



Charitable Contributions and Sponsorship Policy

As a Malaysian-owned company, Cempaka Schools social responsibility is to support local, nonprofit community organizations by providing financial contributions, in-kind services, and volunteer support.

The **Charitable Contributions and Sponsorship Policy** ensures that all Cempaka Schools Malaysia's donations, sponsorships, company volunteer activities, and in-kind services are coordinated and aligned with our corporate social responsibility strategy and business goals, maximize opportunity for corporate visibility, foster long-term business relationships, and are within our budget and resource limitations. This policy eliminates duplication and establishes a central point of contact for internal and external requests. All corporate expenditures for charitable donations, sponsorships, fundraising events, recognition dinners, tee signs, golf tournaments, program booklet ads, etc. will be handled accordingly.

All incoming and outgoing requests for charitable contributions/sponsorships, in-kind services or support, and/or company volunteer support, or business courtesies will be coordinated and administered by Community Relations. Individual employees may not respond to requests from (or solicit from) individuals or organizations that have an actual or potential business relationship with our companies.

Incoming or outgoing requests for sponsorships, charitable donations, volunteers, in-kind services, gifts or give-aways, or business courtesies must be made in writing and forwarded to Community Relations for research, review, and final disposition. Community Relations will communicate directly with agencies regarding all requests and coordinate any follow up documentation, and/or collateral activities such as ads, tickets, invitations, banners, etc.

The following guidelines will be used in reviewing requests for charitable contributions and sponsorships and company volunteer initiatives:

All corporate charitable contributions, sponsorships, and in-kind services will promote our business goals, create positive visibility, and demonstrate social responsibility.

The major focus of our contributions will be on education-related causes, disaster relief, cancer awareness, environmental causes and support of other corporate priorities. Contributions will be coordinated with employee volunteer activities when possible to achieve maximum impact within budget guidelines.

We will also consider requests to support social, community, civic, educational, diversity, and economic endeavors if these support corporate business goals and meet contribution guidelines and/or if Cempaka Schools staff is involved in the governance of the organization.

All requests will be entered into the Cempaka Schools charitable contributions database by the **Special Projects Officer** and reviewed with formal recommendation by the **Founder and Mentor, Chairman and CEO, and the Legal Department**.

The following exclusions apply:

Cempaka Schools Malaysia will not support organizations that discriminate on the basis of age, sex, race, religion, national origin, sexual orientation, or disability with respect to employment, volunteer participation, or the provision of services.

Contributions will be made only to the qualifying nonprofit agency. Contributions will not be made to organizations conducting fundraising (third party giving) on behalf of nonprofit agencies.

Requests from religious organizations for sectarian purposes will not be considered; however, a community program sponsored by a religious organization will be considered (e.g., food pantry).

Requests from all local, regional, and/or school-based sports teams will not be considered.

Requests from individual Malaysian primary and secondary schools (public or private) will not be considered, unless the request is for a new and innovative program specifically designed to address technology.

Requests that solicit financial support for individuals, political candidates, and political campaigns, or entities that are not nonprofit organizations, will not be considered.

Financial requests for capital campaigns will not be considered.