

MAY 2019



## SPONSORSHIP AND DONATIONS POLICY

GLOBAL FOREST BOND

### Global Forest Bond – Sponsorship Policy And Donations

Date	Staff	Sections reached
May 20, 2019	<b>Elaborated by:</b> Artur Ferreira  <b>Verified by:</b> Eduardo Ferreira  <b>Released for issuance:</b> Partners	Initial issue

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## GOAL

The purpose of this policy is to define how Global Forest Bond will conduct Sponsorship and Donations in a transparent manner, ensuring the application of the current legislation and the defined Standards of Conduct.

Sponsorships or Donations are ways for companies and institutions to highlight their brands through benefits to society. In the case of Global Forest Bond, it can be a way to promote compliance with its statutory goals.

## SCOPE OF APPLICATION

This policy aims to establish rules and procedures that must be followed to carry out Sponsorship and Donations, from the request to the post-event evaluation.

## DEFINITIONS

**Donation** - act of community participation, with no right or expectation of commercial return. Voluntary contribution that could generate a specific and beneficial tax treatment for the Donor in the country in which he collects taxes.

**Sponsorship** - Means to improve and promote the image, brand, positioning, thus making part of the general communication and marketing activities and within the Company's social functions, provided for in its Social Contract.

It is the action of sustaining, financially or through products and services, some event, activity, project or organization, in exchange for services or visibility, as agreed between the parties.

## PERMITTED PROCEDURES

### Sponsorship

Sponsorship may occur in cash in the following cases:

- a. Project, event or conference organized by external entity linked to the sector of interest of the Company. Project, event or conference organized by external entity linked to the sector of interest of the Company.
- b. Entity or institutional project (university, research program, NGO, etc.) related to the activities and objectives of the Company.

Direct payment for materials may occur in the following situations:

- a. Promotional materials or gifts
- b. Purchase of materials for the event or services



## Donation

The donation can be made in cash, or in goods, for charity purposes or to support a cause. Donations in cash must be made only by a deposit into account linked to the Institution/project.

Global Forest Bond does not make any contributions to political parties or candidates for public office without legal permission and Approval of the Board of Directors.

## ELIGIBILITY

For eligibility and approval of Sponsorships and Donations, the following criteria must be considered:

- a. The project has to be linked to the Company's activities and its social objective;
- b. The Project has to meet the Company's social function, strategic objectives, priorities and values;
- c. The project strengthens the Company's image; and
- d. The project reinforces the Company's message.

Ineligible projects:

- a. With religious or ideological goals;
- b. That generate personal gain to the recipient;
- c. That generate personal benefit to a collaborator of the Company; and
- d. That are not properly accounted for in the Company's financial accounts.

## APPROVAL OF SPONSORSHIP AND DONATION:

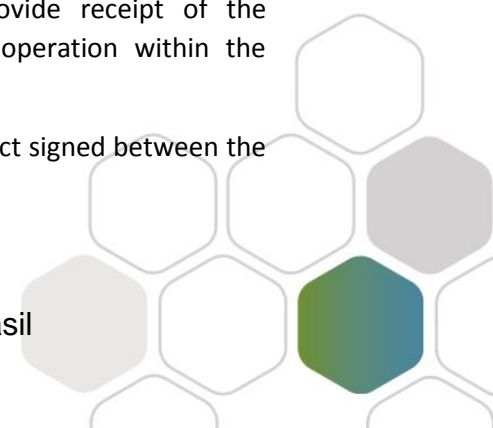
The request for Sponsorship or Donation must be formalized and approved by two directors, including the destination of the resource. All Sponsorships must be evaluated in advance by the Communications and Marketing Department.

Funds must only be granted for these activities after analysis and approval of the requesting institution, that is, after verifying the regularity of the following aspects: duly substantiated constitution, regularity of performance, suitability, transparency and legitimacy of the project.

Such Sponsorship or Donation actions will not be carried out in kind to the applicants, and the resources will only be deposited in a bank account of the Institution, Foundation or Project to which the resource is destined.

The Institution/Foundation/Project receiving the resource must provide receipt of the Sponsorship or Donation made for the proper registration of the operation within the established in law.

Sponsorships over R \$ 5,000.00 (five thousand reais) must have a contract signed between the parties.





The Employee responsible for requesting the Sponsorship must carry out the monitoring of the execution of the activity for which it was intended, including post event analysis.

The Compliance Officer must sign as aware of the Sponsorship or Donation procedure to be performed.

## INTERNAL PROCEDURES

All requests must contain the following information:

- a. Name of the requesting department;
- b. Name and address of consignee;
- c. Details of event, project or activity (level of support, location, visibility);
- d. Objective (promotional, social, diplomatic, institutional) and category (innovation, environment, culture);
- e. Cost of Sponsorship or Donation;
- f. Project presentation;
- g. Analysis of the area that received the request and signature of the Manager or Director of the area, with its approval;
- h. Document that originated the request for Sponsorship or Donation, formal, with details of the Sponsorship or Donation requested and how it will take place; and
- i. Additional documents may be requested by the Compliance Officer.

### Assessment criteria:

The following criteria will be analyzed:

- a. Framework for the Company's strategy and social objective;
- b. Institutional relevance;
- c. Relevance of communication and marketing;
- d. Compliance with relevant laws;
- e. Ethical and reputational risks;
- f. Value in view of economic conditions;
- g. Suitable recipient;
- h. Payment to the recipient's bank account;
- i. Payment in bank account opened in country that has connection with the transaction;
- j. Sponsorship Materiality (with photos, publicity material, space for the use of logo).

### Post-Sponsor Evaluation

Every applicant must submit a report on the Sponsorship event held, with information such as photos, form of participation, number of participants.

