

Transcontinental Inc. Donation Policy

Effective: *July 26, 2012*

1. GENERAL FRAMEWORK

Transcontinental Inc. has adopted a Donation Policy to facilitate the selection, support and close management of the many activities it will partner over the years in all legitimacy, freely, and with pride. All the supported activities reflect the Corporation's values.

The common link among the activities supported by Transcontinental Inc. is their relevance to the communities in which the Corporation operates and where our employees live and work. This support from the Corporation mirrors the special relationship that Transcontinental Inc. has with the communities where it does business, and is fully aligned with its sustainable development plan.

1.1 Priority areas

A wide variety of causes may be supported by Transcontinental Inc., but the Corporation has chosen to give priority to the following areas:

- Education
- Health

1.2 Management

Donation management comes under the responsibility of the Transcontinental Inc. Donation Committee. This Committee is overseen by the Office of the Chair of the Board of Transcontinental Inc.

1.3 Budget

Transcontinental Inc. invests an average of 1.5% of its pre-tax earnings each year.

For details of corporate donation amounts and values, see the Sustainability Report on the Transcontinental Inc. website at www.transcontinental-ecodev.com.

2. GENERAL OBJECTIVES

As an active corporate citizen established in North America, Transcontinental Inc. has chosen to offer its support to various organizations and groups that are involved in their communities.

2.1 Distribution

The distribution of contributions granted by Transcontinental Inc. meets one or more of the following objectives:

- fulfill its role as an active corporate citizen;
- strengthen community bonds;
- highlight its products and services;
- advance its strategic orientations.

2.2 Forms of contribution

Contributions made by Transcontinental Inc. under its donation policy generally take the following forms:

- cash donation
- advertising
- printing
- distribution

2.3 Exclusions

Transcontinental Inc. will refuse to consider donation requests from:

- lobbyists and advocacy groups;
- individuals not associated with a humanitarian cause.

2.4 Contributions to political parties

Transcontinental Inc., as a publicly held company, does not contribute in any way to any political party or politically based organization or interest group promoting a political ideology, in the name of Transcontinental Inc.

Furthermore, no TC Transcontinental employee, whether full-time, part-time, contract or seasonal, is authorized to make political contributions in the name of Transcontinental Inc.

2.5 Contributions to religious organizations

Transcontinental Inc., as a publicly held company, does not contribute in any way, whether by donation or sponsorship, to any religious organization or any interest group promoting a religious ideology, in the name of Transcontinental Inc.

Furthermore, no Transcontinental employee, whether full-time, part-time, contract or seasonal, is authorized to make religious contributions in the name of Transcontinental Inc.

2.6 Repeat donation policy

At no time does any donation or sponsorship granted to an organization or group by Transcontinental Inc. commit the Corporation to supporting this organization or group repeatedly. Each new request must be submitted for evaluation.

3. DONATION AND SPONSORSHIP COMMITTEE

The Transcontinental Inc. Donation Committee comprises four members, including the Chair of the Board of Transcontinental Inc.

3.1 Objectives of the Committee

The formation of the Donation Committee allows for an accurate assessment of the amounts paid or partnerships formed by Transcontinental Inc., and also prevents duplication of donations and sponsorships from different sources within the organization (e.g.: by sector, by business unit, by employee, etc.), centralizes financial information, etc.

In addition to processing any duly completed donation request forms submitted by the sectors/business units/Office of the Chair of the Board, the Donation Committee is responsible for evaluating requests received directly by email via the form available on the corporate website at www.tc.tc under the heading “About/Community”.

3.2 Frequency of Committee Meetings

The Transcontinental Inc. Donation Committee meets once a month to evaluate applications.

4. ADMISSIBILITY OF APPLICATIONS

Any application for support associated with a regular or occasional subscription campaign aimed at mutual aid or development in the areas that satisfies Transcontinental Inc.’s criteria or interests is admissible and subject to an evaluation by the Donation Committee.

4.1 One-time humanitarian event

In the case of a one-time humanitarian event (e.g.: earthquake, flood, etc.), or any other case deemed significant and worthwhile by the Office of the Chair of the Board of Transcontinental Inc., this Office may decide to act immediately, without restriction. However, the Office of the Chair of the Board agrees to inform the Donation Committee of any such contribution for official accounting purposes.

5. FORM

Transcontinental Inc. provides a form for donation applicants to fill out. This form is available on the Corporation’s website at www.tc.tc under “About/Community”.

6. RESPONSES

As mentioned in section 3.2, the Transcontinental Inc. Donation Committee meets every month. At these meetings, the Committee evaluates each application received that satisfies eligibility and deadline criteria. A response is then sent to each applicant by email **within three months**.