

Local Community Involvement Policy

VERSION HISTORY

Version	Issue date	Written by	Reviewed by	Approved by	Summary of changes
1	October 27, 2021	Lyne Martel ⁽¹⁾ Magali Depras ⁽²⁾		Isabelle Marcoux	Initial version.
2	December 22, 2022				Adjustments to scope

(1) Chief Human Resources Officer

(2) Chief Strategy and CSR Officer

FORMS AND ATTACHMENT

Appendix A – Local Community Involvement Program: Request for Donation Form

Appendix B - Local Community Involvement Program: Eligible Locations

Appendix C - Dollars for Doers: Request for Donation Form

Appendix D- Dollars for Doers Program: Eligible Locations

In this document, masculine gender is used for the sole purpose of simplifying the text.

1. PURPOSE

The purpose of the Local Community Involvement Policy is to broaden our current community involvement and to implement an employee community involvement program called “Dollars for Doers Program”. This Local Community Involvement Policy is therefore composed of 2 important programs:

- The Local Community Involvement Program
- The Dollars for Doers Program

The objectives of the Local Community Involvement Policy are to:

- Anchor our local presence where we have a significant presence
- Expand networking with our communities
- Promote community work through team engagement
- Promote employee engagement
- Attract and retain talent
- Confirm our international expansion
- Strengthen our company’s image locally
- Pursue our philanthropic commitment

2. SCOPE OF APPLICATION

The Local Community Involvement Program is available for all key locations outside of the Province of Québec (see Appendix A). The Québec sites are out of scope as we will continue our major donations in the province in the areas of healthcare, education, and communities.

The “Dollars for Doers Program” is available to teams of employees from any site, that do community service for a minimum of 20 hours per fiscal year.

3. DEFINITION

Non-profit organizations: legal entities organized and operated with a collective, public, or social objective and benefit for communities; they are active in one of the following areas: health, education, environment, or community. They include charitable organizations that are registered charities, and which use their resources for charitable activities towards the relief of poverty, advancement of education, health or other purposes beneficial to the community. Are excluded: religious organizations, political parties or politically based organizations, lobbyists, advocacy groups, individuals not associated with a humanitarian cause as well as sports related teams.

4. ROLES AND RESPONSIBILITIES

4.1. Plant General Managers and office senior leaders (for office locations)

The plant General Managers and office senior leaders are responsible for coordinating the selection of non-profit organizations or charitable organizations which will benefit from their respective site's community donation. To achieve this, they should promote employee engagement and:

1. Implement a site committee or nominate a person responsible for identifying pertinent organizations in the community of their site that could benefit from the donation and that would be appropriate from an employee / community point of view. Some criteria must be considered such as:
 - a. Community impact
 - b. Number of employees or volunteers involved with this organization
 - c. Objectives of the organization and link with the site
 - d. Donation impact and visibility for the site and for the TC Transcontinental employees
2. Finalize the selection and confirm the organizations chosen
3. Organize or delegate to the committee the organization of a donation event
4. Communicate the donation on internal and external channels.

5. PROCEDURE

5.1. Local community involvement procedure

1. For locations listed in Appendix B, \$5,000.00 is available each fiscal year for community involvement (amount is \$5,000.00 USD or equivalent in the country currency, except for Canada where the amount is \$5,000.00 CDN).
2. The amount is to be split among 2 non-profit organizations.
3. Donations should be made to a non-profit organization as defined in section 3.
4. Once the non-profit organization is selected, the form included in Appendix A must be filled by the site and submitted to Cynthia Pinkerton.
5. A donation event may be organized by the site to present the donation to the non-profit.
6. Communication of the donation to be organized on internal and external channels. Refer to the Local Community involvement program – Leveraging for Brand Visibility presentation available on the intranet.

5.2. Dollars for Doers procedure

The Dollars for Doers objective is to promote community work through team engagement. All TC Transcontinental locations are eligible (some smaller sites may be combined to form a location). Please refer to Appendix D for the list of eligible locations. The program aims at encouraging community service and providing support from TC Transcontinental to the non-profit or charitable organization.

1. When a team of 5 or more employees from a TC Transcontinental site has done a minimum of 20 hours of community service in a given fiscal year for a non-profit organization, TC Transcontinental will provide a contribution of \$1,000.00* to the organization (*amount is \$1,000.00 USD or equivalent in the country currency, except for Canada where the amount is \$1,000.00 CDN).

2. There shall be a maximum of 5 contributions in any given fiscal year per site.
3. Community service is to be conducted outside of working hours. Family members are welcome to join.
4. Once the community service work has reached 20 hours, Appendix C “Dollars for Doers” form must be completed and submitted to Cynthia Pinkerton.
5. Communication of the donation is to be organized on internal and external channels. Refer to the Local Community involvement program – Leveraging for Brand Visibility presentation available on intranet.

6. COMMUNICATION

Branding and communication materials have been developed and are available on the intranet.

7. DOCUMENTATION

7.1. Document retention

The site is responsible for filing the documents utilized in the community involvement Policy. All these documents must be retained for a minimum of five (5) years.

7.2. Policy Review

The Policy will be reviewed annually.

Appendix A - Local Community Involvement Program: Request for Donation

Request for Donation Local Community Involvement Program



Date: _____

Requestor Name: _____

Sector

- ☐ Packaging ☐ Media
☐ Print ☐ Corporate

Location:

- ☐ Albany
☐ Aurora - PLM & ISM (incl. Artisan)
☐ Battle Creek
☐ BGI Retail
☐ Brampton
☐ Brooklyn (Ultra Flex)
☐ Calgary
☐ Clinton (Capri)
☐ Colombia (Banaplast)
☐ Costa Rica
☐ Ecuador (Supraplast)
☐ Ecuador (Trilex)
☐ Elgin (Multifilm)
☐ Exton (H.S. Crocker)
☐ Griffin
☐ Guatemala (Villa Nueva)
☐ Halifax
☐ Lenexa
☐ Matthews
☐ Menasha
☐ Mexico (San Luis)
☐ New Zealand (Yaldhurst)
☐ Ontario
☐ Owen Sound (RBW Graphics)
☐ Richmond (Flexstar)
☐ Spartanburg & Shared Services
☐ Thomasville
☐ Tomah
☐ Transcontinental Digital Services (Toronto)
☐ Tulsa
☐ United Kingdom (Wrexham)
☐ Vancouver
☐ Vaughan (Interweb Toronto)
☐ Whitby

Charity/Non-Profit Information

Type of organization:

- ☐ Health ☐ Environment
☐ Education ☐ Community

Please describe the organization's focus:

Explain rationale behind the selection of this not-profit association. Why them?

Name of charity/non-profit: _____

Charity/non-profit registration #: _____

Contact person name: _____

Email: _____

Telephone: _____

Address: _____

City/Town: _____

Province/State: _____ Zip/Postal code: _____

Supplier ID #: _____

Amount to be donated:

\$2,500

Donation to be paid by:

- ☐ Credit card
☐ Cheque

If payment by cheque, please specify where to mail the cheque:

- ☐ Directly to charity
☐ To the TC facility

General Manager Approval

Name: _____

Signature: _____

Please return by email to:

Cynthia Pinkerton
 TC Transcontinental Corporate Social Responsibility
 438-993-9058
cynthia.pinkerton@tc.tc

Appendix B - Local Community Involvement Program: Entitled Locations

Locations entitled to participate in the Local Community Involvement Program:

- Albany
- Aurora - PLM & ISM (incl. Artisan)
- Battle Creek
- BGI Retail
- Brampton
- Brooklyn (Ultra Flex)
- Calgary
- Clinton (Capri)
- Colombia (Banaplast)
- Costa Rica
- Ecuador (Supraplast)
- Ecuador (Trilex)
- Elgin (Multifilm)
- Exton (H.S. Crocker)
- Griffin
- Guatemala (Villa Nueva)
- Halifax
- Lenexa
- Matthews
- Menasha
- Mexico (San Luis)
- New Zealand (Yaldhurst)
- Ontario
- Owen Sound (RBW Graphics)
- Richmond (Flexstar)
- Spartanburg, Chicago & Shared Services
- Thomasville
- Tomah
- Transcontinental Digital Services (Toronto)
- Tulsa
- United Kingdom (Wrexham)
- Vancouver
- Vaughan (Interweb Toronto)
- Whitby

Appendix C - Dollar for Doers Program: Request for donation

Request for Donation Dollar for Doers Program



Please fill out the entire application and ensure that all the information is accurate. If the application is not complete, it will not be processed.

For every 20 hours volunteered, \$1,000 will be donated to the charity/non-profit organization, up to a total of \$5,000 annually per site/location.

Date of application: _____

TC Transcontinental Team

Sector

- ☐ Packaging
 ☐ Media
☐ Print
 ☐ Corporate

Site/Location: _____

Team members' first & last names (minimum 5):

Date of volunteer activity(ies): _____

Description of activity(ies): _____

Total hours volunteered (minimum 20 hrs): _____

Charity/Non-Profit Information

Type of organization:

- ☐ Health
 ☐ Environment
☐ Education
 ☐ Community

Please describe the organization's focus:

Explain rationale behind the selection of this not-profit association. Why them?

Name of charity/non-profit: _____

Charity/non-profit registration #: _____

Contact person name: _____

Email: _____

Telephone: _____

Address: _____

City/Town: _____

Province/State: _____ Zip/Postal code: _____

Supplier ID #: _____

Amount to be donated:

Donation to be paid by:

- ☐ Credit card
☐ Cheque

If payment by cheque, please specify where to mail the cheque:

- ☐ Directly to charity
☐ To the TC facility

General Manager Approval

Name: _____

Signature: _____

Please return by email to:

Cynthia Pinkerton
 TC Transcontinental Corporate Social Responsibility
 438-993-9058
cynthia.pinkerton@tc.tc

Appendix D - Dollars for Doers program: Eligible locations

- Albany
- Anjou (Transmag)
- Aurora - PLM & ISM (incl. Artisan)
- Battle Creek
- Beauceville (Interglobe)
- Boucherville (Interweb)
- BGI Retail
- Brampton
- Brooklyn (Ultra Flex)
- Calgary
- Clinton (Capri)
- Colombia (Banaplast)
- Costa Rica
- Ecuador (Supraplast)
- Ecuador (Trilex)
- Elgin (Multifilm)
- Griffin
- Guatemala (Villa Nueva)
- Halifax
- Head Office (1 PVM, Montreal)
- Huntley (H.S. Crocker)
- Jules Poitras
- Lenexa (Robbie)
- Matthews
- Media Montreal
- Menasha
- Mexico (San Luis)
- Montreal (Flexipak)
- Montreal Recycling
- New Zealand (Yaldhurst)
- Ontario (California)
- Owen Sound (RBW Graphics)
- Richmond (Flexstar)
- Ross-Ellis
- Saint-Hyacinthe
- Spartanburg, Chicago & Shared Services
- Thomasville
- Tomah
- Transcontinental Digital Service (Toronto)
- Transmedia – TMA
- Tulsa
- United Kingdom (Wrexham)
- Vancouver
- Vaughan
- Whitby