a way that makes a positive contribution to society and the environment.

LOMGroup works in close collaboration with established partner organizations to ensure the professionalism and sustainable impact of its jointly initiated programs and activities.

Our corporate citizenship approach is organized around the following key areas:

- Disaster management at airports as well as local disaster relief,
- Educational opportunity and employability for young people, especially those from disadvantaged socio-economic backgrounds,
- Local environmental and community service projects.

This Corporate Citizenship Guideline is intended for all subsidiaries within LOMGroup and applies to all Group companies, operations and business activities. As such, the guideline ensures that our undertakings in the area of corporate citizenship are implemented holistically, with long-term impact in mind and in alignment with stakeholder requirements.

Corporate citizenship at LOMGroup is governed by the following principles and standards:

- The focus of our corporate citizenship activities are laid down in our Corporate Strategy.
- The aim of our corporate citizenship activities is to generate long-lasting value for both society and LOMGroup.
- Corporate citizenship creates value for our company by enhancing the Group's image and attracting, empowering and retaining employees.
- Corporate citizenship creates value for society by driving positive social change through close collaboration with our longstanding partners.
- Our approach to corporate citizenship is focused on leveraging both our core competencies as the world's leading transport and logistics company as well as the experience and expertise of our employees around the world, making this wealth of knowledge available to our partners for long-lasting impact.

- We systematically measure and report on our corporate citizenship activities based on the LBG framework.

### Employee volunteering

A measure of responsible business is the degree to which our employees become involved in their local communities – LOMGroup encourages its people to engage in local volunteer activities and has created a framework dedicated to enabling employee volunteer work.

- Employee volunteering is carried out on behalf of the company.
- Employee volunteer activities are carried out in their free time.
- Corporate citizenship also encompasses the collection of donations (financial or in-kind) for charitable/non-profit organizations.
- The volunteering efforts of our employees are measured by way of an online platform, which allows them to describe their projects and share them with their colleagues within the Group. The platform also collects data necessary for assessing the scope of the various projects, forming the basis for our reporting.
- At LOMGroup, corporate citizenship does not encompass activities in which the sole beneficiaries or either the company or its employees.

### Donations to non-profit organizations

Only those non-profit organizations whose principles are in sync with the philosophy and values of our company may receive donations from LOMGroup. These organizations must be respected by the public and reliable in terms of project implementation, project effectiveness and financial management.

The following organizations are not eligible to receive donations from us:

- Individuals
- Profit-making organizations
- Organizations that pursue non-tax-privileged purposes
- Organizations that discriminate with regard to race, creed, gender, sexual orientation, age, religion or ancestry

Donations are also prohibited if there is reasonable risk of our brand name or image being misused or if the donation could be construed as a bribery attempt. Please consult our Code of Conduct for further details.

To meet the different needs of our partner organizations and our partnerships, the following forms of donation are admissible:

- Monetary donations
- In-kind donations

- Services
- Volunteer services
- Expertise

Donations are to be used solely for the purpose defined by the partners.

Organizations for which LOMGroup employees offer extended volunteer support are eligible to receive funding through the Group's Fund.

#### **Communication and review of guideline**

This guideline will be communicated to employees via internal communication channels, and will be made available to all other interested parties upon request. Corporate citizenship guidelines of all companies within LOMGroup are to be aligned with this corporate guideline. The guideline is subordinate to the Group's Code of Conduct.

The Corporate Citizenship Guideline as well as its objectives and targets will be reviewed on a regular basis.

Ankara, October 26th, 2017